Consortium of European Research Libraries

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

Card Game session

Chairman CERL's Security Working Group

SECURITY NETWORK

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KBR Where time is treasured

Game Principle

Card Game session

Let's play with the Quick Audit Tool

How do you deal with or avoid this situation?

You have just been appointed head of the reproduction department (digitization), and quickly become aware that many people move in and out of the department; moreover, circulation (in/out) of items seems to be inadequately tracked and monitored.

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Related QAT's questions

Governance & Policy

4a

Collection Management

17b

Physical Security

42 43

Access & Use

59 60 61 70 71

Did you guess all of them?

Do you think other questions could be related?

Help us to improve the Supporting Tool

Access & Use

- Access to collection for staff members
- Access to collection for readers
- Access to storage & proceding areas
- Tracking of the collection items
- Specific rules for high/valuable/vulnerable items
- Staff awareness and buy-in

45	Readers may only access your collection if they undertake to comply with your Reading Room rules and regulations
46	You gather sufficient information about your readers to be confident about their identity and would be able to contact them in the event of a security investigation
47	You retain essential identity and contact information about past readers for as long as permitted or justifiable within the law
48	Readers are not permitted to bring coats or large bags into your special collections reading room(s), nor any object that might harm the collection (e.g. knives, blades, food, drink)
49	Readers' belongings are searched as they exit the Reading Room
50	You have agreed procedures for the use of uncatalogued or unbound materials items: this includes close supervision by staff
51	Readers' use of highly valuable/vulnerable items is supervised by staff
52	You limit the number of items that may be seen at any one time by a reader
53	Highly valuable/vulnerable collection items are inspected by staff before and after use
54	Highly valuable/vulnerable collection items are weighed before and after use
55	You have procedures in place for the use of material with restricted access
56	If legally permitted to do so, you permanently retain a record of collection use allowing you to identify the items used by each reader, and to list all users of a particular item
57	Readers, visitors, occasional contractors cannot gain access to areas where heritage materials are stored, unless escorted by authorised staff
58	Readers, visitors, occasional contractors cannot gain access to areas where heritage materials are processed (e.g. conservation, reprographics), unless escorted by authorised staff
59	Staff or approved contractors must be authorised to access collection storage or collection processing areas
60	Staff or approved contractors access to collection storage or collection processing areas is restricted on the basis of need

Specific Support

Card Game session

Governance & policy

- commitment
- systems-based approach
- dynamic pr
- be prepared to rea and direc
- Inclusion of near n

1	Your mission statement expresses a commitn collection
2	Your most senior member of staff (e.g. Direct accountability for the security of your collect
3	An annual report on the security of your colle body (e.g. Ministry of Culture, board of truste
4a	You have a Collection Security Policy (or set protect your collection
4b	You have designated officer(s) responsible fo applied and reviewed regularly
5	You have an agreed set of measures to provid collection and to assess compliance with you
6	Your Collection Security Policy also covers yo
7	Staff with authority for policies relating to th storage, use, exhibition, conservation and tra

Collection management

- reliable identification of your collection
- monitoring of your collections
- Increased protection for highly valuable/ vulnerable items
- increased vigilance for highly valuable / vulnerable items

16	Collection security is taken into consideration in all collection management procedures
17a	You produce and maintain catalogue records for your collection
17b	You maintain an up-to-date record (e.g. database or other) of the location of all your collection items (including uncatalogued and unprocessed material)
18	You include copy specific information, such as the presence of bookplates or inserted maps, in new or enhanced catalogue records for heritage materials
19	You create and retain accession records for acquisitions that are especially valuable, vulnerable or controversial
20	You maintain staff knowledge of the physical features that characterise materials in your collection, such as typical ownership marks and typical binding styles
21	You place ownership marks in your collection items (e.g. ink stamps, blind stamps)
22	You mark your collections items, where appropriate, with shelf mark labels
23	You assess the security requirements of collection items, so that highly valuable/vulnerable items are identified and given increased protection
24	You have an agreed and documented disposals policy: disposed items have a clear cancellation stamp in them
25	You have measures in place to prevent unauthorised changes to your accession and catalogue records
26	Readers are encouraged to use digital or microform facsimiles of heritage materials that are especially valuable or vulnerable, except where there is an approved research reason for consulting the original
27	You have an organised system for auditing/ checking your collection at shelf 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

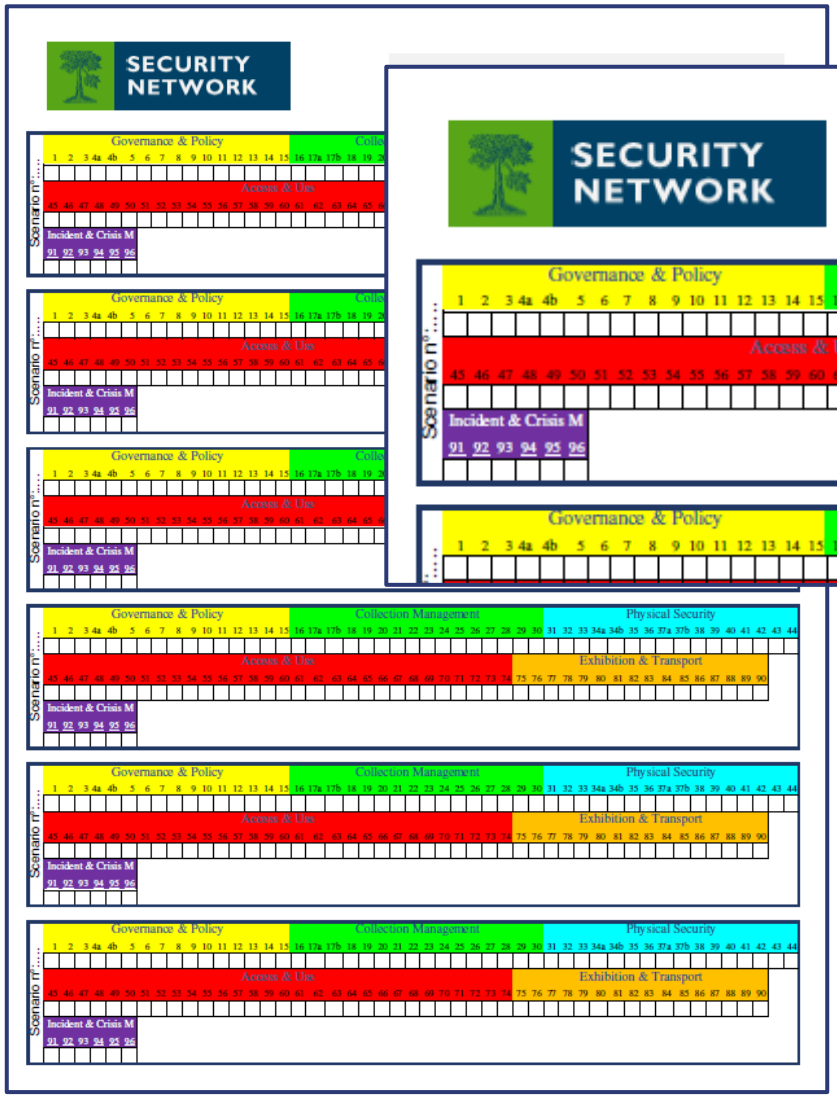
Access & Use

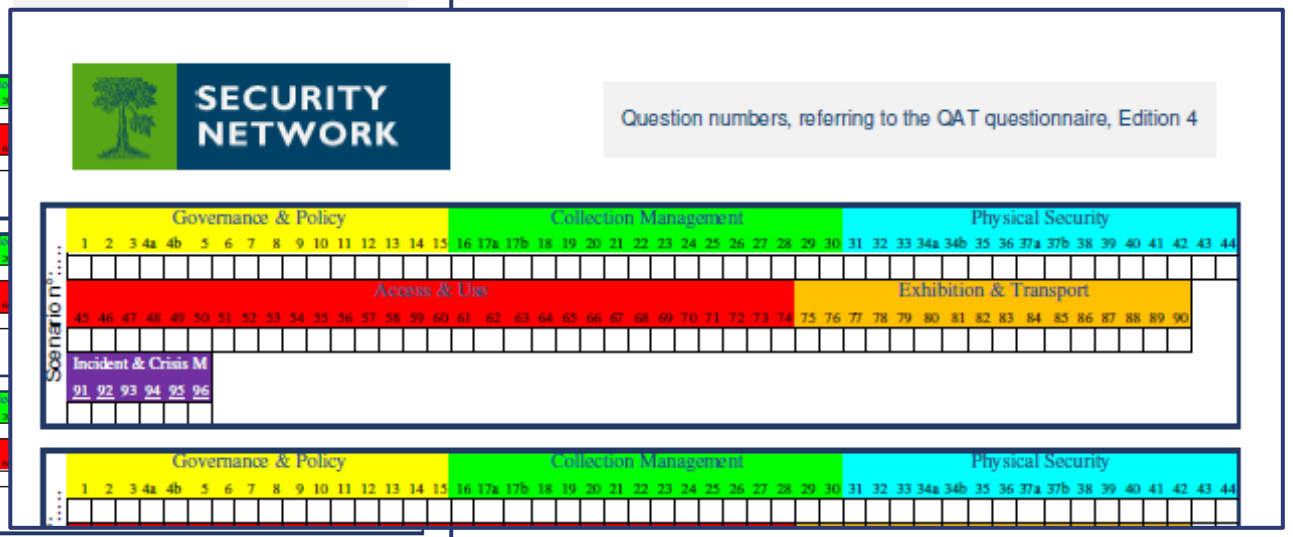
- Access to collection for staff members
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45	Read
46	You secu
47	You
48	Read colle
49	Read
50	You
51	Read
52	You
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59	Staff or approved contractors must be authorised to access collection storage or collection processing areas
60	Staff or approved contractors access to collection storage or collection processing areas is restricted on the basis of need
61	Staff or approved contractors access to collection storage or collection processing areas is reviewed on a regular basis
62	The number of staff able to access Strong Rooms is strictly controlled
63	You have an agreed policy on the maximum time that staff may retain collection items
64	Procedures are in place with respect to staff taking collection items offsite for personal use
65	Police checks and/or personal references are obtained for everyone in your organisation (including staff, contractors, interns and volunteers) before they are permitted to start work
66	Information on your Collection Security policy is given to all new staff and approved contractors as part of their induction training
67	Awareness training is delivered regularly to staff and approved contractors to ensure that they remain aware of their responsibility for collection security
68	You maintain a complete record of all collection items consulted or processed by individual members of staff for as long as permitted or justifiable within the law
69	Staff and departments that routinely use collection items are audited regularly to assess their compliance with your collection security policies
70	Staff and approved contractors at all levels of your institution are required to comply with your collection security policies
71	Staff whose work involves contact with the collection have their collection security responsibilities included in their job descriptions / role profiles
72	You reserve the right to inspect staff or contractors belongings as they leave the building(s)
73	All staff and authorised visitors, contractors to office and storage areas are immediately recognisable as such (e.g. by wearing a visible ID card or visitor pass)
74	All staff must use agreed procedures for retrieving items for their personal use

Specific support

Card Game session







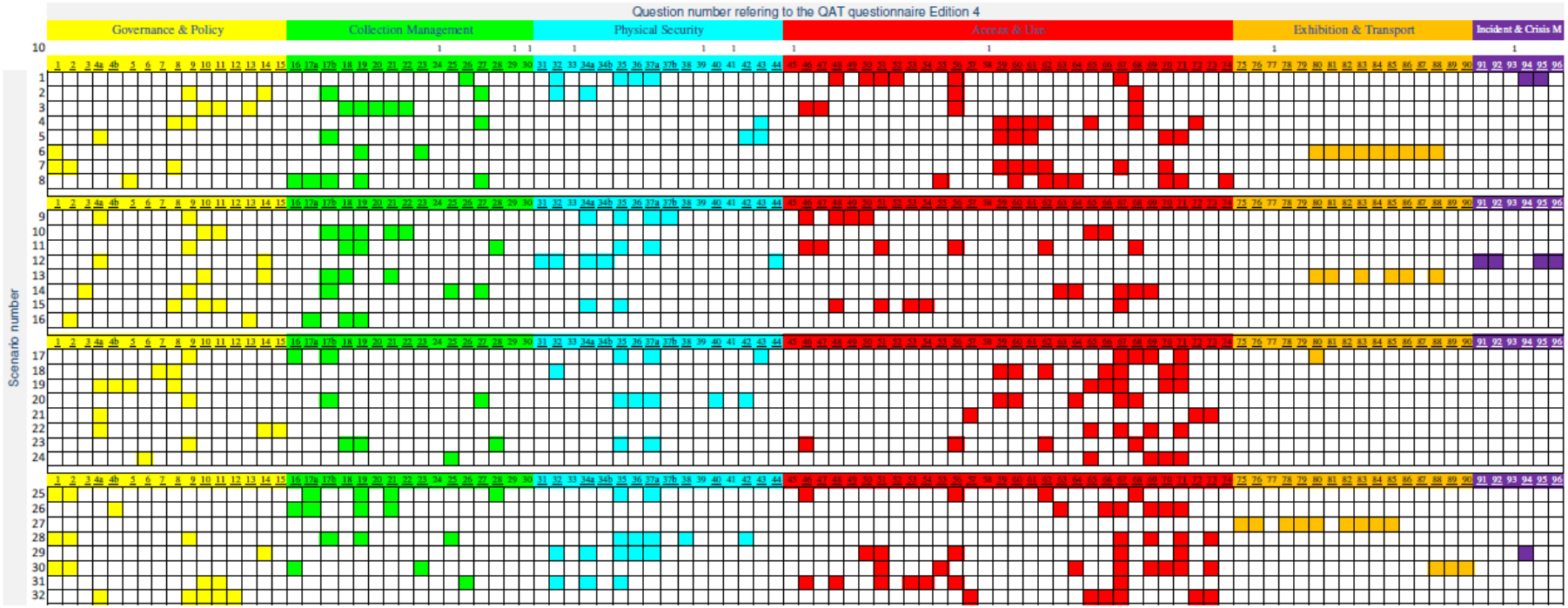
Other important element of the game available in the member's area of the CERL website:

Card Game session

SECURITY NETWORK

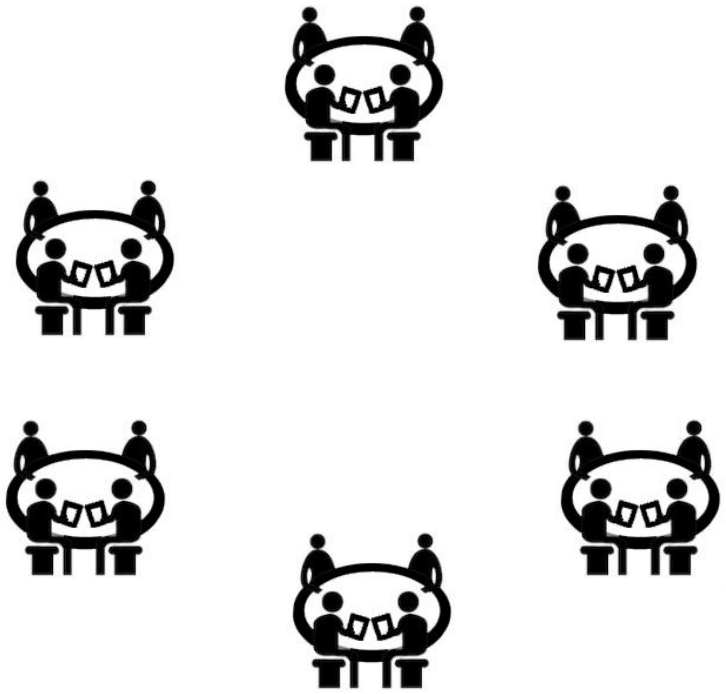
Scenario scope sheet

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



You may have noticed that 10 of the questions in the questionnaire have not yet been associated with a scenario, but this does not make them any less relevant. If you have any ideas, please let us know and we will be happy to add some cards to the game.

v2: 27-06-2022



Have fun
May this session bring you many ideas