Practical issues

CERL Collection Security Summer School

7 September 2017

What is our ‘raison d’être’?



What is our ‘raison d’être’?

- To keep
- To make available

- Conflicting interests

So what to do next?

- Can we avoid it? No, not entirely
- Question is: what are the risks?
- And what can we do to manage them?

Profiling crooks

- In the Reading Room
  - Deviant behaviour
- Staff
  - Who is the internal thief?

Profile

- Cleaning or security staff?
- Long working relation with the institution (10 to 30 years or more)
- Well respected, trusted and with an independent position in the institution
- Responsible for acquisition, and possibly also for registration and description
- Unlimited access to the collection
- Often national and international well respected specialists
- Often with an important social role (in unions or professional community)
- The people you less expect to do so
- Hardly ever introvert with few contacts in the institution, but charming, with many contacts and open communicating
- Other possible aspects:

Profile

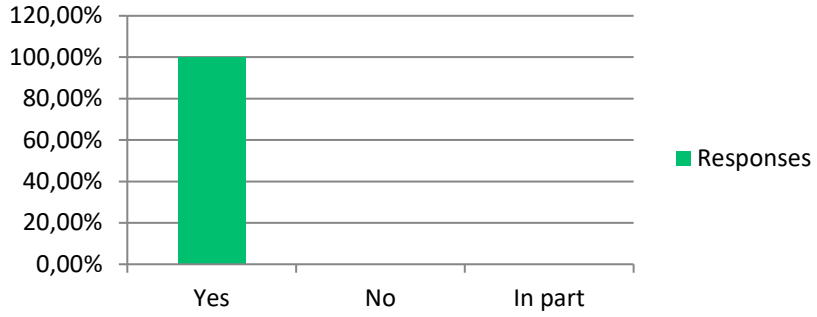
- Expensive lifestyle (sports cars, luxury clothing)
- Vain (hair implant, lying about age to girlfriend)
- Debts (betting) and addiction
- Frustated career prospects
- Be aware of change of behaviour!

Staff responsibilities

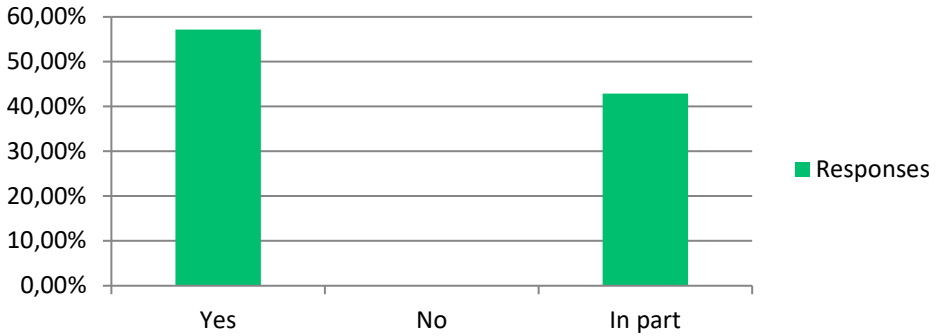
- Who is responsible for what?
- Who controls who?
- On what criteria are these decisions based?
- Is any risk assessment involved?

Readers (Q 36-38)

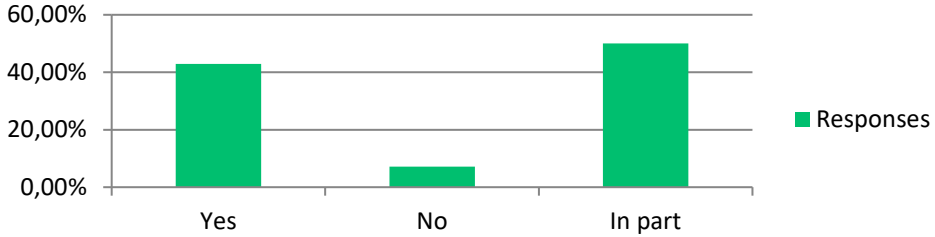
Readers may only access your collection if they undertake to comply with your Reading Room rules and regulations



Readers are required to provide documentary proof of their identity and address, and have their photograph taken, before using your collection

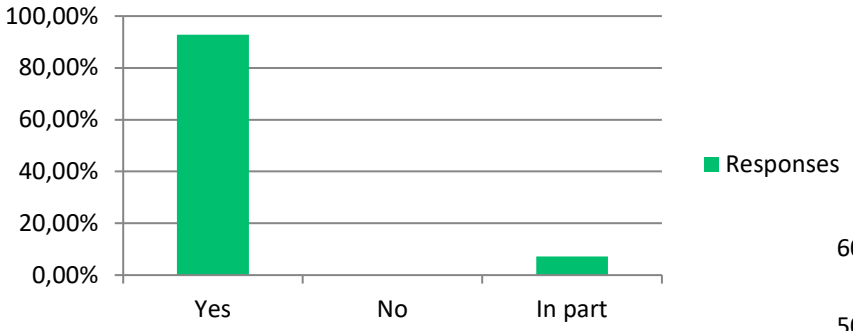


You permanently retain information on the name, address and (where appropriate) institutional affiliation of every Reader, and a photograph of every Reader

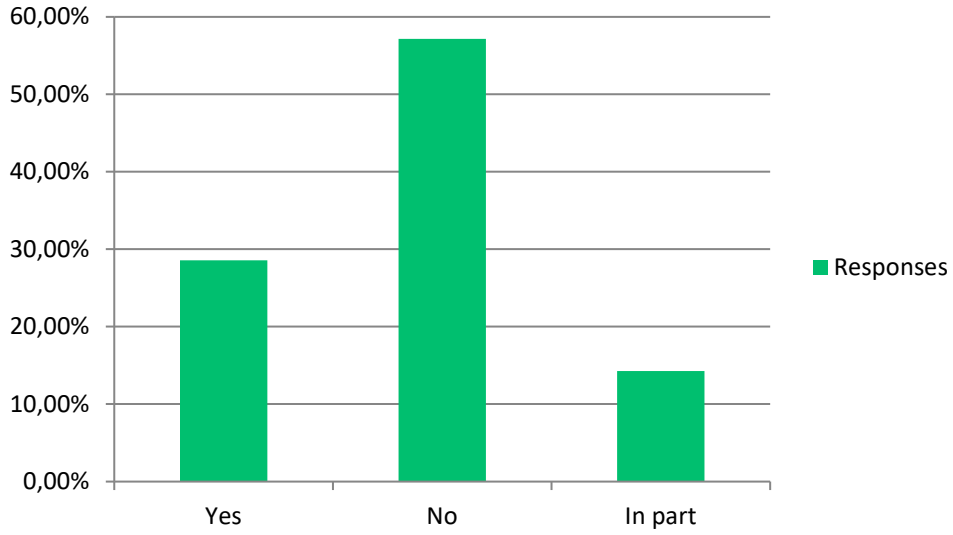


Reading Room (Q 39-40, 42-46)

Readers are not permitted to bring coats or large bags into your Reading Room, nor any object that might harm the collection (knives, blades, food, drink)

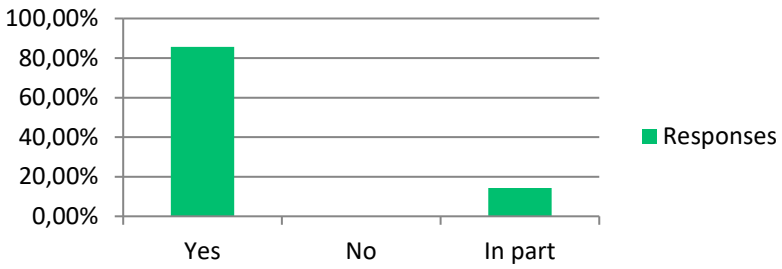


Readers' belongings are searched as they exit the Reading Room

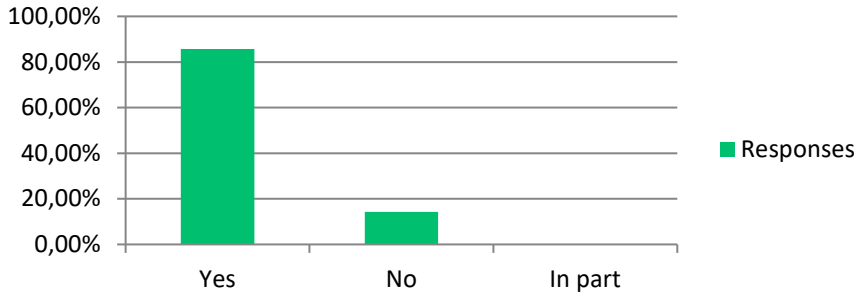


Reading Room

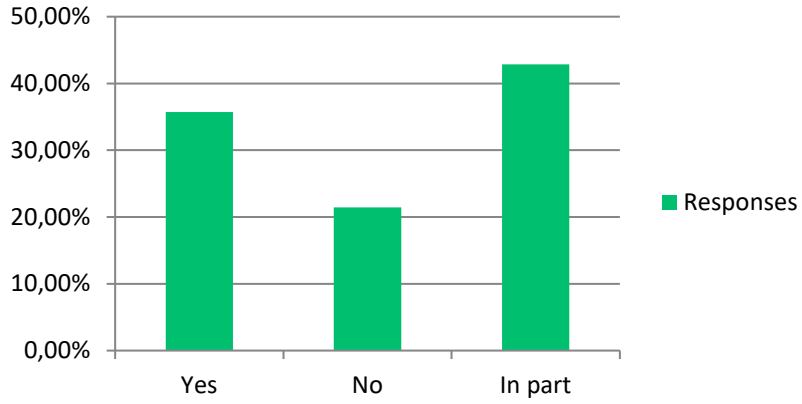
Readers' use of highly valuable/vulnerable items is invigilated by staff



You limit the number of items that may be seen at any one time by Readers



Highly valuable/vulnerable collection items are inspected by staff before and after use



Reading room procedures

'You said there were usually more people in the room?' Brunetti inquired mildly. Sartor nodded.

'There's usually a researcher or two, and there's a man who's been reading the Fathers of the Church for the last three years, sir. We call him Tertullian: that's the first book he asked for, and the name stuck. He's here every day, so I guess we've sort of begun to depend on him as a kind of guard.'

Brunetti forbore to ask about Tertullian's choice of reading matter. Instead, he smiled and said, 'I can understand.'

'What, sir?'

'That you'd trust someone who spent years reading the Fathers of the Church.'

The man smiled nervously, responding to Brunetti's tone. 'Perhaps we've been negligent,' he said. When Brunetti did not respond, he added, 'About security,

Reading room

- Special reading room for special collections?
- Supervision
- Access
- Procedures
- Readers' behaviour
  - How are maps taken out of the book?
  - How are they taken out of the Reading Room?

KB Practice (Special Collections)

- Desk always double manned
- No coats, bags, etc.
- Maximum four items on the table
- All items checked before and after use
- Check weighed items every time reader leaves the room
- Vulnerable categories weighed
  - Small deviation tolerated: fixed criteria
- Stick to the procedures

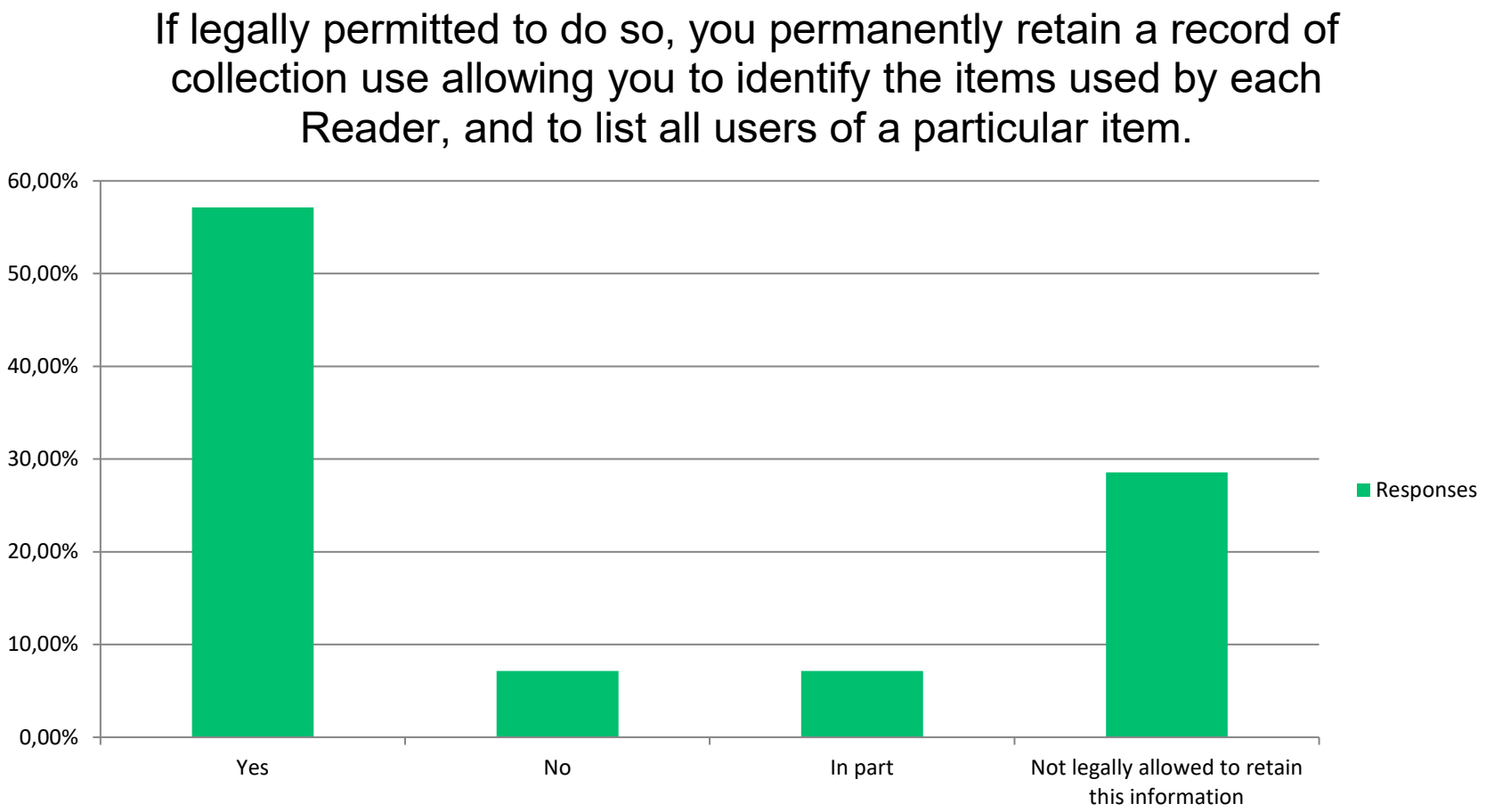
Conditions for effective checks

- Clear procedures, followed by all colleagues
  - ‘last week your colleague said it was OK’
- Good exchange of information when changing shifts
- Foliate loose leaves in folders
- Good descriptions, for atlasses best on map level
- Availability of digital copies will help as well

Reading Room

- What topics should be covered in the Reading Room rules and regulations? How do you make them known? Who enforces them?
- General topics not covered in the survey: how do you position staff in the Reading Room, where to place cameras (if any), use of laptops and cameras
- What is the best place to search readers' belongings? When leaving the reading room, leaving the building? Visual inspection? Electronic? What happens when the electronic gates go off?
- Is there any difference between libraries and archives in this?
- Are other methods of inspection available?
- What tools are available for an assessment of collection vulnerabilities?

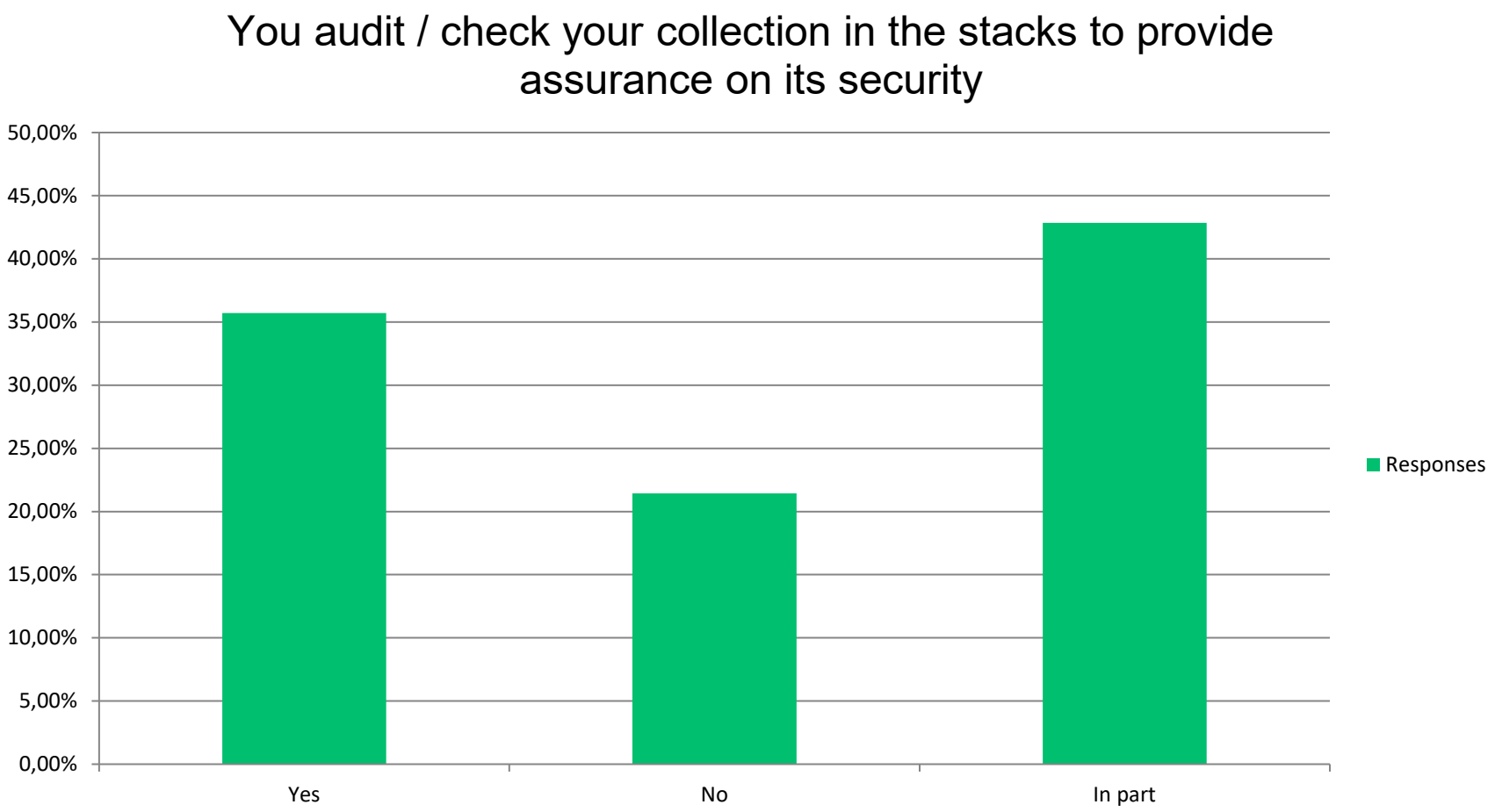
Tracking what readers borrow



Tanja de Boer

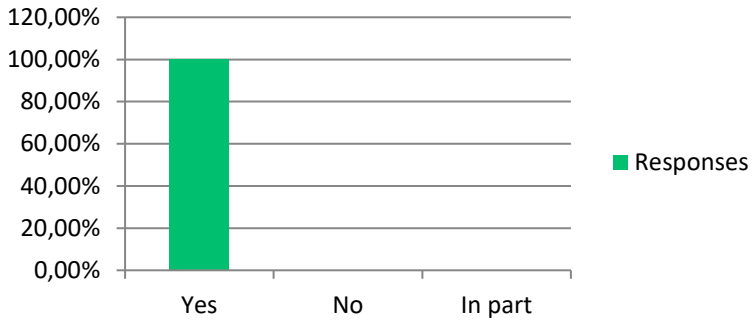
- Warehouse management
- Recording collections
- How to mark individual items

Stacks (Q 31)

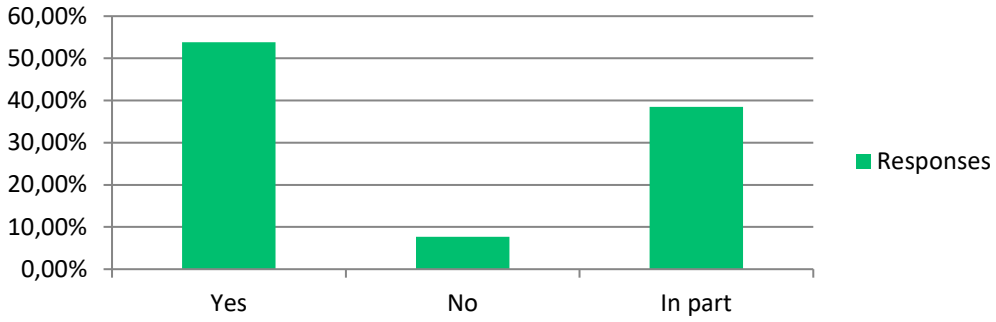

You audit / check your collection in the stacks to provide assurance on its security
50,00%
45,00%
40,00%
35,00%
30,00%
25,00%
20,00%
15,00%
10,00%
5,00%
0,00%
Yes
No
In part
Responses

Catalogue (Q 21, 22, 29, 41)

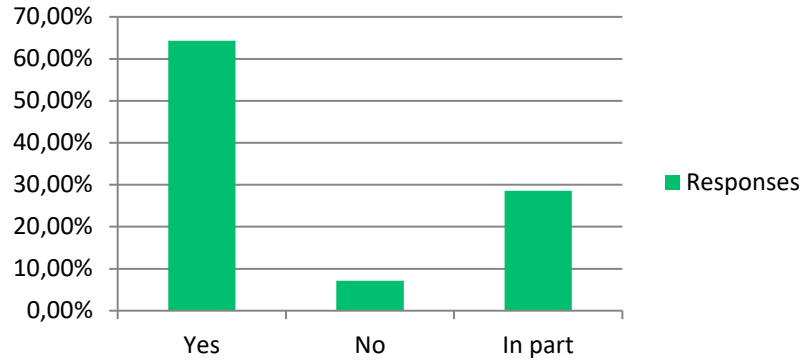
You maintain catalogue records for your collection



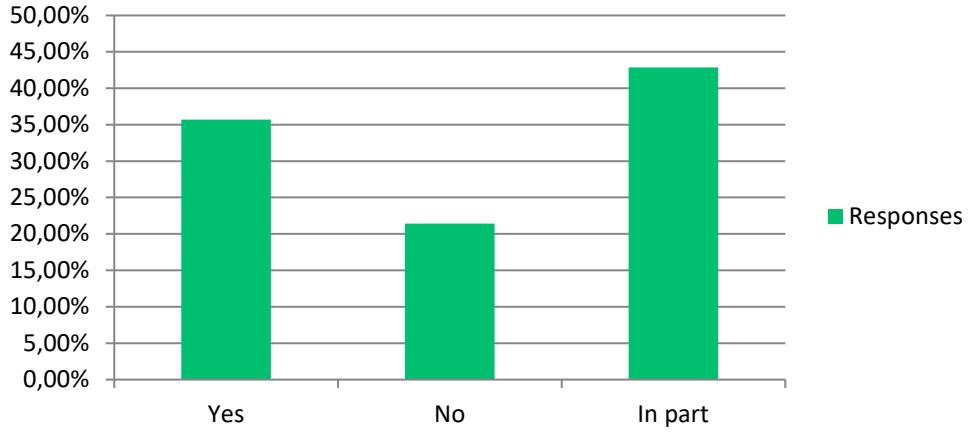
You include copy specific information in the catalogue records



You have measures in place to prevent unauthorised changes to your accession and catalogue records

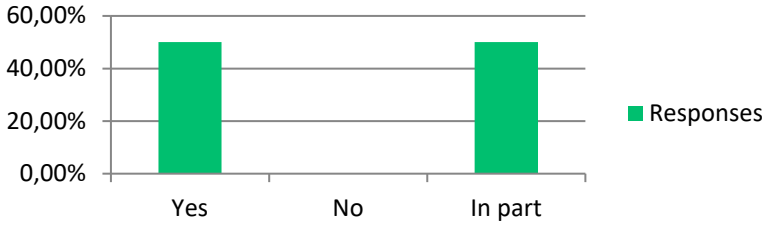


You have agreed procedures for the use of uncatalogued items: this includes close invigilation by staff

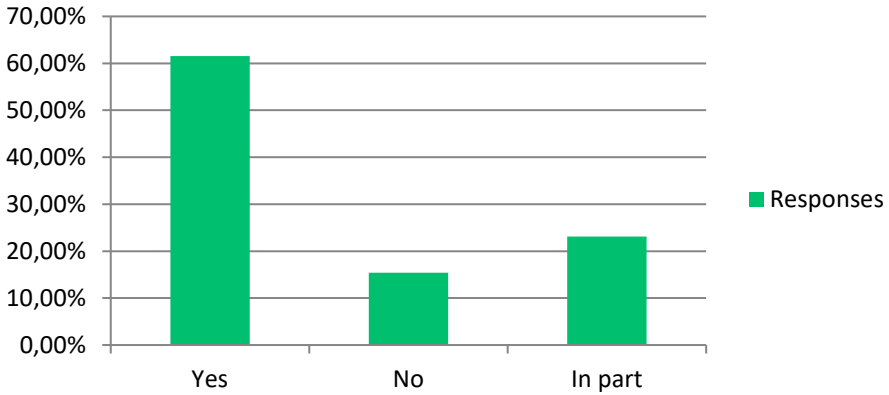


Specific copy information (Q 24-26)

You maintain information on distinguishing features in your collection (i.e. bindings, ownership stamps etc)



You place ownership marks in your collection items



You place shelf mark labels on your collection items where appropriate

