

# LIBRARY MEDIA CENTER EMERGENCY PROCEDURES

With the impending hurricane, schools are busy following emergency preparedness plans. At this time, we just wanted to remind you of certain procedures to further protect your collection and equipment.

- Move books, materials and equipment away from windows, and if possible to a well-protected area of the library media center.
- Remove books and materials from floor level shelves only.
- Unplug all computers (after properly shutting them down) and cover with plastic.
- Financial records should be wrapped in plastic bags, and if possible seal cabinets with waterproof tape.
- If plastic sheets are available, cover the shelves to avoid water damage.
- Clear desks and counters.
- If you have any special personal items you might want to take them home in case you can't get into the building later.
- With *Destiny*, you do not have to make a back up of your collection. ITS performs nightly backups, and I have asked Follett to perform an additional backup for us.
- If you have done any remote circulations, upload the remote circulation file(s) into *Destiny*.

Thank you for all your hard work in getting your schools ready. If you have any questions, you may contact me at 305 995-2283.