

Z. Smith Reynolds Library

Emergency Procedures

May 2016



Safety and Security Team Members:

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Introduction

The Z. Smith Reynolds Library Emergency Procedures have two primary goals: to reduce the likelihood that the library will experience a disaster and to mitigate the impact of disasters that do occur.

The best disaster is one for which we are so well prepared that it never happens. Potential for disaster can be reduced by identifying and correcting hazardous conditions and by encouraging staff alertness in detecting and reporting problems.

Disasters can happen at any moment and may come in many forms. The purpose of this plan is to provide useful guidelines for identifying individuals, services, and materials required in the event of a disaster. Because fast action is often needed and because it is difficult to think clearly under emergency conditions, this plan outlines how to respond.

There are two versions of the emergency procedures: a print version which distributed to the team directors; Special Collections and Archives, Access, Reference, Technology, Resource Services and Administration. The other version is available online at: <http://zsr.wfu.edu/about/publications/>

A Mobile Disaster Kit, complete with a copy of the Emergency Procedures, supplies, map of Winston-Salem, etc. is located in a box in the ZSR mailroom. This kit can be used for quick response to offsite disasters.

The Emergency Procedures will be reviewed annually for major changes in procedures. Informational changes, such as names and phone numbers, will be updated as they occur, and will be corrected in all versions of the plan.

Who to Call

In emergencies, minutes may make a big difference in response. If you have any doubt about what emergency service to call, **just call 911**. From a campus phone, this will reach campus police; from a mobile phone, this will reach Forsyth County Emergency Management. *If time permits*, follow up any call to the county with a call to campus police at 336-758-5797.

University Police

911 from a campus phone
(336) 758-5911 from an off campus or cell phone

Circulation Desk

x4931 from a campus phone
(336) 758-4931 from an off campus or cell phone

Administrative Office

x5480 from a campus phone
(336) 758-5480 from an off campus or cell phone

Disaster Team Leader

x6140 from a campus phone
(336) 758-6140 from an off campus or cell phone

Facilities Management

x4255
(336) 758-4255 from an off campus or cell phone

Home / Cell numbers of important contacts (see ZSR Emergency Procedures Phone numbers)

Emergency Preservation Assistance

B&M Cold Storage
690 Gaynor Street
Winston-Salem
(336) 767-4900 (ask for Julio)

North Carolina Preservation Consortium
<http://www.ncpreservation.org/>

Robert James
(919) 660-1157

Etherington Conservation
6204 Corporate Park
Browns Summit, NC 27214
(800) 444-7534

Lyrasis Disaster Recovery
(800) 999-8558
<https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Disaster%20Resources/Disaster-Assistance.aspx>

Northeast Document Conservation Center
(978) 470-1010

Fire

What To Do Right Away

Treat every fire alarm as if it were the real thing.

Make sure that patrons and staff are not in danger. Circulate among the patrons to notify them that they must exit the building, but don't wait for them to do so. The library staff should not endanger themselves or others to save library materials. Safety comes first.

Fire/Smoke Response

- **If you discover a fire**, pull the fire alarm
- **If you hear the fire alarm** follow evacuation procedures.
- **If you encounter fire, smoke or a hot door on your way out**, take an alternate exit route.
- **If fire appears to be small and is contained**, use nearest fire extinguisher if you are comfortable. (See Addendum: [Maps of Floors for fire extinguisher locations.](#))
- **If you smell smoke or burning odor**, investigate to determine the source. If fire is discovered or suspected, pull fire pull and initiate evacuation procedures. Communicate

suspected location to a member of the Safety and Security Team.

Evacuation Procedure

Upon hearing the fire alarm, staff members complete evacuation of assigned areas. If you are responsible (See appendix 1) for evacuating a level:

1. Tell all patrons to leave by the closest exit. Do not wait for all patrons to leave.
2. Check restrooms/elevators.
3. Clear study areas, stacks and carrels.
4. Evacuate the building and report to Safety and Security Team Member outside of the library. Report anyone left behind or handicapped persons needing assistance to the Safety and Security Team members outside of the library.

2015 evacuation assignments:

- Susan Smith, 8th floor
- Thomas Dowling, 7th floor
- Megan Mulder, 6th floor Reynolds
- Beth Tedford, 5th floor Reynolds
- Hu Womack, 4th floor-Wilson
- Meghan Webb, 4th floor-Wilson
- Mary Reeves, 4th floor Reynolds
- Molly Keener, 4th floor Reynolds
- Craig Fansler, 3rd floor Reynolds
- Travis Manning, 2nd floor Reynolds
- Carol Cramer and Leslie McCall, Atrium
- Ellen Makaravage, 1st floor Reynolds
- Chris Burris, 1st floor Wilson

Safety and Security Committee will assemble at assigned locations of the library and ensure that all exits are covered. Mary Reeves and Meghan Webb cover Starbucks Entrance. Thomas and James cover the east entrance and move people to Salem Hall. Once all evacuation procedures have started, await University Police response.

No one will be allowed to return to the building until authorized by University Police.

Evacuation Procedures for Handicapped Persons

Handicapped individuals in wheelchairs should be moved into stairwells that are closed off of

other areas of the library. Close doors to outside areas if necessary. Report locations of handicapped individuals to Safety and Security Team Members who will relay this information to University Police. Once additional help arrives, University Police and Emergency Personnel will move handicapped individuals out of the library. Let authorities know we have an Evac-Chair located in the back of the stacks area behind the Circulation Desk should it be necessary.

Everyone should assemble on Davis Field, near Salem Hall or on the seating area between Benson and Tribble.

Remain 200-300 feet from the building and await instructions.

Tornado

Tornado Watch

No sightings, but weather conditions are favorable for a tornado to develop in the immediate vicinity.

When a tornado watch is issued, whoever becomes aware should send a note to Lib-I to let people know about the threat. No action is necessary except to be prepared to act appropriately if the alert is upgraded to a warning.

Tornado Warning

A warning means that a tornado has been sighted in the immediate vicinity.

University Police will activate the "Wake Alert" and outside speakers as well as text messages will be sent to registered cell phones.

- Upon receipt, Access or Admin will send out an email to lib-I to notify all staff.
- Circulation Desk staff will use PA to announce imminent danger. Announce: ***"May I have your attention please! A tornado warning has been issued for Forsyth County. For your protection, please proceed to the lowest level of the library until xx time.*** (Insert time that weather emergency will end.)
- Move everyone to either Reynolds 1 (basement) or Wilson 1 (basement). Do not use Atrium. If unable to get to 1st floor, head to an interior hallway.
- Move away from open doors and windows.
- Do not use electrical equipment or phones.
- Do not use elevators.
- Do not leave the building until the tornado warning is over.

When the warning has ended, make another PA announcement that the threat has ended.

Severe Storms/Hail/Wind/Hurricane

- Monitor Weather.com for severe weather warnings.
- When severe weather is imminent, instruct patrons/staff to move to interior of building, away from glass.
- Close blinds.
- Move out of the atrium.
- Turn off/unplug electrical appliances.
- Avoid contact with outlets, appliances, or phones.

Power Failure

Circulation or Administration Office will notify Facilities Management (x4255) of the outage and attempt to determine the cause of the failure. Circulation will consult with the Library Dean regarding evacuation. If the building is to be evacuated, the same evacuation routes established for fire should be used. University Police will prevent anyone from entering the building.

Safety and Security Committee members will check the elevators for occupants.

Library staff should assist patrons by directing them with flashlights which are kept on hand in each office area. (see Section 7 Floor Plans/Safety Equipment) It is the responsibility of each department to check the flashlights periodically to be sure they are in working order.

Medical Emergencies

Call 911, and request help.

Care of Injured

- Do not move severely injured persons unless in danger of receiving further injury.
- Apply first aid as necessary and as you are able.
- Contact Circulation Desk, (x4931) to inform where emergency is.
- AED located across from Circulation Desk and adjacent to the Reference Desk.

Bomb Threats

If a suspicious object is observed, evacuate the immediate area and call 911.

If a phone call bomb threat is received, immediately call 911 (or have someone else call from another line). **Do not evacuate the building unless directed to do so by the University Police.**

If a suspicious package/object/backpack is found:

- Don't touch it
- Evacuate the immediate area
- Call 911 and tell them the location and appearance of object, your name, location, and phone number. Stay on the line until told you can hang up.
- **Do not evacuate the building unless directed to do so.**
- Notify the Library Dean's Office (x5480)

If a bomb threat is received by phone, get as much information as possible about the bomb and the caller:

- Time of call
- Sex and age of caller
- Speech pattern, (accent, slur, etc.)
- Emotional state of caller, background noise.

Do not hang up.

If evacuation is ordered, follow established evacuation procedures. Do not re-enter the building until directed to do so by University Police.

Use the PA to announce:

"May I have your attention please. The building is being evacuated at the request of University Police. Please remain calm and leave the building and exit by the front doors. Evacuate immediately."

Repeat if necessary and aid in building evacuation.

Chemical/Biological Releases

- If the chemical/biological release is indoors, announce building evacuation over PA (see *Emergency Evacuation Announcement*), call University Police, and leave immediately. Assemble on Davis Field. Wait for information/instructions from University Police.
- If the release is outdoors, stay indoors above the ground floor with fewest windows or vents and call University Police.
- Seal cracks around doors and windows with material.
- Request Facilities, (x4255) (or Fire Department when they arrive), to shut off ventilation.

Designated spots with restricted airflow:

- Reynolds stacks on 3 and Reynolds 5
- Stairwells on 7 east and west Reynolds wing

Explosions

If there is an explosion in your area, immediately call 911.

Emergency Response

- If the phone system is not in operation, use a cell phone to call Police or call from another building.
- If in immediate danger, move wounded to a safe location.
- Keep everyone away from broken windows.

Evacuation

- If on the ground floor of the building and you may exit safely, do so.
- Evacuation from upper floors should only be attempted if life threatening situations exist (ie. fire, more explosions, etc.)
- Do not use elevators. Wait for help from University Police and Fire Department.
- Care for injured.
- If fire alarm is raised, proceed as with evacuation.

Active Shooter

Shots fired sound like a popping sound. If you hear such a sound, take cover.

- **Get Out:** Try to get outside if you can. If you hear shots, you may not be able to find a safe route out.
- **Hide Out:** Lock doors and windows
 - Turn off all lights and be quiet. Silence cell phone. Lie down on floor or hide behind furniture away from doors and out of sight of windows. Remain in place until police advise you it is safe. Verify that voice commands are being issued by police, not the shooter.
 - If you know where the shooter is, call 911 (336-758-5911) if it is safe to do so. Tell dispatcher what is happening, where you are and if anyone is hurt. Do not hang up until instructed to do so.
- **Take Out:** If you have no other option, prepare to act in your own defense.

Water Damage

Water Anywhere

- Notify Kristen (x4255) during business hours or the Circulation Desk at x4931 after 5pm or on weekends.
- Kristen or the Circulation Desk will contact Facilities (x4255), or Campus Police (x5911) before entering area.
- Report any water leak to the Preservation Librarian even if it doesn't immediately affect the collection.
- Do not enter the flooded area.
- Wait for "all clear" before beginning rescue of books/materials.

Ceiling Leaks/Burst Pipes

- Place plastic garbage cans appropriately to collect any falling water. (Repurpose actual garbage cans from nearby waste/recycling areas.)
- Place plastic sheeting over any library materials or files in proximity to the leak.
- Materials on top shelves or in danger of becoming wet should be removed and stored in another location.
- Contact facilities to remove standing water by mopping or wet vacuuming.
- If needed, turn off water supply outside of the library to prevent further water damage or accumulation. The key to the padlock is in the key cabinet behind the Circulation Desk on a pink key ring.
- Materials that have water damage should be removed and housed separately from dry materials. Depending on the degree of wetness, water-damaged materials should be frozen or spread out to air dry. (see [How To Save Collections](#))

Flooding from Storms

- Use barriers (in emergency supplies) to prevent additional water from entering the building. Water spreading across uncarpeted floor can be absorbed using cardboard or newspaper.
- If possible, place large plastic garbage cans to catch streams of water.
- Contact Facilities to remove standing water by mopping or wet vacuuming.
- Materials that have water damage should be removed and housed separately from dry materials. Depending on the degree of wetness, water-damaged materials should be frozen or spread out to air dry. (see [How To Save Collections](#))

Water Damage Caused By Fire Fighting

- Contact Facilities to remove standing water by mopping or wet vacuuming.
- Materials that have water damage should be removed and housed separately from dry

materials. Depending on the degree of wetness, water-damaged materials should be frozen or spread out to air dry. (see [How To Save Collections](#))

How to Save Collections

Salvage Procedures for Water Damaged Items

General Information

- Make an initial assessment of damage to materials based on the following questions.
 - What types of materials have been damaged?
 - What is the nature of the damage?
 - How extensive and severe is the damage?
- Begin keeping a detailed visual record (photographs, video), of the damage and the recovery process.
- Based on the initial damage assessment, decide on a salvage strategy.
 - Severe fire damage is generally irreversible; salvage is not possible.
 - Water-damaged materials can usually be salvaged.
- If water damage is present, take **immediate** action to lower the temperature and humidity in order to inhibit mold growth. Target temperature should be 65° and humidity at 45%. The Administrative Assistant should notify Facilities Management to adjust heat or air conditioning. Set up dehumidifiers and fans. Facilities should remove standing water by mopping or wet vacuuming.
- The Library Dean, or alternate, will decide whether the building or any part of it should be closed and whether hours and services should be curtailed. Rope off the damaged area to keep out patrons.
- Check frequently to make sure that measures taken to stabilize the emergency are still working. For example, is water accumulating on, or dripping around the edges of plastic sheeting covering the shelves? Are ceiling tiles collecting water that will cause them to collapse onto shelves below?

Salvage

Salvage of damaged materials is not possible without a substantial contribution of staff time. The following precautions should be observed when recruiting and training salvage volunteers:

Managing volunteers:

1. Salvage work involves moving full book trucks and lifting boxes as well as less strenuous tasks. Wet materials are much heavier than dry ones. Volunteers should be assigned to activities appropriate to their physical capabilities.
2. Salvage work may take place in wet, dirty, and cold surroundings. Volunteers should be instructed to dress accordingly.
3. Food and drink should be provided for volunteers, if possible. Volunteers should also be encouraged to take breaks as needed rather than working to the point of exhaustion.
4. Volunteers should be kept informed about the progress of the salvage effort so that they will feel assured that their efforts are meaningful.
5. If more volunteers are needed, contact the Triad Area Cultural Resources Emergency Network: http://www.ims.gov/about/connecting_to_collections.aspx

Salvage Procedure/Options:

If salvage of water-damaged materials is to be undertaken, decide what method(s) to use and begin making appropriate outside contacts.

1. **Air-drying** is the simplest and least expensive option, and it can be conducted entirely in-house if sufficient space and staff can be made available. It is also extremely space-intensive. Contact Facilities to have them provide fans for the space. **Treatment of all items must begin within 48 hours** in order for air-drying to succeed and may result in badly distorted bindings and textblocks. Air drying is seldom successful for drying bound, coated paper. Designate a work area with plenty of space and work tables. Arrange for staff to be contacted and trained.
2. **Freezing** (< 32°F) Should be done within 24 hours of being damaged. It is not primarily a treatment method itself, but a way of arresting damage until treatment can proceed. Freezing halts mold growth, prevents ink from running and pages from sticking together,

reduces smoke odor, and initiates the drying process. Books may be frozen indefinitely with no further damage, and all further treatment options still remain possible. Books will dry best if their bindings are supported firmly to inhibit initial swelling.

3. **Vacuum-freeze drying** is a commercially available service in which frozen materials are placed in a vacuum chamber so that ice crystals vaporize without melting. This process is especially appropriate for large numbers of very wet books as well as for materials made with coated paper. Freeze drying facilities are located in:

USA
BELFOR USA
185 Oakland Avenue, Suite 300
Birmingham, Michigan 48009-3433
Phone +1-248 - 594 11 44
Emergency no. +1-800 - 856 33 33 (national)
Fax +1-248 - 594 - 1133

Charles Snow, General Manager
1187 Shields Road, Suite 6
Kernersville, NC 27284-3774
336-992-2252
24/7 Emergency Number: 800.856.3333
Cell number: 704.992.2254

4. **Other commercial drying processes** include dehumidification and thermal-vacuum-drying, and may be appropriate in some situations. Consult:

Etherington Conservation Services
Matt Johnson
6204 Corporate Park Dr.
Browns Summit, NC 27214
(336) 931-0800

Process/Evaluation to Salvage

If a little bit wet: fan out and air dry

If very wet: box up into rescubes and send to freezer.

1. Contact Julio at B&M Cold Storage, 690 Gaynor Street, (336) 767-4900.
2. Gather rescubes, plastic sheeting, plastic gloves, scissors, interleaving paper, (from emergency supplies closet), pad, pencil, tape, (Duct or packaging) and laptop with Voyager and a hand held scanner and a receipt printer. (From circulation desk.)
3. Pull a book off the shelf, wearing gloves.
4. Open Voyager circulation module. Call up patron barcode number 1234567890, (Patron name B&M Storage Emergency). Check out the book to the freezer company.



5. Wrap the book in interleaving paper. Pack books in Rescube, Spine side down. (Pack large, oversized books flat in boxes with largest book in bottom of the box. See "Packing Books" Graphic.)
6. Continue to checkout books, wrap and pack spine side down until the books line a single row, snugly. When one box is full, use the receipt printer to print a contents list of the box.
7. When boxes are all full, transport to the freezer company using library van or university facilities transportation.

Appendix 1: Evacuation

Responsibility for Evacuation of Library by Floor

Monday – Friday, 8am – 5pm

REYNOLDS WING

- Level 8: Thomas Dowling, Director of Technologies or Kristen Morgan, Executive Asst to the Dean.
- Level 7: Susan Smith, Associate Dean and/or Will Clarke, Senior Systems Administrator
- Level 6: Tanya Zanish-Belcher, Director of Special Collections or Megan Mulder, Rare Books Librarian
- Level 5: Beth Tedford, Special Collections Cataloger
- Level 4: Mary Reeves, Coordinator for Reserves, Media and Media students, and/or Molly Keener
- Level 3: Craig Fansler, Preservation Librarian, James Harper, Head of Interlibrary Loan
- Level 2: Circulation Desk Supervisor / Circulation Desk Assistant
- Level 1: Ellen Makaravage, Electronic Reserves Staff

WILSON WING

- Level 6: Stephanie Bennett, Archivist and/or Rebecca Petersen, Access Archivist
- Level 4: Roz Tedford, Director, Reference and Instruction and/or Hu Womack, Outreach Librarian
- Level 2: Carol Cramer, Head of Collection Management and/or Leslie McCall, Music Librarian; Doug Yorke, Customer Service Supervisor, clear The Bridge.

Atrium: Lauren Corbett, Director, Resource Services and/or Derrik Hiatt, Electronic Resources Librarian

Level 1: Prentice Armstrong, Accountant and/or Chris Burris Head of Serials Acquisitions

Persons assigned to these positions are responsible for designating substitute(s) in the event of their absence.

Sunday – Thursday 5pm – Midnight

REYNOLDS WING

Levels 8-5:	Evening Stacks Supervisor
Levels 4-3:	Media Student
Levels 2-1:	Circulation Students

WILSON WING

Level 6, 4:	Reference Desk Staff/Students
Atrium, Wilson 1:	Evening Supervisor, Circulation
Bridge, Mac Lab:	Bridge staff/students

Sunday – Thursday Midnight - 1:00am

Levels 8-3,1	Circ students if available
Atrium	Circ supervisor
Bridge, Mac Lab	Bridge Students
Wilson Wing, 6-1	Reference desk students

Sunday – Thursday 1:00am - 8:00 am

Room 401	Circ students
Atrium	Circ supervisor
Reference	Circ students if available

Saturday 10am – 7pm and Sunday 10am – 4pm
(see Mon-Thur 5-midnight for Sunday after 4pm evacuation plan.)

REYNOLDS WING

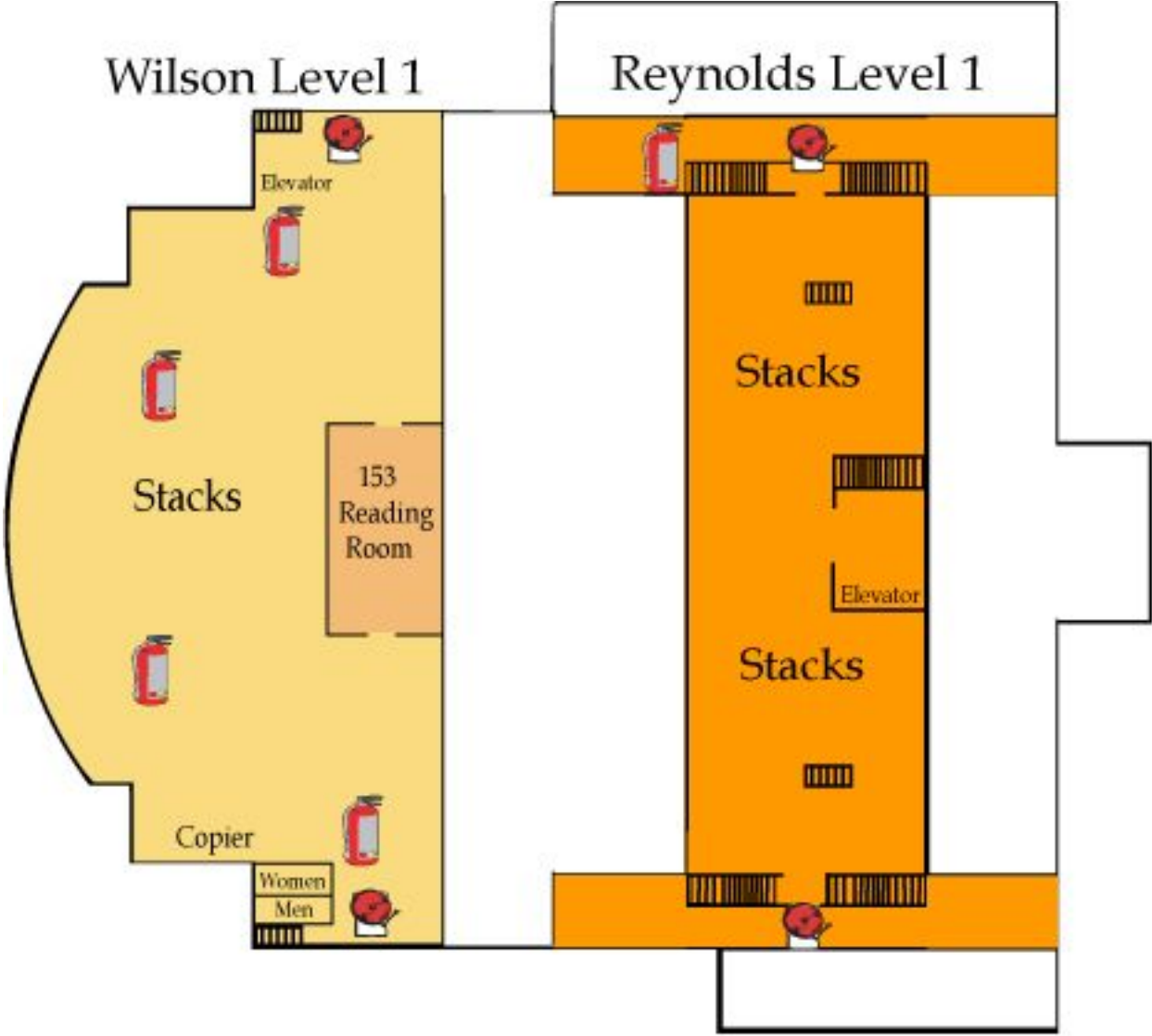
All levels: Circ Grad student and circ students

WILSON WING






All levels: Reference Desk

Persons assigned to these positions are responsible for designating substitute(s) in the event of their absence.

Appendix 2: Maps

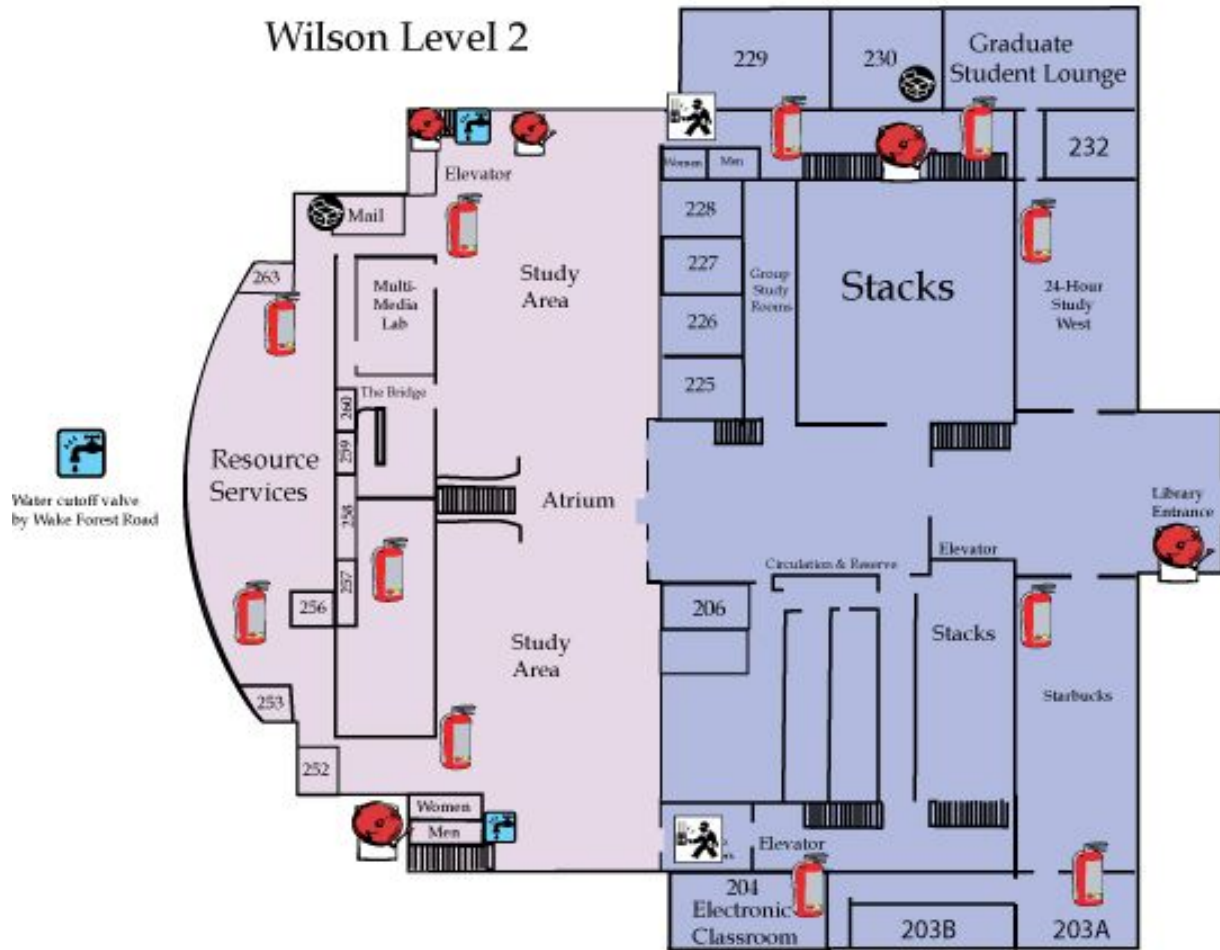


Legend






 Water shut off	 Fire Extinguisher
 Fire Alarm pull	 Breaker Box
	 Disaster Supplies

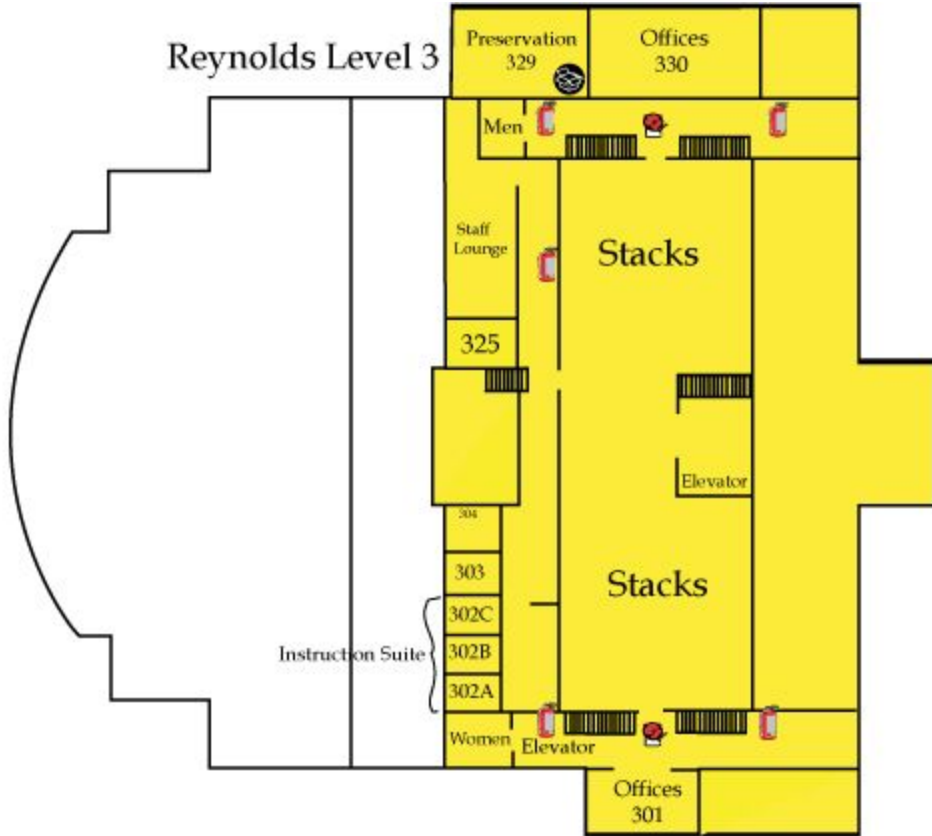
Reynolds Level 2

Wilson Level 2









Water cutoff valve
by Wake Forest Road

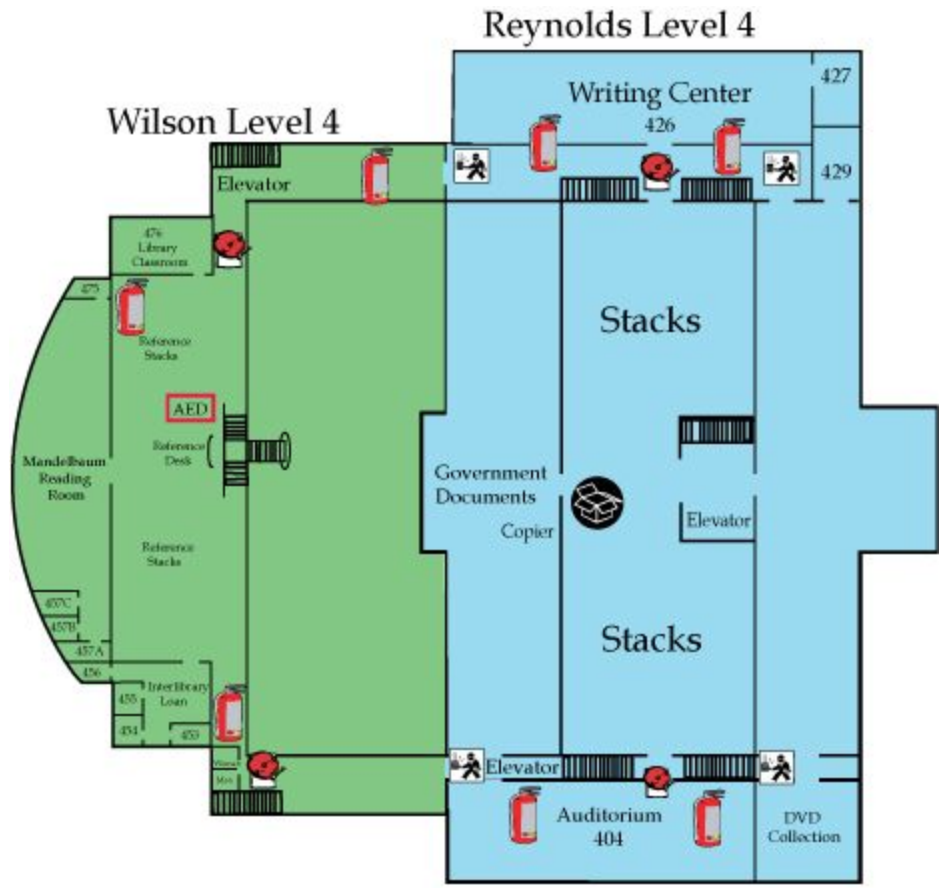
Legend			
	Water shut off		Breaker Box
	Fire Extinguisher		Fire Alarm pull
			Disaster Supplies








Water

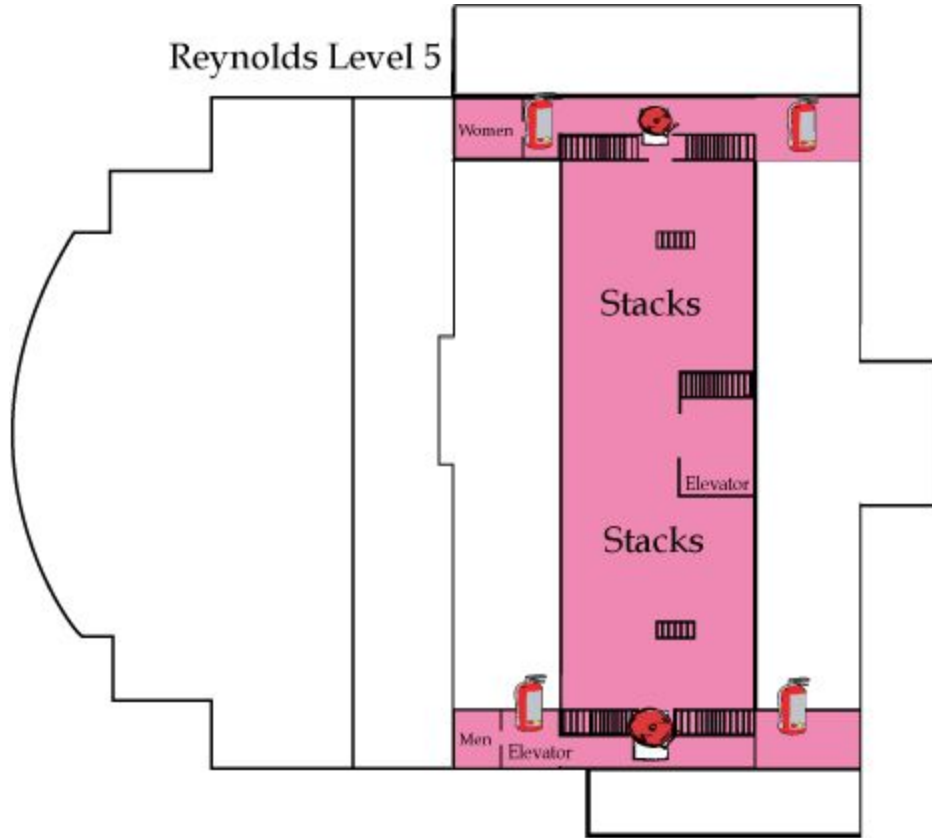
Legend

 Water shut off	 Fire Extinguisher	
 Fire Alarm pull	 Breaker Box	 Disaster Supplies








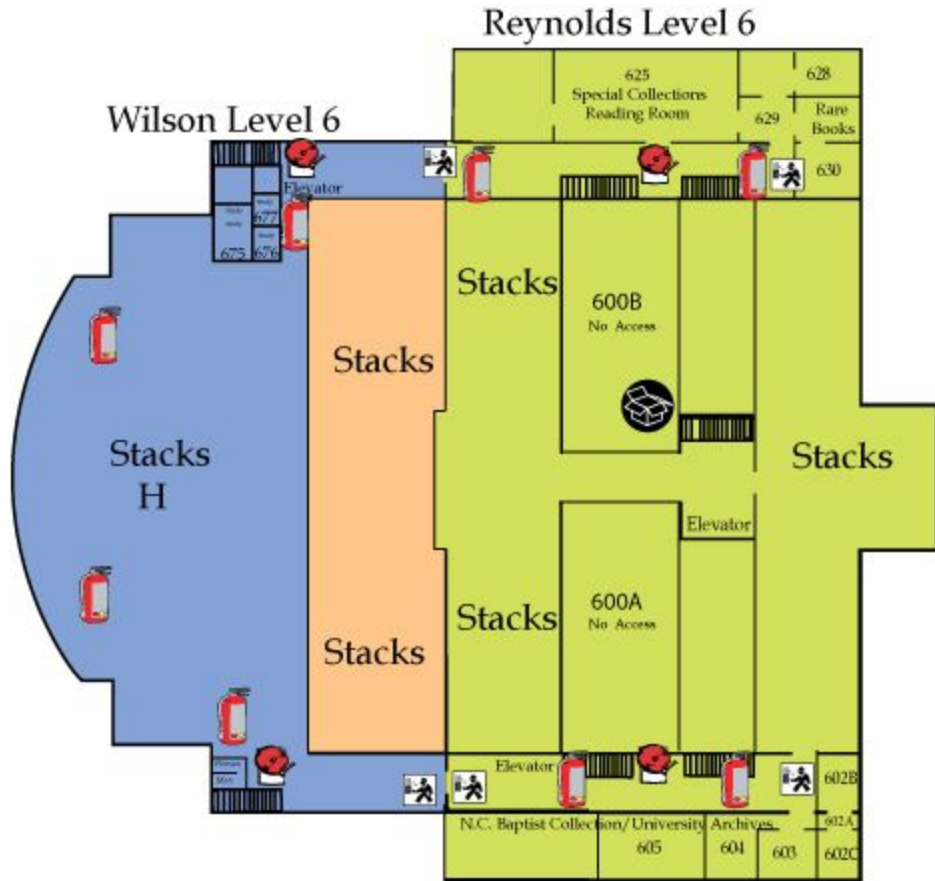
Legend

 Water shut off	 Breaker Box	 Fire Extinguisher
 Fire Alarm pull	 Disaster Supplies	








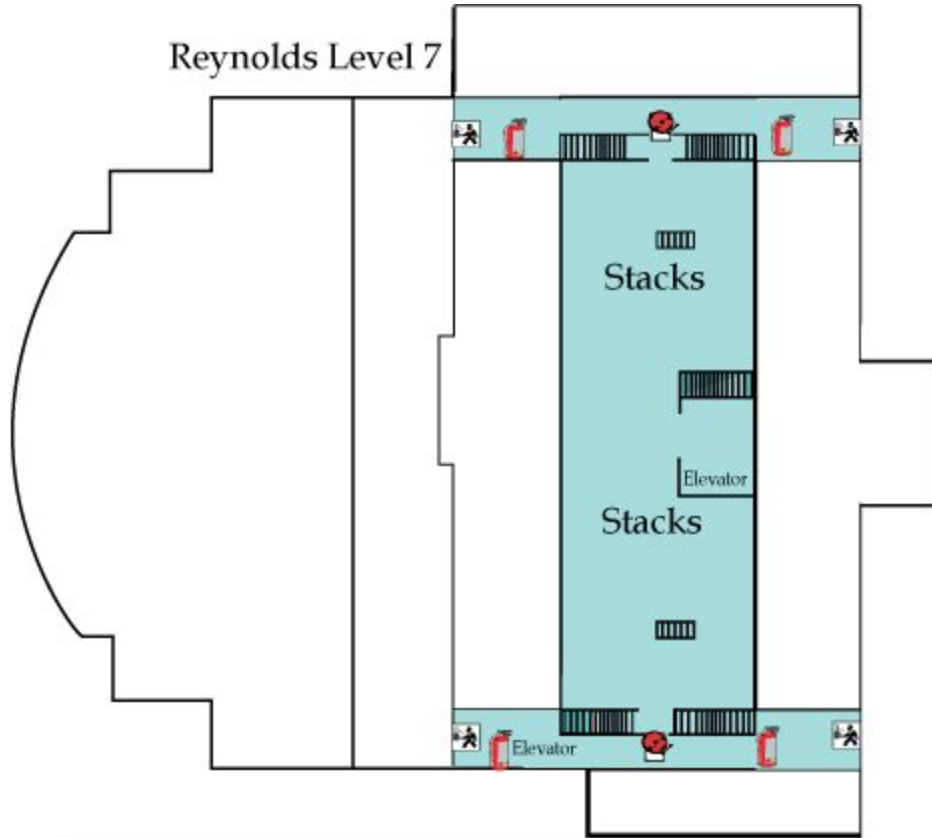
Legend

 Water shut off	 Breaker Box	 Fire Extinguisher
 Fire Alarm pull	 Disaster Supplies	








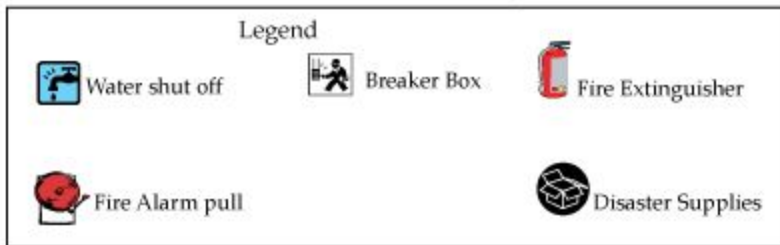
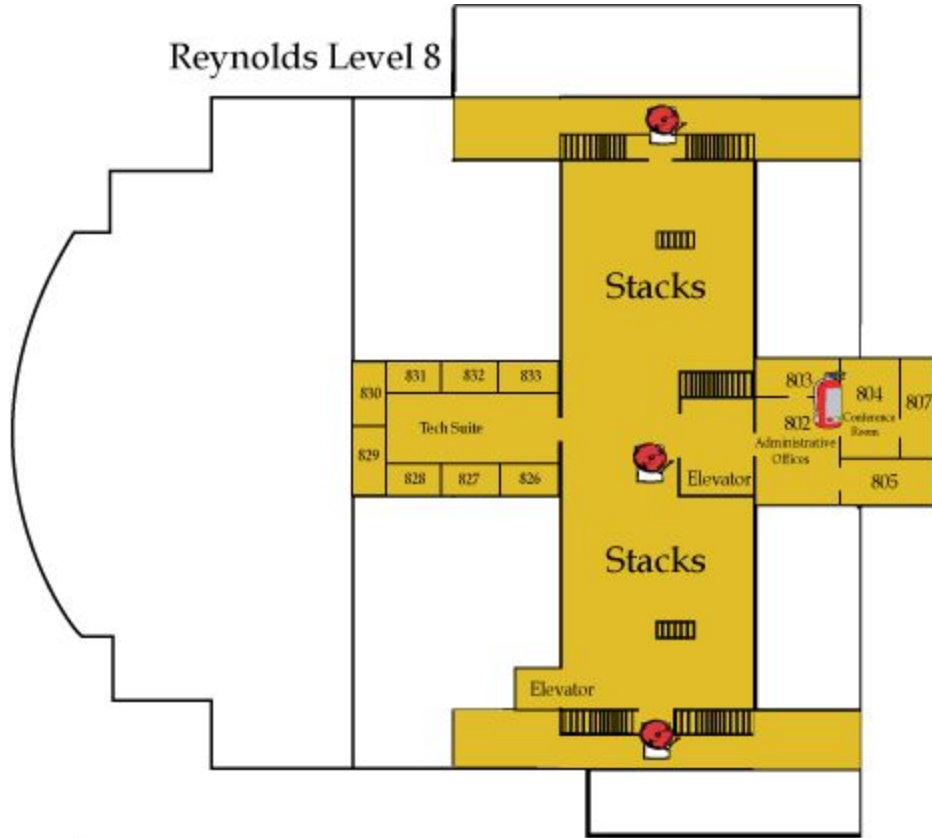
Legend

 Water shut off	 Breaker Box	 Fire Extinguisher
 Fire Alarm pull	 Disaster Supplies	



Legend

 Water shut off	 Breaker Box	 Fire Extinguisher
 Fire Alarm pull	 Disaster Supplies	



Appendix 3: Disaster Supplies

Wilson 2- Mailroom

- 1 - Mobile Disaster Kit
 - Energizer Hard Case Lantern
 - Sealing Tape
 - 10 face dust masks
 - First aid kit
 - Nitrile Select Exam Gloves (box)
 - Gallon sized baggies
 - 1 "Big bag" baggie
 - Map of Winston-Salem
 - Address to B&M Storage--Julio

Reynolds 2- Gift room--verify numbers

- 2-rolls paper to wrap wet books
- 2-cases Rescubes (40)
- 18 – Packing boxes
- 1 - roll plastic sheeting- 10x100'
- 2 – Stacks of wrapping paper
- 1 - Boxes of plastic sheeting (10' x 100')
- 150 - pasteboard boxes
- 1 - Disaster Kit
- 1 - First Aid Kit

Reynolds 408 – Gov. Docs Closet (AKA: The Disaster Closet)

- 1 – Stack of wrapping paper
- 6 – Rolls of packing tape
- 6 – Legal pads
- 2 – Markers
- 320 – Packing boxes
- 40 - Rescubes
- 1 - box of plastic sheeting
- 1 - First Aid Kit

Mobile Emergency Response Units (MERU)

Locations: One behind Circ Desk in Cage area; one in 230 with other disaster supplies

Contents : (Review and Refill every June)

Quantity	Item	Supplier
1 box	Plastic Sheeting	http://www.uline.com Clear-Poly-Sheeting-in Dispenser-Box-2-Mil-10-x-100
1 roll	trash bags-black	custodial services
1 roll	tape-for labelling and sealing	http://www.officedepot.com Duck-Reinforced-Kraft-Gummed-Paper-Tape/
1 roll	flood barrier	http://www.quickdams.com/quick-dam-flood-barriers/
4 each	supplies	marker, pencil, legal pads
15	dust masks	
1	scissors	
1	flashlight	wind up Energizer flashlight
1	first aid kit	
several	interleaving paper	sheets of butcher paper

Appendix 4: Water Disaster Cheat Sheet

On Site Disasters

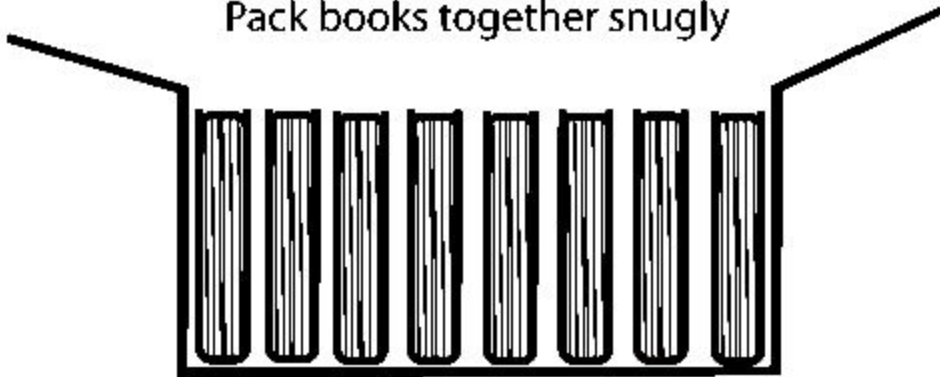
1. Disaster notifications should be made using the Disaster Plan's "Who To Call" list
2. Assemble response team members, go over procedures, and the reporting structure (who's in charge, doing recovery, etc)
3. Locate nearest disaster supplies and retrieve, also get barcode scanners, cell phone and digital camera.
4. Assess damage and assign responsibilities
 - Team Leader
 - Packers: properly pack materials in boxes
 - Recorder: scan barcodes and record what's in each box
 - Sorter: sort into levels of moisture damage
5. When recovery is complete, records of scanned materials should be downloaded
6. Return all disaster materials to library storage
7. If necessary, transport damaged materials to freezer facility. Call B&M Storage (336) 767-4900
8. Hold follow up meeting to assess recovery efforts

Off Site Storage Disasters

1. Disaster notifications should be made using the "Who To Call" list of the Disaster Plan
2. Assemble response team members at rear of library, go over procedure and the reporting structure (who's in charge, doing recovery, etc)
3. Retrieve the Traveling Disaster Plan from the mailroom, also- get barcode scanners, cell phone and digital camera.
4. Proceed to disaster location, assess damage and assign responsibilities to Disaster Team members
5. Maintain communication with library
6. Disaster recovery operations should proceed as much the as possible like an on-site disaster
7. When recovery is complete, records of scanned materials should be returned to the library for downloading
8. Return all disaster materials to library storage
9. If necessary, transport damaged materials to freezer facility. Call B&M Storage (336) 767-4900

Packing Wet Books

Pack all books spine down
Pack books in a single row
Pack books together snugly



Pack large, oversized books flat
with the largest book on the
bottom of the box



Craig Fansler 2003