Consortium of European Research Libraries

Collection Security Summer School
Österreichische Nationalbibliothek Vienna
7-9 September 2022

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

Chairman CERL’s Security Working Group

Eng. Jacqueline Lambert
Prevention advisor
Head ISPP departement
jacqueline.lambert@kbr.be

SECURITY NETWORK

KBR Where time is treasured

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 Altarriba , 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)
(**Per Cullhed**), Uppsala University Library, Uppsala
Adrian Edwards, British Library, London
Claudia Fabian and **Wolfgang-Valentin Ikas**, Bayerische Staatsbibliothek, München
Julie Gardham, Glasgow University Library
Nina Korbu, National Library of Norway, Oslo
Joe Marshall and **Paul Hambelton**, National Library of Scotland
María Jesús Morillo Calero, Biblioteca Nacional de España
Eva Nylander, University Library, Lund - on behalf of the CERL Swedish group members
Brian O'Donnell, National Library of Ireland, Dublin
Anne Pasquignon, Bibliothèque nationale de France, Paris
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 including one on behalf of a group of 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

Our philosophy: Systems-based approach

The Security Working Group

Within a network which we would like to be the most active possible

SECURITY NETWORK

To meet expectations



Year on year

Raise awareness
Sensitize

Improve / Initiate policies

Share / Collaborate

Support one another

To ensure adequacy

Improved prevention & increased ability to response

To ensure coherence

To meet needs

A concrete offer

Including « ready to use» practical support

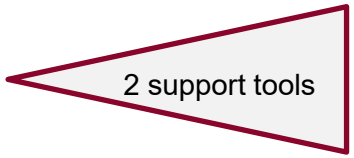
For all kind of institutions:

- Small / large
- With various means at disposal

Quick overview of our principal offer/ achievments — The Security Working Group

Practical Tools

The Quick Audit Tool =Quick self assessment



Card Game

QAT Library (under development)

Available to all

Available to CERL's Members

Specific activities promoting the exchange of experiences and mutual support

✓ Summer Schools: The Hague 2017- Rome 2018- Tartu 2019 – Vienna 2022

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 of COVID-19 on libraries/special collections

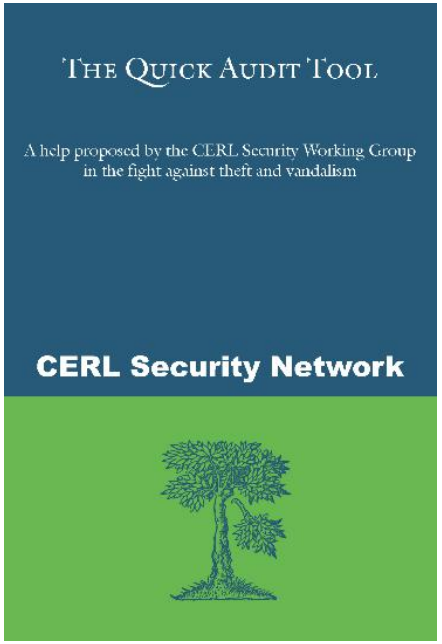
  https://www.youtube.com/playlist?list=PLWdvmalzEqYc6n_8MQObahOS6rqnKZyKN
- Coming before the end of the year: a webinar in collaboration with IFLA

Contribution to seminars/conferences

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

General outline

The QAT



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 .

CERL SWG: "Reference grid" QAT 4th Edition

Governance & Policy

	yes	no	in part	N. R.
1	73,33	26,67	0,00	0,00
2	100,00	0,00	0,00	0,00
3	26,67	60,00	13,33	0,00
4a	66,67	13,33	20,00	0,00
4b	66,67	6,67	26,67	0,00
5	40,00	0,00	46,67	13,33
6	60,00	13,33	20,00	6,67
7	66,67	6,67	20,00	6,67
8	60,00	13,33	20,00	
9	46,67	6,67	46,67	
10	46,67	13,33	40,00	
11	80,00	6,67	13,33	
12	60,00	13,33	26,67	
13	80,00	6,67	13,33	
14	80,00	6,67	13,33	
15	60,00	6,67	33,33	

Physical Security

	yes	no	in part	N. R.
31	100,00	0,00	0,00	0,00
32	53,33	13,33	13,33	0,00
33	93,33	0,00	6,67	0,00
34a	66,67	20,00	13,33	0,00
34b	60,00	26,67	13,33	0,00
35	73,33	6,67	20,00	0,00
36	46,67	13,33	40,00	0,00
37a	100,00	0,00	0,00	0,00

Access & Use

	yes	no	in part	N. R.
45	100,00	0,00	0,00	0,00
46	86,67	0,00	13,33	0,00
47	93,33	0,00	6,67	0,00
48	100,00	0,00	0,00	0,00
49	40,00	26,67	33,33	0,00
50	80,00	0,00	13,33	6,67
51	86,67	0,00	13,33	0,00
52	100,00	0,00	0,00	0,00

Exhibition & Transport

	yes	no	in part	N. R.
75	93,33	0,00	6,67	0,00
76	93,33	0,00	6,67	0,00
77	66,67	0,00	26,67	6,67
78	86,67	0,00	6,67	6,67
79	73,33	6,67	6,67	13,33
80	100,00	0,00	0,00	0,00
81	60,00	20,00	20,00	0,00
82	100,00	0,00	0,00	0,00
83	93,33	0,00	6,67	0,00
84	100,00	0,00	0,00	0,00
85	93,33	0,00	6,67	0,00
86	100,00	0,00	0,00	0,00
87	73,33	0,00	26,67	0,00
88	60,00	0,00	40,00	0,00
89	53,33	6,67	33,33	6,67
90	60,00	13,33	13,33	13,33

Collection Management

	yes	no	in part
16	80,00	13,33	6,67
17a	86,67	0,00	13,33
17b	66,67	6,67	26,67
18	66,67	6,67	26,67
19	80,00	6,67	13,33
20	80,00	0,00	20,00
21	66,67	0,00	33,33
22	86,67	13,33	0,00
23	86,67	6,67	6,67
24	53,33	26,67	6,67
25	86,67	0,00	13,33
26	86,67	0,00	13,33
27	73,33	13,33	13,33
28	58,33	0,00	41,67
29	80,00	6,67	6,67
30	66,67	20,00	13,33

Incident & Crisis Management

	yes	no	in part	N. R.
			13,33	6,67
			26,67	6,67
			6,67	6,67
			20,00	0,00
			20,00	0,00
			33,33	0,00

Governance & Policy

	yes	no	in part	N. R.
1	73,33	26,67	0,00	0,00
2	100,00	0,00	0,00	0,00
3	26,67	60,00	13,33	0,00
4a	66,67	13,33		
4b	66,67	6,67		
5	40,00	0,00		
6	60,00	13,33		
7	66,67	6,67		

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

British Library, London - National L
Bayerische Staatsbibliothek, Münc
Koninklijke Bibliotheek, The Hague
Nacional de España - Uppsala Univ

results
nly their Archives
eket, Sweden -
y Library -
lin - Biblioteca

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

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

2019 2020 2021		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	

reworded/improved

new one

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

Governance & Policy				
	yes	no	in part	N. R.
1	73,33	26,67	0,00	0,00
2	100,00	0,00	0,00	0,00
3	26,67	60,00	13,33	0,00
4a	66,67	13,33	20,00	0,00
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7	66,67	6,67	20,00	6,67
8	60,00	13,33	20,00	6,67
9	46,67	6,67	46,67	0,00
10	46,67	13,33	40,00	0,00
11	80,00	6,67	13,33	0,00
12	60,00	13,33	26,67	0,00
13	80,00	6,67	13,33	0,00
14	80,00	6,67	13,33	0,00
15	60,00	6,67	33,33	0,00

Physical Security				
	yes	no	in part	N. R.
31	100,00	0,00	0,00	0,00
32	53,33	13,33	13,33	0,00
33	93,33	0,00	6,67	0,00
34a	66,67	20,00	13,33	0,00
34b	60,00	26,67	13,33	0,00
35	73,33	6,67	20,00	0,00
36	46,67	13,33		
37a	100,00	0,00		
37b	66,67	6,67		
38	93,33	0,00		
39	60,00	6,67		
40	93,33	0,00		
41	46,67	13,33		
42	86,67	6,67		
43	66,67	6,67		
44	100,00	0,00		

Access & Use			
	yes	no	in
45	100,00	0,00	0
46	86,67	0,00	1
47	93,33	0,00	6
48	100,00	0,00	0
49	40,00	26,67	3
50	80,00	0,00	1
63	46,67	26,67	2
64	66,67	6,67	6
65	53,33	13,33	3
66	46,67	26,67	2

Collection Management				
	yes	no	in part	N. R.
16	80,00	13,33	6,67	0,00
17a	86,67	0,00	13,33	0,00

N. R. = not relevant

Yes →

No →

In part →

N.R (not relevant) →

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

The Card Game

The QAT Supporting Tools



Based on 32 scenarios that could happen in the day life of our institutions:

- ✓ 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
- ✓ Ideal for animating workshop, gathering colleagues to address collections security issues → 2 major assets
  - get the buy-in, raise awareness and stimulate thinking about security issues
  - thanks to the discussions it generates, a good way of bringing up near-misses and thus better identifying the risks specific to your institution

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

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.

Inputs ?



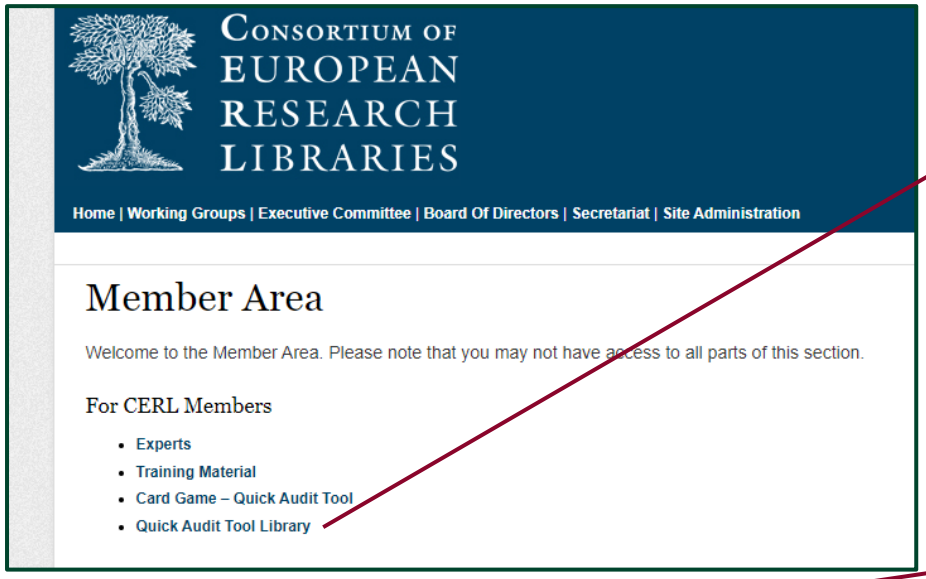
- For the launch (Autumn 2022): some institutions represented in the SWG → this allowed us to develop and refine the validation procedure (formalization of the collaboration between the parent institutions of the documents and the CERL).
- After: call to the network

For who?

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

The QAT Library

The QAT Supporting Tools



CONSORTIUM OF EUROPEAN RESEARCH LIBRARIES

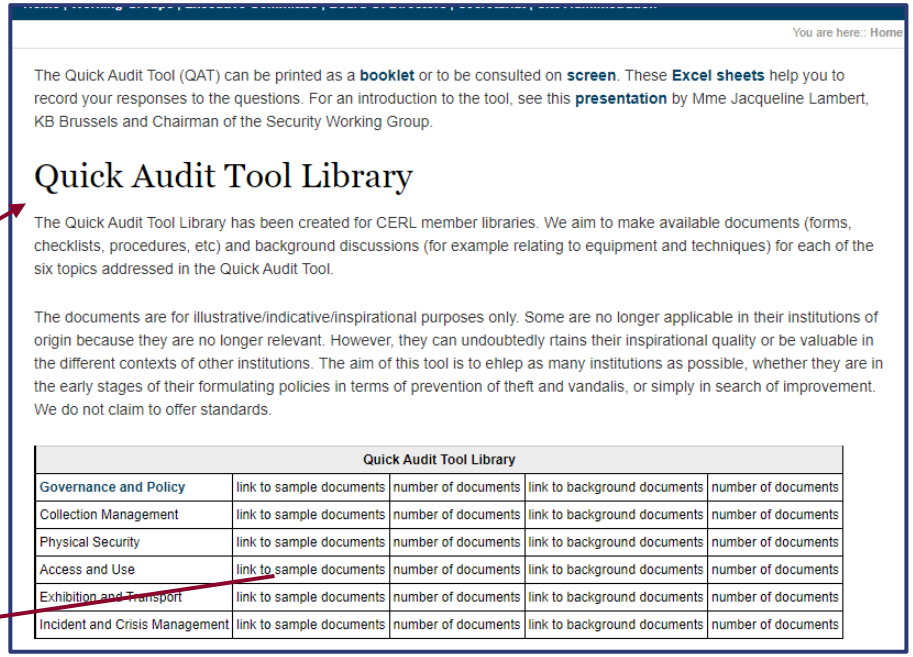
Home | Working Groups | Executive Committee | Board Of Directors | Secretariat | Site Administration

Member Area

Welcome to the Member Area. Please note that you may not have access to all parts of this section.

For CERL Members

- Experts
- Training Material
- Card Game – Quick Audit Tool
- Quick Audit Tool Library



You are here:: Home

The Quick Audit Tool (QAT) can be printed as a **booklet** or to be consulted on **screen**. These **Excel sheets** help you to record your responses to the questions. For an introduction to the tool, see this **presentation** by Mme Jacqueline Lambert, KB Brussels and Chairman of the Security Working Group.

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 purposes only. Some are no longer applicable in their institutions of origin because they are no longer relevant. However, they can undoubtedly rtains their inspirational quality or be valuable in the different contexts of other institutions. The aim of this tool is to ehlep as many institutions as possible, whether they are in the early stages of their formulating policies in terms of prevention of theft and vandalis, or simply in search of improvement. We do not claim to offer standards.

Quick Audit Tool Library				
Governance and Policy	link to sample documents	number of documents	link to background documents	number of documents
Collection Management	link to sample documents	number of documents	link to background documents	number of documents
Physical Security	link to sample documents	number of documents	link to background documents	number of documents
Access and Use	link to sample documents	number of documents	link to background documents	number of documents
Exhibition and Transport	link to sample documents	number of documents	link to background documents	number of documents
Incident and Crisis Management	link to sample documents	number of documents	link to background documents	number of documents

Access & Use

sub-tag	File name	From	Language	use status (parent institution)	Description			
					type	Special feature	key words	Additional comments
Reading Rooms Rules	SD AU-RRR_DOC1	BL	EN	in use 2022	Directives	Desk pad	general rules	
	SD AU-RRR_DOC2	BSB	EN		Directives		general rules manuscripts and rare books	
	SD AU-RRR_DOC3	NLS	EN		Directives		general rules special collections	
	SD AU-RRR_DOC5	GUL	EN		Directives		general rules	
	SD AU-RRR_DOC6	NLN	EN-NO		Directives		conditions use special collections	
Access Special Material	SD AU-ASM_DOC1	BSB	EN		Form		access classified material	
	SD AU-ASM_DOC2	BL	EN		Form		access restricted item	
Control Issues	SD AU-CI_DOC1	KB	EN		Procedure		scales, weighing of documents	
Access Storage Area	SD AU-ASA_DOC1_FR	BNF	FR		Directives		authorization, conditions	
Insuring Security Awareness	SD AU-ISA_DOC1_FR	BNF	FR		Directives	Leaflet	staff induction	

The QAT Library

The QAT Supporting Tools

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

BSB Bayerische StaatsBibliothek
Information in erster Linie

Reading Room for Manuscripts and Rare Bo

INFORMATION FOR USERS

- Please show your reader's ticket **when entering the reading room through the turnst**
  Please note that certain objects must not be brought into the reading room. Please **keep**
  and **turn off** the **sound** of your mobile.



- Please order **manuscripts, rare and old printed books** (Rar., Res, L.sel., ESlg etc.) b
  completing a separate yellow order slip. No more than **10 order slips** may be submitte
  day. The items ordered will then be available for a period of two weeks (10 working days
- Due to legal or conservation reasons some items may not be available for consultation.
- The objects issued must **be handled with great care**:
  - **Pencils only** are to be used for writing. Laptops are also allowed.
    No pens or highlighters!
    Readers must not write, mark, or damage a document.
  - **No sharp implements** are allowed on the reading tables!
  - The staff's instructions concerning the use of the objects must be followed at all



Opening Times

Reading Rooms

Humanities, Rare Books & Music, Newsroom, Science, Business & IP Centre, Social Sciences
Monday 10.00 – 20.00
Tuesday to Thursday 09.30 – 20.00
Friday and Saturday 09.30 – 17.00
Sunday and English Public Holidays Closed

Asian & African Studies, Maps, Manuscripts
Monday 10.00 – 17.00
Tuesday to Saturday 09.30 – 17.00
Sunday and English Public Holidays Closed

Copy Counters

Humanities 1, Rare Books & Music, Newsroom, Science – floor 2
Monday 10.00 – 19.30
Tuesday to Thursday 09.30 – 19.30
Friday and Saturday 09.30 – 16.30

Asian & African Studies
Monday 10.00 – 16.30
Tuesday to Saturday 09.30 – 16.30

Please note: collection items should be returned to the Issue Desk before the advertised closing times

Ordering in the Reading Rooms

Most collection items can be ordered via our main catalogue Explore the British Library which provides specific delivery information for each item requested.

- Collection items can be ordered either on your laptop via our free wi-fi or on a Library PC
- Items can be ordered for the same day or for a future visit
- Some items are stored offsite and take 48+ hours to be delivered
- There is no delivery of offsite material on Saturdays
- If ordering items using Explore the British Library:
  - Online Help, printed guides and 'how to videos' are available
  - You may order up to ten items per day (restrictions apply in the Manuscripts Reading Room)
  - Remember to change the date required, if you are not ordering for the current day
  - Six requests can be reserved for up to three working days
  - Items ordered after 16.00 will not be delivered the same day

Handling the Collection

Please handle all collection items with care and respect at all times and bear the following in mind:

- Please ensure your hands are clean and dry
- Touch items as little as possible to reduce wear and tear
- Don't press down on items or force them flat as this can cause damage
- Only carry what you can hold easily and safely
- Use a trolley to move multiple or heavy items
- Ask a member of staff if you need assistance moving an item
- Keep your work space tidy and ensure you have enough space in which to work
- Close books when they aren't being used and stack them neatly
- Keep collection items in their protective enclosures when not in use
- Use book supports to protect volumes when they are open
- Weights can be used to gently hold pages open or flat
- Damage can be caused if items are roughly handled or dragged across a surface
- Be aware of collection items that may need special care because they are fragile or difficult to use
- Ask for advice if you are unsure how best to handle an item

For more advice on collection care and handling specialist items, such as maps or manuscripts, and other types of format please ask a member of staff or visit **www.bl.uk/about us/stratpolprog/collectioncare/videos**

If you have a disability and need help or advice to access and use the collections, please speak to a member of staff

Reading Room Copying Services

Items in our collections can be copied, subject to UK copyright legislation and preservation guidelines.

Self-service and Staff Assisted Copying

- We have a wide range of self-service photocopiers, overhead digital book scanners and digital microfilm scanners for copying from printed material, microfiche and microfilm
- Payment is made via a copy account which can be credited at the Copy Counters or using the electronic kiosks in Humanities 1, Science 2 and Business & IP Centre
- Use our assisted copy service if you prefer to have your material copied by Library staff or if preservation restrictions are in place
- Orders should be placed at the Copy Counters
- Copying must not be used for commercial purposes

Self-service Photography

- Photography of collection items is permitted using compact cameras, camera phones and tablets for personal reference purposes.
- Please remain seated when taking photographs
- No photography of computer screens, people, the Reading Room and collection items other people are using
- The use of tripods, camera flash and additional lenses are not permitted

Before using the self-service photography facility, please view the following guidelines at **www.bl.uk/reshelp/inrooms/stp/copy/selfservcopy/selfservcopy.html** as some restrictions may apply. Alternatively speak to Reading Room staff for more information

Copyright and Privacy Laws

- You must adhere to copyright and privacy / data protection laws
- You should only take a proportion of an in copyright work that is fair. We recommend only one chapter, one article or 5%
- Breaching copyright and privacy law is an offence. You are legally responsible for any copies made

Reading Room Do's and Don'ts

The British Library is an environment in which both staff and Readers must be able to work without disturbance or fear of abuse:

- Please treat staff and other Readers with courtesy and respect at all times
- Please behave in a way which does not disturb others
- If it is necessary to talk, please do so quietly
- Please ensure your mobile phone is either turned off or silent
- Please do not answer calls in the Reading Rooms and keep texting to a minimum
- Please ensure all electronic devices are on silent
- If using headphones please keep the volume to a minimum
- Collection Material must not be taken out of the Reading Rooms
- All Collection Items must be returned to the Issue Desk when you have finished with them
- Do not write in collection items (not even in pencil) or otherwise damage them
- Pencils only should be used when making notes (no pens, highlighters etc)
- No sharp implements are allowed in the Reading Rooms
- Items that could harm the collections are not allowed in the Reading Rooms. These include, but are not limited to: 'Post-it' notes, lip balm and hand cream
- No portable hand-held scanners are allowed in the Reading Rooms
- No food, drink, bottled water, sweets or gum should be taken into the Reading Rooms

Full details can be found in the 'Conditions of Use' leaflet available in the Reading Rooms.

Failure to comply with the Conditions of Use may lead to suspension of a Reader Pass.

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

This document has been made available, by the Bayerische StaatsBibliothek, to CERL members throu
Library for benefit development of library policies and processes relating to collection security

BSB Bayerische StaatsBibliothek
Information in erster Linie

Reading Room for Manuscripts and Rare Boo

Application for the permission to read classified material

I **[name]** _____ hereby app

consultation of **[shelfmark(s)]** _____

_____. The original(s) is/are required for the following **research purpos**

Access & Use

sub-tag	File name	From	Language	use status (parent institution)	Description type	Special feature	key words	Ac
Reading Rooms Rules	SD AU-RRR_DOC1	BL	EN	in use 2022	Directives	Desk pad	general rules	
	SD AU-RRR_DOC2	BSB	EN		Directives		general rules manuscripts and rare books	
	SD AU-RRR_DOC3	NLS	EN		Directives		general rules special collections	
	SD AU-RRR_DOC5	GUL	EN		Directives		general rules	
	SD AU-RRR_DOC6	NLN	EN-NO		Directives		conditions use special collections	
Access Special Material	SD AU-ASM_DOC1	BSB	EN		Form		access classified material	
	SD AU-ASM_DOC2	BL	EN		Form		access restricted item	
Control Issues	SD AU-CI_DOC1	KB	EN		Procedure		scales, weighing of documents	

why focusing on crisis ?



- Most of the crisis affecting our institutions can have an impact on collection security
- We are going through difficult times (chaotic period associated to paradigm shift) → crisis increase

Be aware and prepared can help to avoid or decrease risks

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

Thank you for your attention