

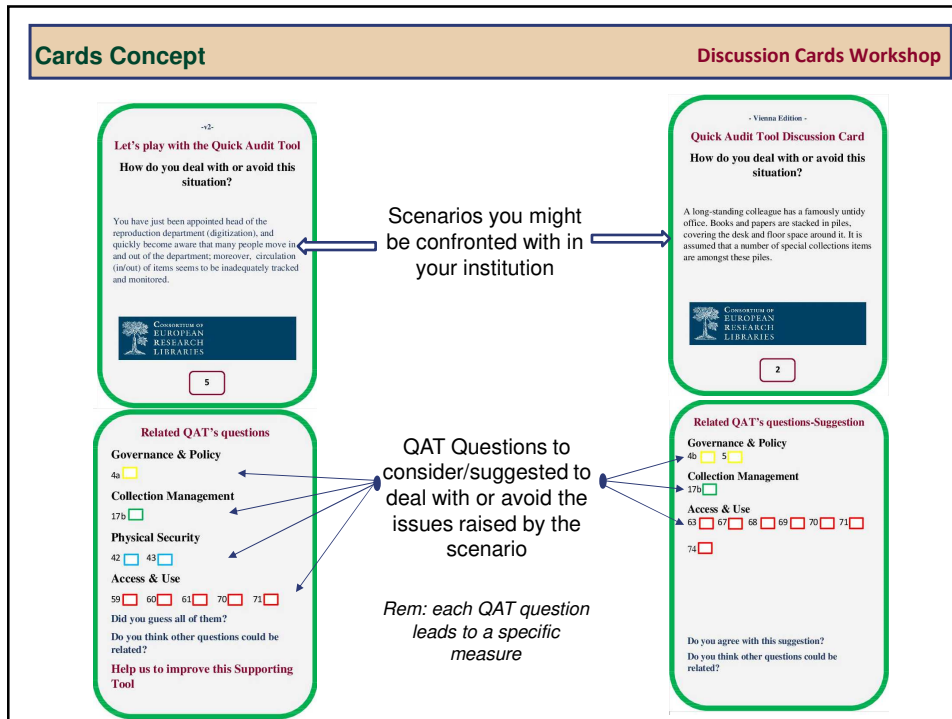
Discussion Cards Workshop/Session

Chairman CERL's Security Working Group



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KBR Where time
 is treasured

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Specific Support Discussion Cards Workshop

LERL SWG - Draft Questionnaire - QAT 3th Edition (planned for Feb 2024)

1 Governance & Policy

1 Your mission statement expresses a commitment to ensuring the security of your collection.

2 Your most senior member of staff (e.g. Director, Chief Executive) has final accountability for the security of your collection.

3 An annual report on the security of your collection is presented to your governing body (e.g. Ministry of Culture, Board of Trustees).

4a You have a Collection Security Policy (or set of policies) that sets out how you protect your collection.

4b You have designated officer(s) responsible for ensuring that security measures are applied and reviewed regularly.

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.

6 Your Collection Security Policy also covers your digital collections.

7 Staff with authority for policies relating to the collection, including its management, storage, use, exhibition, conservation and transport, contribute to the Collection Security Policy on a regular basis.

8 Your policies and written procedures, including any sanctions, are enforceable.

9 You have an agreed written procedure for investigating, handling and reporting incidents.

10 You have an agreed written procedure that details how you handle theft and mutilation incidents.

11 You report proven instances of theft to relevant bodies.

12 You report proven instances of theft to relevant bodies on the book trade.

13 You share information on known threats to collection with appropriate agencies.

14 You have procedures in place for crisis management, including evacuation.

15 Your collection security policies and procedures are kept under review.

2 Collection Management

16 Collection security is taken into consideration in all collection decisions.

17a You produce and maintain catalogue records for your collection.

17b You maintain an up-to-date record (e.g. database or spreadsheet) of collection items.

18 You include copy specific information, such as the price, condition and location of items, in your catalogue records.

19 You create and retain accession records for acquisition of new items.

20 You maintain staff knowledge of the physical features of your collection items, such as typical binding styles, and typical ownership marks.

21 You place ownership marks in your collection items.

22 You assess your collections items, where appropriate, for their value and vulnerability.

23 You assess the security requirements of collection items identified and give increased protection to high value/vulnerable items.

24 You have an agreed and documented disposal policy for items that are no longer needed.

25 You have measures in place to prevent unauthorised access to your collection items.

26 Readers are encouraged to use digital or non-digital copies of high value/vulnerable items, except where there is an agreed exception.

Physical Security

27 You have an organised system for auditing/ checking your collection at least against your catalogue(s).

28 You make and retain copies of high value items (e.g. digital or microform surrogates).

29 Where a high resolution copy of a rare or vulnerable item exists, this will be used to generate further copies in place of the original item.

30 Your collection is insured (if permissible) or the State acts as its own insurer.

3 Access & Use

31 All points of access to your building(s) can be secured.

32 You have a security presence in your building(s) 24/7.

33 There are agreed procedures and response times following the activation of alarm systems (fire, intrusion, hearing room disturbances, etc).

34a Procedures and response times are checked with regular drills.

34b There is CCTV coverage of the areas where highly valuable/vulnerable items are used (Reading Rooms, exhibition areas, etc).

35 CCTV recordings are retained in accordance with agreed policies.

36 Staff are trained in accordance with agreed policies.

QAT Questionnaire → 6 topics covered by a hundred or so questions

Governance & policy	Collection management	Physical security	Access & Use	Exhibition & Transport	Incident & crisis management
<ul style="list-style-type: none"> commitment systems-based approach dynamic process be prepared to react promptly and directly Inclusion of near misses cases 	<ul style="list-style-type: none"> reliable identification of your collections monitoring of your collections increased protection for highly valuable/vulnerable items increased vigilance for highly valuable/vulnerable items 	<ul style="list-style-type: none"> Securing the external perimeter of the building Securing the reading rooms & storage areas Access control & procedures Responsiveness in the event of an incident 	<ul style="list-style-type: none"> Access to collection for staff members Access to collection for readers Access to storage & processing areas Tracking of the collection items Specific rules for high valuable/vulnerable items Staff awareness and buy-in 	<ul style="list-style-type: none"> Documenting loaned items Critical Conditions & investigation of exhibition areas Specialised expertise Securing the transport stages Formalising collaboration with third parties 	<ul style="list-style-type: none"> Control of access to collections Collection items tracking Rules for third parties Prevention procedures for collection risks (theft, damage, loss, etc.)

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Other important element of the tool available in the member area of the CERL website: Discussion Cards Workshop

SECURITY NETWORK

Scenario scope sheet

At a glance, you can identify scenarios that will help you to promote specific measures!

Question number referring to the QAT questionnaire Edition 4

Scenario number	Governance & Policy	Collection Management	Physical Security	Access & Use	Exhibition & Transport	Incident & Crisis M.
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You may have noticed that 10 of the questions are highlighted in yellow.

SECURITY NETWORK

At a glance, you can identify scenarios that will help you to promote specific measures!

Question number referring to the QAT questionnaire Edition 4

Scenario number	Governance & Policy	Collection Management	Physical Security	Access & Use	Exhibition & Transport	Incident & Crisis M.
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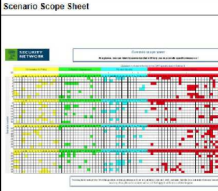

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Available elements related to the tool in the member area of the CERN website:

Discussion Cards Workshop

Downloads

These are the documents you need to play the game

 1	 2
 3	 4
 5	 6

1. Title to be changed → Discussion Cards + Vienna Edition to be added
2. Title to be changed → « Scope » + New document to be developed (only a few elements remain valid)
3. Remains valid
4. No longer relevant
5. → to be updated
 - +10 scenarios
 - + keywords
6. → Fifth edition planned for February 2024

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And now, it's time for the discussions

Discussion Cards Workshop



May this session be rich in exchange of ideas

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