



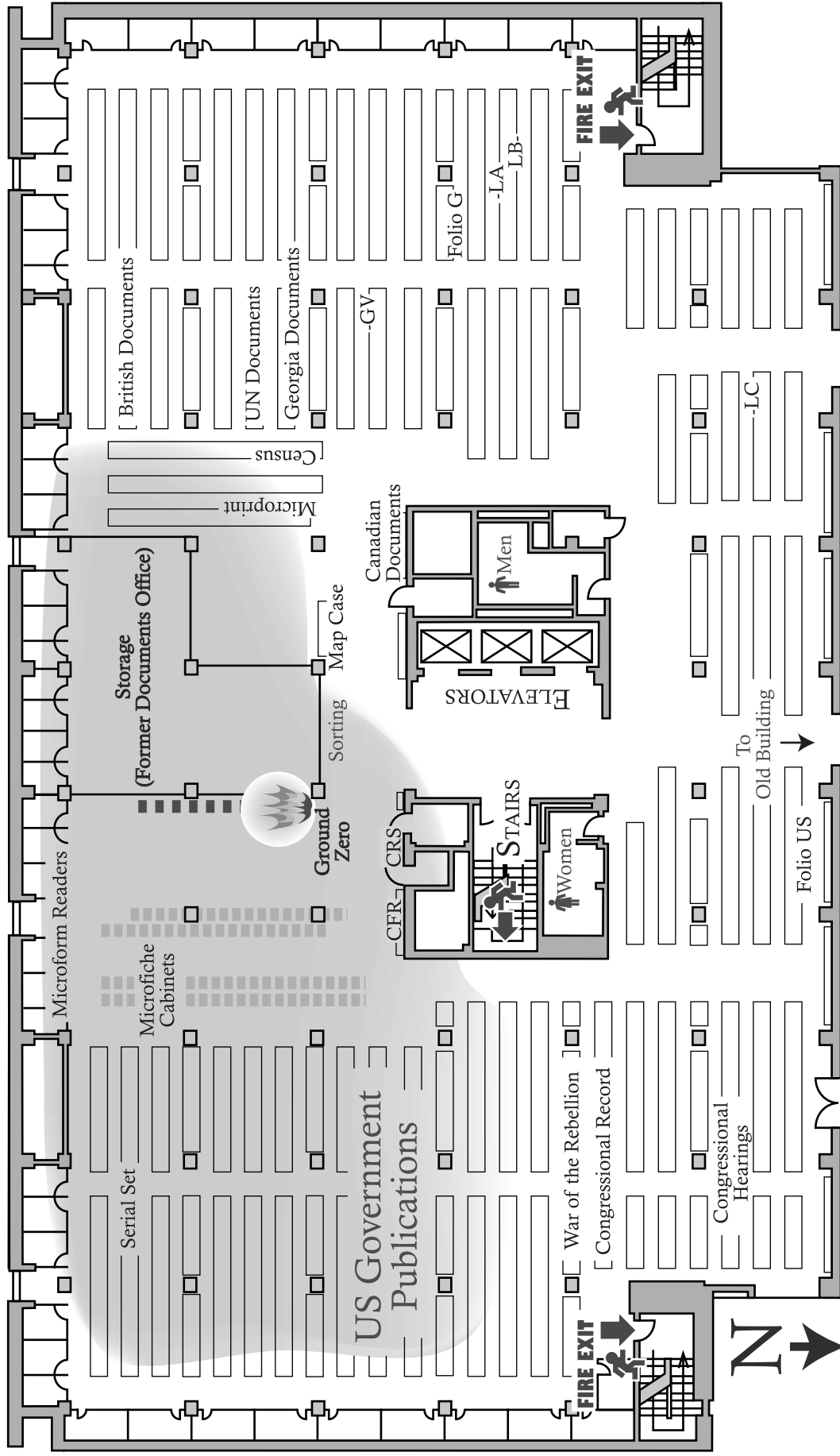
**JULY 23, 2003**

# **THE UNIVERSITY OF GEORGIA FIRE**

---

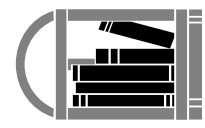
## **DISASTER AND RECOVERY**

**SUSAN C. FIELD  
U. S. REGIONAL DEPOSITORY LIBRARIAN  
UNIVERSITY OF GEORGIA LIBRARIES  
SCFIELD@UGA.EDU  
706 542-0664**



# SECOND FLOOR ANNEX

University of Georgia Main Library July 2003



# INSURANCE

---

## Instructions to Depository Libraries Revised 2000

### Chapter 4 - Maintenance

- A. Proprietary Interest
- B. Insuring Depository Collections
- C. Discards-General Information
- D. Superseded Publications
- E. Discards by Selective Depositories
- F. Discards by Regional Depositories
- G. Discards by Federal Libraries
- H. Discards by Highest State Appellate Court
- I. Secondary Copies
- J. Substitution of Depository Materials
- K. Microfiche
- L. Maps
- M. Posters
- N. Electronic Products

### B. Insuring Depository Collections

It would be both advisable and prudent to carry insurance covering the Federal depository part of a library's holdings. If the depository collection were to suffer any loss as a result of negligence on the part of the library, the Government could make a claim against the library for the amount of loss. Thus, depository libraries have an insurable interest, although GPO is not in a position to provide guidance as to the appropriate formula for establishing the level of coverage.

As a minimum standard for the care and maintenance of depository property, the protection given to depository materials must be no less than that given to commercially acquired publications. Most libraries carry insurance and base their insurance estimates on the cost of replacing a similar number of volumes from their commercially acquired collections. A blanket policy may therefore be sufficient. Also, as the institution responsible for the maintenance of these materials, the library should make all necessary claims, just as if it owned the materials.

In the event of a natural disaster, arson, flood, etc., the library must immediately inform the Superintendent of Documents in writing. The library must then make every reasonable effort to replace or repair the Federal Government property that has been lost or damaged.

As GPO does not maintain retrospective stock, the library might find it difficult to completely replace all missing items. As a minimum effort, however, State discard lists, GPO's Sales Program, the national "Needs and Offers" list, and commercial vendors should be canvassed in an attempt to replace those materials lost.

# Resources on Costs of Replacing a Federal Document Depository Library Collection

## Specific examples

1. "Valuation of Government Documents/Maps Collection," email message from Michael Cotter, East Carolina University, 4/22/99

Cotter calculated a figure of \$18 for bound documents (average price of items for sale from GPO bookstore was then \$13 but did not include historical items that are out of print or which may be reprinted commercially); \$10 per map; \$ .25 per fiche (duplicating cost, not purchase cost); \$19 per CD-ROM (averaged from 20 representative titles); \$34 per reel of National Archives films and \$50 per reel for other films). He then multiplied the number of each type of item in his depository's collection by the average prices for each. He used the 1998 Price List of Congressional Information Service, Inc. to estimate his institution's cost for commercially produced microfilm or microfiche of Congressional hearings, U.S. Executive Branch Documents, Statutes at Large, Congressional Record, U.S. Census, and similar publications. He also noted that the replacement cost of some items in paper, such as the Statutes at Large since 1923, did not figure in the replacement for bound volumes because if his depository were to lose the volumes, they would be replaced with microfiche instead of the bound volumes.

2. "Replacement value of documents collections," email message from Mary Fetzer, 4/1/99. Refers to Sandy Faull's January 1980 Documents to the People report of a small group of Government Documents Round Table (GODORT) members. Pp. 37-38 of the article describe how several sample collections were examined for the value of merely one year's receipts, plus an alternative method of taking number of documents received on deposit for a given year multiplied by the average per copy printing cost for a publication shipped (using a figure supplied at that time by the Superintendent of Documents).

A formula used by another respondent in the 1970s was to take a sampling of prices in the Publications Reference File (PRF) to get a cost per page estimate. Pages per inch were then calculated and multiplied by the linear length of the collection.

A third respondent used the Congressional Information Service price list to come up with replacement costs for those segments of the collection which CIS made available. Additional calculations were made for microfilm reels purchased from the National Archives and Records Service (NARS) at the cost of \$34/ reel.

3. "Value of Depository Collection," email message from Jim Vileta, University of Minnesota, Duluth, 10/25/93. Used the publication "New Books, Publications for Sale by the Government Printing Office" to compute average prices for paper documents. Indicated that, in the past, it was "commonly agreed" that \$100,000 was the average value for a full depository's collection. Suggested using \$12.34 (average paper document price for 1992/93) and multiplying by number of items in a selective depository's collection to arrive at value. [ Note: This recent update from Joe McClane, Chief, Bibliographic Systems, of GPO's Sales Management Division - " [ GPO's ] Tech Support says the average price per document in FY 2000 is \$15.13 This figure is based on publications and individual issues of subscriptions. The figure comes from Tech Support . . . The average price is derived from the statistics from the Superintendent of Documents Bluebook on the Sales Program and they are consistent with previous estimates given.

The usual caveats apply: This is the average for the SALES PROGRAM not the Depository Program. The figure includes individual issues of subscriptions rather than the entire subscription run price. There are many ways to count our sales publications. Also, this is a general average and due to anomalies in pricing and counting sales publications, it is not as precise as we would like. But, it our official estimate. "

4. "Value of spatial data holdings," email message from Barbara Levergood, University of North Carolina, 1/30/01. Includes resources that sender identified as containing files that can be used in a GIS (with ArcView, MapInfo, Arc/Info, ERDAS Imagine, etc.). List of her institution's holdings includes the estimated value of each (based on current or actual selling price). Federal Depository Library holdings account for \$18,462 and are also broken down by title.
5. "Cost of replacing 'essential titles'", email message from Sharon M. Partridge, Jefferson County Public Library, Lakewood, CO, 12/26/00 (calculation performed in 1998)
6. "Cost Figures—Basic Government Documents for Law Libraries." Source "The Federal Depository Program in Law Libraries: Status Symbol or Essential Service?" 1995 Annual Meeting, American Association of Law Libraries, Pittsburgh, PA. Compiled by Susan Tulis.

## General information

1. U.S. Government Subscriptions Catalog [https://orders.access.gpo.gov/su\\_docs/sale/subscriptions/index.html](https://orders.access.gpo.gov/su_docs/sale/subscriptions/index.html)
2. GPO Subject Bibliographies [https://orders.access.gpo.gov/su\\_docs/sale/sb/about.html](https://orders.access.gpo.gov/su_docs/sale/sb/about.html)
3. "Prices of U.S. and Foreign Published Materials," by Sharon G. Sullivan (Chair, ALA ALCTS Library Materials Price Index Committee). The Bowker Annual 2001. Latest version of an article feature which provides price indexes and percentage changes for trade publications. Useful to apply as an inflationary factor even though not specifically for government documents.
4. American Libraries. May issues include updated information on U.S. Periodical Prices and U.S. Serial Services. Again, not government documents but gives an idea of inflation rates.
5. Commercial publishers. Catalogs and price lists from publishers selling reprints, microforms, or electronic versions of U.S. government information.

Prepared at the request of the Depository Library Council to the Public Printer  
Mary Redmond, Council member, October 2001

# COUNTING DOCUMENTS

---

**From:** Linda B. Johnson <linda@hopper.unh.edu>  
**To:** GOVDOC-L@LISTS.PSU.EDU <GOVDOC-L@LISTS.PSU.EDU>  
**Date:** 08 November, 2000 8:12 PM  
**Subject:** Conversion Models

---

---

Folks,

I apologize for the delay in posting the results of my query for models for converting paper government documents in linear feet into # of titles.

Many folks quoted the GPO standard of 1 linear foot (12 inches) = 52 pieces from GP 3.29:D44/993 p. 95 & quoted in many articles. I however felt this is items not necessarily titles.

I did get formulas:

OCLC 1.48 volumes = 1 title  
ARL 5.2 document pieces = 1 volume

Adrianna L. Edwards-Johnson, Univ of Central Oklahoma (aedwards@ucok.edu) measured & came up with a formula:

Sampled 14 agencies; measured 56 feet; counted titles within one foot segments; averaged those numbers for approximately 30 paper titles per linear ft. & 117 microfiche titles per linear feet; averaged these two figures by the number of samples agencies for 5.25 titles per linear foot.

Thanks to you all. Linda Johnson; University of New Hampshire  
[linda@hopper.unh.edu](mailto:linda@hopper.unh.edu)

# CONTACTS

---

## **UNIVERSITY OF GEORGIA LIBRARIES**

Director for Collection Development and Preservation Librarian  
Athens, Georgia 30602

**NAN MCMURRY**  
706-542-8474  
nmcmurry@uga.edu

---

## **DISASTER SERVICES, INC.**

Corporate Headquarters  
3030 Amwiler Road  
Atlanta, Georgia 30360  
770-446-5300

## **CATASTROPHE DIVISION**

3036 Northeast Parkway, Suite #104  
Atlanta, Georgia 303060

<http://www.disasterservices.com>

---

## **EMORY UNIVERSITY**

Preservation Office  
Woodruff Library  
Atlanta, Georgia 30322

**LARS MEYER**  
Preservation Officer  
404-727-2437

**ANN FRELLSEN**  
Collections Conservator  
404-727-0307

<http://web.library.emory.edu/preservation/contact.shtml>

**SOLINET (SOUTHEASTERN LIBRARY NETWORK)**

1438 West Peachtree Street NW  
Suite 200  
Atlanta, Georgia 30309-2955

1-800-999-8558 toll free  
404-892-7879 fax

[http://www.solinet.net/preservation/preservation\\_home.cfm](http://www.solinet.net/preservation/preservation_home.cfm)

---

**EASTMAN KODAK COMPANY**

1700 Dewey Avenue  
Disaster Recovery Lab  
Room 3201  
Rochester, New York 14650-1819

**HOWARD SCHWARTZ**

1-800-EKC-TEST (352-8378)  
1-585-253-3907

<http://www.kodak.com/US/en/dpq/site/TKX/name/disasterRecovery>

---

**NATIONAL LIBRARY BINDERY COMPANY**

100 Hembree Park Drive  
PO Box 428  
Roswell, Georgia 30076

770-442-5490  
800-422-7908

<http://national.programmingconcepts.com>

---

**LIBRARY OF CONGRESS**

Photoduplication Service  
101 Independence Avenue  
Washington, DC 20540-4570

202-707-5640

<http://www.loc.gov/preserv/pds>

---

**DOE STI DOCUMENT ORDERING SERVICE (FOR DOE AND DOE CONTRACTORS)**

Technical Information Services

**KIM BUCKNER**  
865-576-8401

[reports@osti.gov](mailto:reports@osti.gov)



BE IT KNOWN THAT

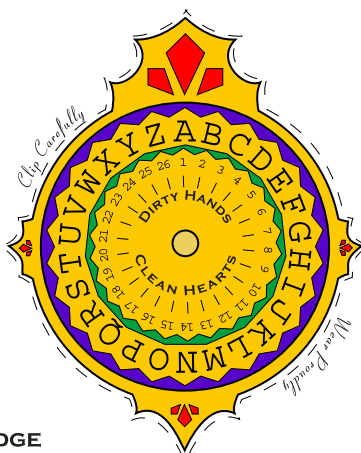
SUSAN FIELD

IS A CHARTER MEMBER OF

THE DIRTY HANDS GANG

(SECOND FLOOR CHAPTER)

AND IS ACCORDED ALL THE RIGHTS AND PRIVELEGES  
PERTAINING THEREUNTO.



SET YOUR DECODER BADGE  
TO A10 TO READ THE SECRET MESSAGE:

16 24 24 13 21 4 12 20 6 18 21 21 1 4 11 24 15 15  
6 17 14 23 18 2 17 10 20 14 2 17 10 23 13 2 6 18 3 17 7 24 4

*With thanks for diligent and faithful service  
beyond the call of duties as otherwise described,*

*Nan McMurry*

*Nan McMurry, Preservation Poo-Bah  
Dirty Hands Gang*

APPRECIATION CERTIFICATE FOR RECOVERY VOLUNTEERS  
GIVEN BY PRESERVATION LIBRARIAN