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The Power of Information... Librarians to the Rescue!

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Librarians enable the availability of resources necessary to participate in the democratic process. This process is possible by creating access to information, and by ensuring accessibility to collections for present and future generations. This poster presents strategies that effectively support preservation and access to information, as well as guidelines to assist librarians in finding funds in order to accomplish these goals.

Preservation

Best Practices & Policies

- Develop a security and disaster emergency plan
- Develop a preservation policy, including exhibit guidelines
- Develop a digitization plan, including digital preservation
- Ensure all personnel are trained on multiple procedures

Collections

- Inventory collections and objects to identify vulnerable items
- Rehouse materials in stable enclosures of appropriate size and format
- Process and house records in an arrangement that is easy and simple to handle
- Reproduce deteriorating items onto stable media

Buildings

- Perform building assessment to identify potential problems
- Develop an environmental monitoring program
- Provide a moderate and stable temperature and humidity levels
- Control exposure to light and pollutants

Access

Advantages of Online Access

- Increase institutional visibility
- Encourages new scholarly research collaboration and projects
- Supports cultural and historical heritage
- Serves as a powerful teaching tool

Viable Platforms for Access

- Learning management systems like Blackboard or Canvas
- Discovery tools, including library catalogs
- Content management systems such as Libguides
- Digital Repositories, including open access

Facilitating Searchability

- Create multiple access points
- Utilize a variety of encoding schemas
- Enhance bibliographic records in OCLC
- Collaborate with metadata librarian on enriching description

Funding

Preparation

- Analyze and revise your goals, needs, and potential support
- Select grant type: Foundation, Corporation and Private, State, Federal...
- Define project: Physical preservation, metadata creation, digitization...
- Review requirements: your institution and grant providers

Writing

- Review literature, published examples and guidelines
- Write pre-proposal documents in case they are requested (intent and / or interest letter)
- Pay special attention to hook, budget, timeline, and format
- Define roles and responsibilities of participants and/or partners

Supporting Documents

- Collect: recommendation letters, IRS information, employer identification number...
- Request signatures from your institution
- Complete Internal forms from your institution
- Follow-up: If you do not receive an email confirmation, contact your grant provider