

FLOODING AND WATER DAMAGE

Serious water damage can occur as a result of rain, burst pipes, clogged drains, or construction projects.

1. **Immediately** notify the University Librarian's Office (3-0790) during the daytime and campus police (9-911) at night. Give location of leak, its severity, and whether any people, collections, or equipment are in immediate danger. The Library will notify the appropriate channels for cleanup and will contact Preservation and Conservation personnel.
2. If electrical appliances or outlets are near the leak, avoid contact and clear the area as quickly as possible.
3. If you are familiar with the problem and can solve it without risk (e.g., unclog a blocked window-well drain), do so.
4. Be prepared to help move water-damaged or threatened items to safety.
5. In the event of a leak from above, cover bookshelves and equipment with plastic sheeting whenever possible.