

The CERL Security Working Group & this Summer School 's theme

Chairman CERL's Security Working Group



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KBR Where time
is treasured

1

Our strengths and objective

The Security Working Group

Members of the Working Group

Chairman: [Jacqueline Lambert](#), Koninklijke Bibliotheek van België – Bibliothèque royale de Belgique, Brussels
[Jarle Rui Aadna](#) and [Anna Magdalena Lindskog Midtgaard](#), Det Kongelige Bibliotek, Copenhagen
[Núria Altarrriba](#), Biblioteca de Catalunya, Spain
[Greger Bergvall](#), Kungliga Biblioteket, Sweden
[László Boka](#), National Széchényi Library of Hungary, Budapest
[Andrea Cappa](#), Biblioteca Nazionale Centrale di Roma (BNCR) and [Flavia Bruni](#), Istituto Centrale per il Catalogo Unico delle biblioteche italiane e per le informazioni bibliografiche (ICCU)
[Victoria Juhlin](#), Uppsala University Library, Uppsala
[Adrian Edwards](#), British Library, London
[Claudia Fabian](#) and [Wolfgang-Valentin Ikas](#), Bayerische Staatsbibliothek, München
[Julie Gardham](#), Glasgow University Library
[Bente Granrud](#) and [Gunhild Myrbakk](#), National Library of Norway, Oslo
[Joe Marshall](#), National Library of Scotland
[Maria Jesús Morillo Calero](#), Biblioteca Nacional de España
[Kathleen Mühlen Axelsson](#), University Library, Lund
[Brian O'Donnell](#), National Library of Ireland, Dublin
[Anne Pasougnon](#), Bibliothèque nationale de France, Paris
[Alessandro Sidoti](#), Biblioteca Nazionale Centrale di Firenze, Italy
[Fran Stroobants](#), Koninklijke Bibliotheek van België – Bibliothèque royale de Belgique, Brussels
[Wim Tromp](#) and [Foekje Boersma](#), Koninklijke Bibliotheek, The Hague

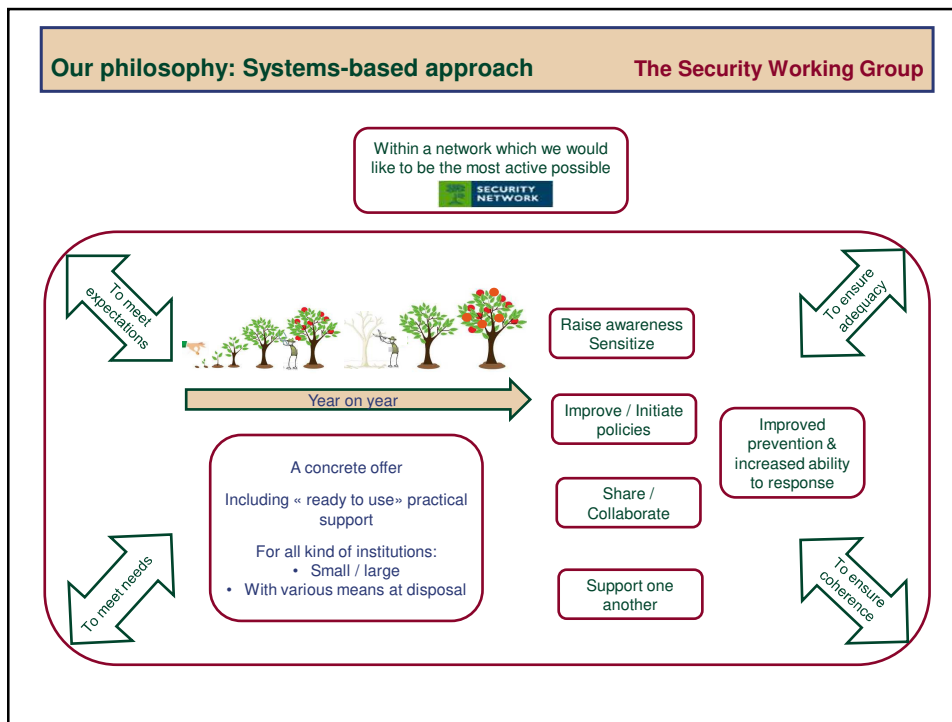
A diversity

- ❖ 13 nationalities
- ❖ National, regional, university libraries
- ❖ Representatives with various profiles (training, position)

Serving a cause

Helping libraries and archives, large and small, to enhance the security of their collections
by
Offering concrete support for the risks management of theft and depredation of collections

2



3

Quick overview of our principal offer/ achievements **The Security Working Group**

Practical Tools

The Quick Audit Tool = Quick self assessment


 Discussion Cards
 QAT Library (embryonic state)

Available to all (CERL website) Available to CERL's Members (member area of the CERL website)

Specific activities promoting the exchange of experiences and mutual support

- ✓ Summer Schools: The Hague 2017- Rome 2018- Tartu 2019 – Vienna 2022 – Madrid 2023
 The programme and some presentations from previous editions are available on the website.
<https://www.cerl.org/collaboration/security/summerschools>
- ✓ Online events
 - 2 in December 2020
 - One over different security issues → A/Q based on recorded presentations which were made available a few days before the event
 - Panel on the impact on libraries/special collections
https://www.youtube.com/playlist?list=PLWdvmalzEqYc6n_8MQObahOS6rqnKZyKN
 - 1 in October 2022 → official launch of the QAT Library at the additional online session of the CERL AGM

Contribution to seminars/conferences

June 2022 –RBMS conference- Panel on “Finding the balance: An international Approach to Security Guidelines and Accessibility”

4

General outline

The QAT

THE QUICK AUDIT TOOL

A help proposed by the CERL Security Working Group
in the fight against theft and vandalism

Quick self assessment
Regularly reviewed
4th edition **available to all**
on CERL's website since
February 2022

Based on:

A questionnaire
± 100 questions
6 key areas

Governance & Policy

Collection Management

Physical Security

Access & Use

Exhibition & Transport

Incident & Crisis Management

A reference grid → resulting of the results in the survey from the institutions represented within the SWG .

73,33% of the participating institutions answered yes to the first question

Tips, based on:

- Various relevant considerations related to your institution
- The figures of the reference grid (how to use them)

An Excel file: which will help you to obtain your positioning grid

<https://www.cerl.org/collaboration/security/qat>

5

The Excel file, a great help to obtain your positioning grid

The QAT

Governance & Policy				
	yes	no	in part	N.R.
1 Your mission statement expresses a commitment to ensuring the security of your collection	1			
2 Your most senior member of staff (e.g. Director, Chief Executive) has final accountability for the security of your collection	1			
3 An annual report on the security of your collection is presented to your governing body (e.g. Ministry of Culture, board of trustees)			1	
4a You have a Collection Security Policy (or set of policies) that sets out how you protect your collection	1			
4b You have designated officer(s) responsible for ensuring that security measures are applied and reviewed regularly			1	
5 You have an agreed set of measures to provide assurance on the security of your collection and to assess compliance with your Collection Security Policy				1

Governance & Policy				Physical Security				Access & Use			
yes	no	in part	N.R.	yes	no	in part	N.R.	yes	no	in part	N.R.
1	26,67	0,00	0,00	31	100,00	0,00	0,00	46	100,00	0,00	0
2	100,00	0,00	0,00	32	33,33	13,33	13,33	46	86,67	0,00	1
3	26,67	0,00	13,33	33	93,33	0,00	6,67	47	93,33	0,00	6
4a	66,67	13,33	20,00	34	66,67	20,00	13,33	48	100,00	0,00	0
4b	66,67	6,67	26,67	34a	60,00	26,67	13,33	49	40,00	26,67	3
5	40,00	0,00	46,67	35	73,33	6,67	20,00	50	80,00	0,00	1
6	60,00	13,33	20,00	36	46,67	13,33	0,00	51	100,00	0,00	0
7	66,67	6,67	20,00	37a	100,00	0,00	0	52	100,00	0,00	0
8	60,00	13,33	20,00	37b	66,67	6,67	0,00	53	100,00	0,00	0
9	46,67	6,67	46,67	38	31,33	0,00	0,00	54	66,67	6,67	4
10	46,67	13,33	40,00	39	60,00	6,67	0,00	55	53,33	13,33	3
11	80,00	6,67	13,33	40	93,33	0,00	0,00	56	46,67	26,67	2
12	80,00	13,33	26,67	41	46,67	13,33	0,00	57	66,67	6,67	4
13	80,00	6,67	13,33	42	86,67	6,67	0,00	58	46,67	26,67	2
14	80,00	6,67	13,33	43	86,67	6,67	0,00	59	53,33	13,33	3
15	60,00	6,67	23,33	44	100,00	0,00	0,00	60	46,67	26,67	2

for each question, fill in the column corresponding to your situation with "1"

At a simple glance you get clear first visualization of your situation = the starting point to shape your actions

6

Discussion Cards
The QAT Supporting Tools

- Vienna Edition -

Quick Audit Tool Discussion Card

How do you deal with or avoid this situation?

A long-standing colleague has a famously untidy office. Books and papers are stacked in piles, covering the desk and floor space around it. It is assumed that a number of special collections items are amongst these piles.

CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES

2

Related QAT's questions-Suggestion

Governance & Policy
46 5

Collection Management
176


Access & Use
63 67 68 69 70 71

74

Do you agree with this suggestion?
think other questions could be

Based on scenarios that could happen in the day life of our institutions (so far 42 scenarios):

- ✓ Ideal for animating workshop, gathering colleagues to address collections security issues → 3 major assets
 - raise awareness
 - stimulate thinking about security issues
 - get the buy-in for measures
- ✓ Through giving room for discussion, it's a good way of bringing up near-misses and thus better identifying the risks specific to your institution
- ✓ A help to make the link between the measures that the QAT questionnaire prompts you to take and the incidents/problems that they help to prevent and solve



7

The QAT Library
The QAT Supporting Tools


Aim?

Made available, in an easy way, both sample documents such as forms, procedures, checklists, etc. and background discussions in all relevant areas which could help in the choice of specific equipment, strategic alternatives or other. All this within a framework referring to each of the topics addressed in the QAT

Why?

We feel that many of the resources which are available on-line often require a lot of time, before anything concrete can be derived from them

Inputs ?



- For the launch (Autumn 2022): some institutions represented in the SWG → this allowed us to develop and refine the validation procedure (formalization of the collaboration between the parent institutions of the documents and the CERL).
- After: call to the network

For who?

Will exclusively be available to CERL members via CERL's website (members area)

8

The QAT Library

Quick Audit Tool Library

The Quick Audit Tool Library has been created for CERL member libraries. We aim to make available documents (forms, checklists, procedures, etc) and background discussions (for example relating to equipment and techniques) for each of the six topics addressed in the Quick Audit Tool.

The documents are for illustrative/indicative/inspirational origin because they are no longer relevant. However, the different contexts of other institutions. The aim is in the early stages of their formulating policies and improvement. We do not claim to offer standards.

Quick Audit Tool Library	
Governance and Policy	2
Collection Management	4
Physical Security	0
Access and Use	10
Exhibition and Transport	6
Incident and Crisis Management	0

The QAT Supporting Tools

Experts

- Archived AGM papers
- QAT Library categories
- News | Contact | Index | Log Out

You are here: Home » Member Area » Quick Audit Tool Library » Access and Use

Access and Use

These are the Quick Audit Tool Library documents relating to Access and Use.

UNDER CONSTRUCTION

Reading Room Rules	Document Type	Parent Institution	Language	Version In Use Status	Key Words
BL Desk-pad	Directives	British Library	EN	In use 2022	General Rules
Reading Room for Manuscripts and Rare Books	Directives	Bayerische Staatsbibliothek	EN	In use 2022	General Rules Manuscripts and Books
Care of the Collections	Directives	National Library of Scotland	EN	In use 2022	General Rules Special Collections
Reading Rooms Rules	Directives	Glasgow University Library	EN	In use 2022	General Rules
Conditions of Use of the Special Collection Reading Room	Directives	National Library of Norway	EN/NO	In use 2022	Conditions Use Special Collections

Access Special Material	Document Type	Parent Institution	Lang
Access Classified Material	Form	Bayerische Staatsbibliothek	EN
Application for Reading and Item Form	Form	British Library	EN

This document has been made available, by the Bayerische Staatsbibliothek, to CERL members through the Quick Audit Tool Library for benefit development of library policies and processes relating to collection security.

General

- Special Collections is situated on Level 2 of the library building. When accessing, please bring your coat, or any other outer garment, in the vestibule provided at the entrance. All bags and food should be left in lockers. Lockers are also available for the storage of backpacks. Please note that bags must not be left in lockers overnight. Any items left in lockers when the department closes will be taken down to lost property at the Level 2 reading desks.
- Mobile phones must be switched to silent.
- Please sign the Day Register of readers at the Supervisor's Desk each day you use Special Collections.
- Conversations should be kept to a minimum, and if possible carried out in the lobby. Drinking is prohibited throughout the library.
- Consumption of food and drink is forbidden. This includes water, chewing gum and sweets.
- Smoking and cigarette use is not permitted in the library. The use of computer connected devices is forbidden.
- No material may be removed from the Reading Room.

Requesting material

- Please note that not all material is available on demand. In order to view certain items, all those subject to restrictions, especially large or heavy items, or a whole collection, please contact the staff member.
- Selections on items is temporarily unavailable when it is being used by another member on exhibition, being copied or at consultation.
- A short notice on the 'Call Card' file in the loan room or an email request to the staff member, indicating your name, the date, and author and title of the item requested. To avoid the removal of items, it is essential that the staff member be contacted accordingly. Staff responses should be handed to the Supervisor on duty.
- By signing the file slip you are accepting responsibility for that item until it is returned to the Supervisor's Desk.
- Readers are requested to present no more than five slips at a time to the Supervisor. The 30 minutes should be allowed for the delivery of each item.

Reading Room Copying Services

Electronic document copying of text and PDF. Annual copying of text and PDF. Annual copying of text and PDF. Annual copying of text and PDF.

Reading Room Dots and Sheets

Reading Room Dots and Sheets. Reading Room Dots and Sheets. Reading Room Dots and Sheets.

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BSB Bayerische Staatsbibliothek
München • since 1826

Reading Room for Manuscripts and Rare Books

Application for the permission to read classified material

I [name] _____ hereby apply for the consultation of [shelfmark(s)] _____ on [date] _____.

9

Theme: Security policy in practice: staff & partners

Summer School Madrid

Why focusing on working with staff and partners ?



for any project related to security, they will be a central element and this at different levels

- ✓ They will put measures/rules/procedures into practice
- ✓ Their experience and knowledges are crucial in order to develop relevant/sustainable measures/rules/procedures
- ✓ Measures/rules/procedures have only value if they are accepted and put into practice, if they make sense and if they do not cause collateral problems....

The systemic approach is always a winner, making it a habit will only bring you more

10

**Thank you for your
attention**

