

Disaster Plan
Library Materials

For the
University of Toronto
Library System

September 2022

Acknowledgements

Wellheiser, J. and Scott, J.

An ounce of prevention. Integrated disaster planning for archives, libraries, and record centres.

Second edition. Boston: Scarecrow Press, 2002. (Copyright held by Canadian Archives Foundation).

Bohem, Hilda.

Disaster Prevention and Disaster Preparedness

Berkeley: UCLA; 1978

Disaster Planning and Recovery: An SLA Information Kit

Washington, DC: Special Libraries Association; 1989

Forston, Judith.

Disaster Planning and Recovery

New York: Neal-Schuman; 1992.

Kahn, Miriam.

Disaster Response and Prevention for Computer and Data

Columbus, Ohio; MBK Consulting; 1994

Lundquist, Eric G.

Salvage of Water Damaged Books, Documents, Micrographic and Magnetic Media

San Francisco: Document Reprocessors; 1986

Disasters

Disasters can occur in many different forms but the most common for a library is water damaged materials either as the aftermath of a fire or because of a flood.

The Disaster Plan for the University of Toronto is limited to procedures for removal and salvage of Central Library Collections. Its purpose is to minimize collection loss in the event of a disaster.

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I. Emergency Contacts and Notifications

September 2022

1. FIRE - Police Emergency Centre at 416-978-2222 is automatically alerted when the fire alarm sounds.
2. OTHER DISASTER SITUATIONS - Contact campus police at 416-978-2222 immediately. Campus Police and Library Security have a copy of the Master Manual. They will know how to get hold of key personnel.
3. The Salvage Operation Team Leader should prioritize what needs to be done. If water is still flowing and damaging the collection it certainly is appropriate that protective sheeting be put over the material while waiting for the disaster team to arrive. There are so many variables such as humidity and temperature that it is difficult to apply a firm set of procedures to any situation. This is why it is important that the disaster team is called immediately.

Should emergency conditions (fire, flood, etc.) cause damage to any library collection please notify the following people between the hours of 8:00 am and 4:00 pm Monday to Friday.

Loryl MacDonald at 416-978-7656

Christy Thomasson at 416-978-5069

After the hours listed above or weekends and holidays, please phone Campus Police at 416-978-2222. They will call the appropriate staff.

WHOM TO NOTIFY IN THE LIBRARY

I. CO-ORDINATORS

Loryl MacDonald

Associate Chief Librarian for Special Collections

416-978-7656

Christy Thomasson

Preservation Specialist

416-978-5069

Larry Alford

Chief Librarian

416-978-2292

Responsibilities

1. To direct staff on spot and evacuate building if necessary.
2. To help emergency personnel control situation.
3. To form Salvage Operation Teams (SOT) consisting of the Department Head of the affected area and other knowledgeable personnel.
4. The coordinator(s) should assess:
 - How great is the damage?
 - What types of material are involved?
 - What kind of damage e.g., fire, water, chemical etc?
 - Take notes and photos of damage.
 - Inform the insurance manager as soon as possible.
 - Decide what equipment is needed and order it from purchasing personnel at 416-978-6881

Chief Librarian and Senior Administration List, St. George Campus

University Chief Librarian	Larry Alford	416-978-2292
Deputy Chief Librarian	Julie Hannaford	416-978-1702
Chief Administrative Officer	Glen Morales	416-946-7035
Associate Chief Librarian for Collections and Materials Management	Caitlin Tillman	416-946-3856
Associate Chief Librarian for Special Collections, Director, Thomas Fisher Rare Book Library	Loryl MacDonald	416-978-7656
Associate Chief Librarian for Science Research & Information	Mindy Thuna	416-978-6370
Information Technology Service, Director	Sian Meikle	416-978-7649
Strategic Initiatives, Director	Laura Anderson	416-978-3353
Interim Associate Chief Librarian for Gerstein Science Information Centre	Mindy Thuna	416-978-6370
Human Resources, Head	Darlene Chow	416-978-7646
User Services, Department Head	Monique Flaccavento	
Communications Librarian	Larysa Woloszansky	416-978-1757
Security, Health & Safety, Central Libraries	Susan Gropp	416-978-1289

Central Library Staff

Salvage contact C. Thomasson Mon. - Fri. 8:00am to 4:00 pm Call campus police evenings, weekends, and holidays	Binding	416-978-5069
	Emergency services	416-978-2222
Julian Mitchell	Procurement	416-946-3247
Ike Gibson	Operations and Building Services Officer	416-978-1396
Jason Carmichael		416-978-1396
Robarts Library Patrol Office	Library Patrol	416-946-3590
Robarts Info Desk (to radio Patrol)		416-978-5093
Gerstein Library Patrol Office		416-978-2516
Gerstein Circulation Desk (to radio Patrol)		416-978-2280
Caitlin Tillman Associate Chief Librarian for Collections and Materials Management	Collection Development/ Cataloguing	416-946-3856
May Chan Metadata Services, Head	Collection Development/ Cataloguing	416-978-3075
Weijing Yuan Web Licensing and e-Resource Acquisitions, Head		416-978-0084

University Personnel and Resources

University Personnel

M. Munroe	Director, Campus Safety		416-978-7378
S. Arnold	Manager, Fire Prevention		416-978-5151
J.D. Kerr	Director, Risk Management and Insurance		416-978-6478

Property Managers

(To contact Property Managers on weekends/evenings call 416-978-2323) Emergency - 416-978-3000

Robarts Complex Gerstein	Nicole Wilkinson		416-978-2323 416-528-7938
Bahen Centre for Information Technology	Doug Graham		416-978-2323
Engineering	Doug Graham		416-978-2323
Earth Sciences	Jennifer Corinthios		416-978-2323 416-717-9978

Field Supervisors for Caretaking

(For emergency repair or service request phone 416-978-3000)

Robarts	8:00 am - 4:00 pm Monday to Friday	Caretaking Office	416-978-6252
	6:30 am to 3:00 pm and Weekends	Ivo Sousa	416-946-8306
	3:00 pm - 12:00 am and Weekends	Fatima Costa	416-946-7140
Gerstein	8:00 am - 4:00 pm Monday to Friday	Caretaking Office	416-978-6252
	6:30 am to 3:00 pm and Weekends	Ivo Sousa	416-946-8306
	4:00 pm - 12:00 am and Weekends		
Robarts and Gerstein Night caretaking Supervisor	11:00 pm to 7:15 am Monday night to Saturday morning	Brent Warner	416-676-9278

University Personnel and Resources

Manager of Mechanical Operations and Maintenance

Robarts Complex	J. Walker		416-978-5064 416-978-7127
Gerstein Science Information Centre			

External Salvage Experts

Conservator, Provincial Archives of Ontario	416-327-1521
Canadian Conservation Institute Hours 8:00 am to 4:00 pm Monday to Friday, except statutory and civic holidays	613-998-3721 or 1-866-998-3721

Local Library contacts

Architecture Landscape & Design 1 Spadina Crescent	C. Copper Librarian	416-978-3538
Bora Laskin Law Library 78 Queen's Park	G. Medves Chief Law Librarian	416-978-5537
Business Information Centre (BIC) 105 St. George St.	S. Forbes	416-978-1924
Chemistry Library (A D Allen) Rm 480, 80 St. George St.	M. Gerbig	416-978-3587
Cheng Yu Tung East Asian Library 8th Floor, 130 St. George St.	H. Kim	416-978-7690
Engineering & Computer Science Library 10 King's College Road Rm 2402, 2nd floor Sandford Fleming Building	A. Henshilwood	416-978-8212
Gerstein Science Information Centre 7-9 King's College Circle	M. Thuna	416-978-6370
Harry R. Abbott Dentistry Library 124 Edward St.	H. He M. Zych	416-864-8213 416-864-8212
John P. Robarts Library for the Humanities and Social Sciences 130 St. George St.	M. Flaccavento User Services, Department Head	416-978-1867
Map and Data Library 130 St. George St. 5th floor	M. Fortin Head	416-978-1958
Mathematics Bahen Centre for Information Technology 40 St. George St. 6th floor room 6141	B. Garrod Mathematics Librarian	416-978-8624

Local Library contacts continued

Media Commons 130 St. George St. 3rd floor	L. MacDonald	416-978-7656
Music Library 80 Queen's Park Circle	J. Guise Head	416-978-6920
Noranda Earth Sciences Library 5 Bancroft Ave.	B. Garrod	416-978-3538
OISE/UT Library 252 Bloor St. W.	J. Webb Acting Director	416-978-1905
Petro Jacyk Central & East European Resource Centre 130 St. George St. Rm. 3008	K. Kiebusinski	416-978-1288 (M-W) 416-978-4826 (Th-F)
Richard Charles Lee Canada-Hong Kong Library 130 St. George St. 8th floor	M. Lau	416-946-3892
Thomas Fisher Rare Book Library, including the University of Toronto Archives 120 St. George St.	T. Klumpenhauer	416-978-7658
UTL at Downsview	K. Overall	416-978-1745

2. Salvage Operations

Access and Commencement of Salvage Operations

The coordinators will form salvage teams consisting of the head of the affected area and other knowledgeable personnel.

Access to buildings will be authorized by either the coordinators of the operation or by one of the senior managers of the Library in consultation with the fire department or other emergency authorities.

Press releases and interviews will be taken care of by Strategic Communications 416-978-3353.

Before beginning the salvage operation, the SOT will:

1. Decide who will take overall charge of the salvage operation.
2. Decide who will take charge of the Library Operations and who will take charge of the Physical Plant operations.
3. Assess the extent of the damage.
4. Assess the type of materials involved.
5. Assess the kind of damage e.g., clean, or dirty water, etc.
6. Record damage using notes and camera.
7. Inform University Insurance Manager.
8. Decide what equipment is needed and order it.
9. Prepare a workspace for processing damaged materials. The work surfaces should be either Formica or covered with clean polyethylene sheeting.

Control the Environment

Try to control the temperature and humidity to reach a temperature of 18.3 C or less and relative humidity of 50% or less.

Temperature Control

In summer;

- Seal all broken windows.
- If possible, keep the air conditioning running at 18 C

In winter;

- Turn off all heat.
- Leave windows open if possible.
- Protect pipes from freezing to prevent damage from burst pipes.

Humidity Control

- Use portable dehumidifiers if necessary.
- Circulate the air, using portable fans.
- Mop up standing water.

Mould

The occurrence of mold and mildew may constitute a disaster situation or may be the result following a flood or fire. By reducing the temperature and humidity one can reduce the risk of mold growth and thus buy time for the recovery operation. Air circulation must be increased to eliminate stagnant air pockets. Excess water must be pumped out and all wet debris must be removed.

In the development of mold or mildew;

- Immediately transfer all infected materials to a self-contained room.
- The affected area should immediately be cleaned and sterilized, including the climate control system where possible.
- Consult with Christy Thomasson at 416-978-5069 when dealing with mild or severely affected materials.

Removal and Packing of Materials

When handling damaged materials, observe the following;

- Do not open or close wet books.
- Do not separate single sheets.
- Do not remove book covers.
- Do not press wet books or paper.
- Do not wipe off mud and dirt.

Removal Procedures

Books should be removed by human chain in exact condition in which found. Human chain should consist of:

1. Team of removers.
2. Team of sorters which sort books into types of damage and treatment.
3. Team of record keepers.

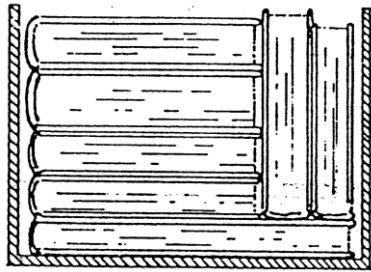
The number of people in each team should be balanced to create an even workflow and to prevent bottlenecks.

Remove first;

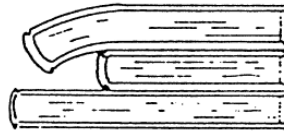
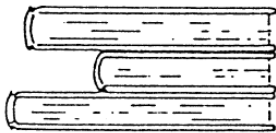
- Wet materials lying on the ground.
- Wet or damp books on lower shelves (unless mold is forming)
- Wet or damp books on upper shelves (unless mold is forming)

Removal and Packing of Materials continued

Books should be boxed either flat or spine down to minimized damage to binding and costly repairs. Pack books of the same size next to one another to minimize warping. Do not stack boxes over four high as they tend to collapse once the cardboard box absorbs water from the wet books. Shrink wrap the stacked boxes on skids to minimize transit damage.



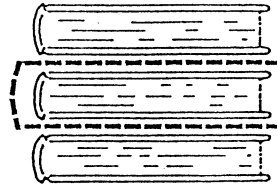
"Wet" box should be packed FLAT or SPINE DOWN



Do not pack wet books like this. Wet books will sag causing permanent damage. Spine up causes the binding to sag and tear.

Preparation for Removal and Treatment

Packaging and Wrapping



- Wrap bound volumes in freezer paper, wax paper, or silicone paper so that the books won't stick together.
- Keep sheet material e.g., manuscripts, records, unframed prints, and drawings etc. in sections not more than 5 cm thick with a base support (.128 board).

Crating or boxing

- Use plastic milk crates or, if not available, strong cardboard boxes such as library book bindery boxes. (Tote boxes available in the bindery - only to be used if material is not going for freeze drying and to be opened immediately at destination)
- Pack books FLAT or SPINE DOWN.
- Do not pack too tightly. Allow for air circulation.
- Put an identification mark on each container.

Transportation

- When boxed, put material immediately into refrigerated trucks.
- If this is not possible, pack dry ice around the material or keep as cold as possible.
- Transport to freezing facility without delay.

Treatment

Cleaning and Washing of Collection Material (paper)

THIS SHOULD NOT BE ATTEMPTED WITHOUT THE ADVICE OF THE SALVAGE CONTACT

All cleaning and washing must be carried out by trained personnel. No cleaning or washing should take place if it increases the delay in freezing.

DO NOT ATTEMPT TO WASH OPEN VOLUMES, MANUSCRIPTS, ART ON PAPER, PHOTOGRAPHS OR ANY MATERIAL CONTAINING WATER SOLUBLE MATERIALS.

Freezing

Freezing is an effective method for stabilizing conditions until drying can be attempted. Mould will start to form in 12-48 hours if left unfrozen. Freezing buys time in a major disaster to assess the next steps to be taken.

Coated paper **MUST** be frozen as soon as possible.

If the number of books affected is small, freezing can be done in local freezers.

Drying

For materials which have been in freezer facilities freeze drying is the least expensive for large collections.

Air Drying

If the number of books affected is small, drying can be done without freezing.

The work area for air drying should be clean and have adequate temperature and humidity controls. Fans and dehumidifiers should be used, as necessary.

Books should be placed upright on a clean surface and fanned out.

If any of the books show any signs of mold developing on them, they should be treated as soon as possible. (Do not attempt this without advice from C. Thomasson 416-978-5069.

Treatment of Non-paper Materials

Photographs and Negatives (post 1950)

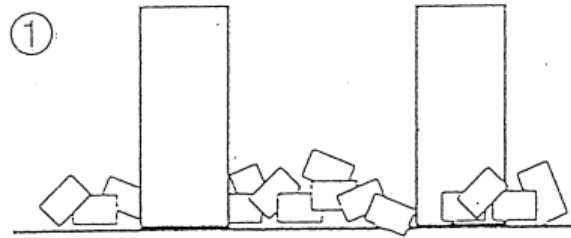
If wet:

1. Pick up photographs and negatives from water.
2. Separate photographs and negatives from sleeves. Photographs and negatives will stick to surfaces if allowed to dry by themselves.
3. Rinse off any dirt with cold water. DO NOT RUB
4. Set up fans, dehumidifiers and keep temperatures cool. Keep the area as dry as possible.
5. Hang photographs and negatives on monofilament with plastic clothes pins.
6. Photographs can be dried flat. Place face up on a clean, white blotter or blank newsprint. Change paper as needed. Let photographs dry for up to 48 hours.
7. Relabel sleeves before putting photographs and negatives back.

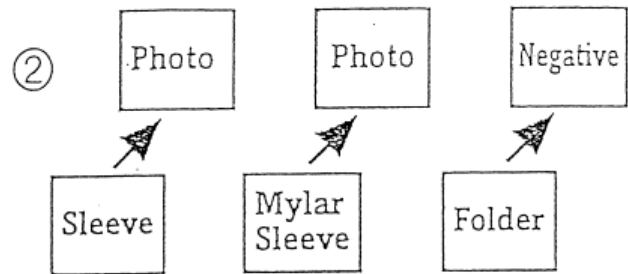
CAUTION: Pre 1950 photographs and negatives require careful handling! Do not immerse in water without explicit instructions from a film/photograph conservator.

Photographs & Negatives (post 1950)

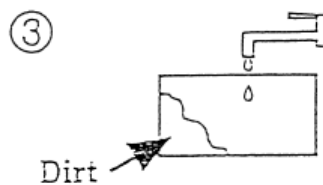
Wet



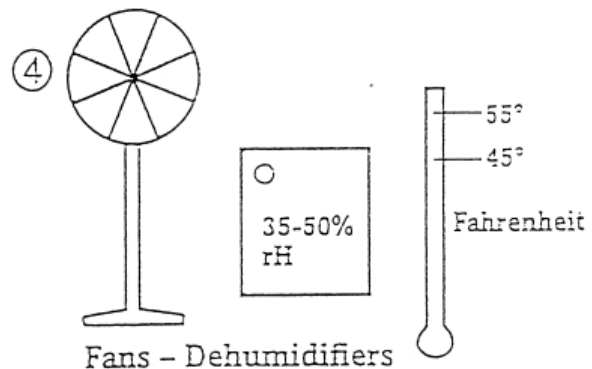
① Pick up from floor & water



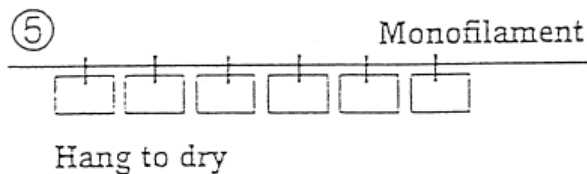
② Remove from folders & sleeves



③ Rinse in water if dirty



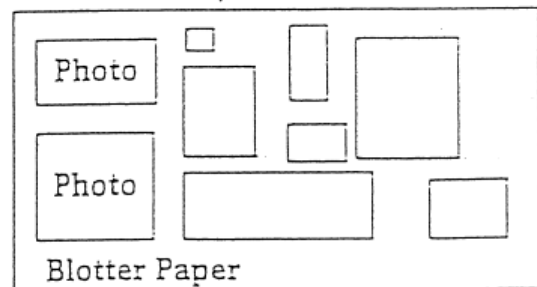
④ Fans - Dehumidifiers



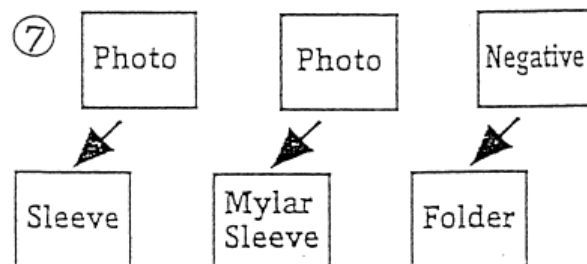
⑤ Hang to dry

⑥ Negatives dry quickly

- OR -



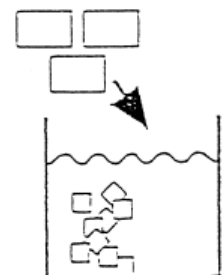
Dry photographs face up for 48 hours



⑦ Refile in archival sleeves & folders

- OR -
Put in cold water

- OR -
Blast freeze to -20° F
and
vacuum freeze dry



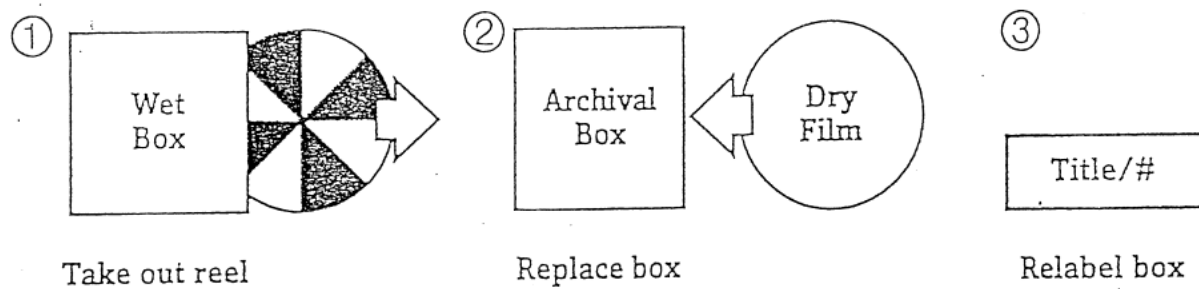
Treatment

Microforms

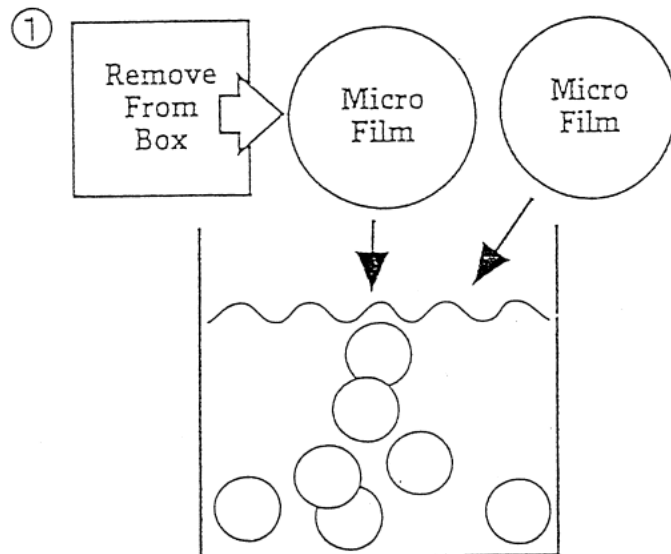
1. Take microforms out of sleeves. If fiche or paper sleeve sticks, soak in cold water.
2. Put in polyethylene bags and put into plastic garbage cans (not metal) under clean, cold running water. Microform will survive thus for up to 72 hours. Immediately arrange to send for cleaning and drying.

Microfilm

Dry Film -

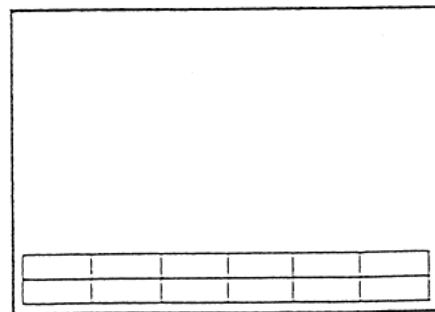


Wet Film -



Put in plastic container with cold water -
send to be reprocessed

- OR -

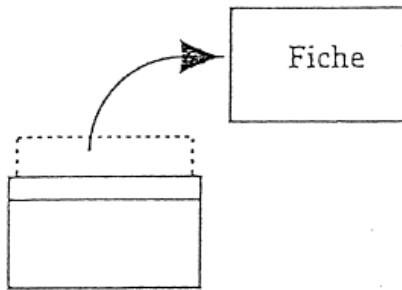


Box and blast freeze to -20°F
then freeze dry

Microfiche

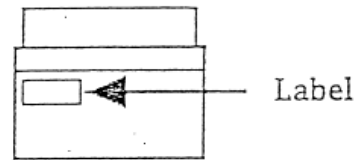
Dry Fiche –

①



Take out microfiche

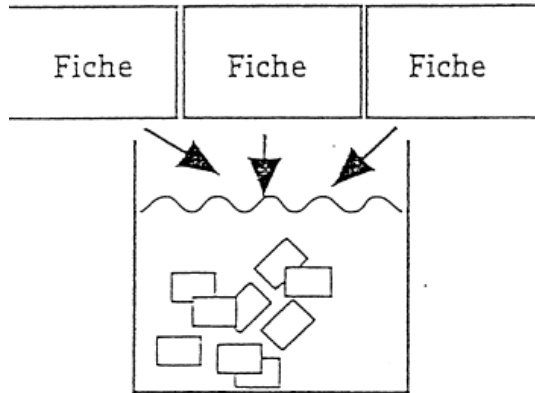
②



Label new archival sleeve

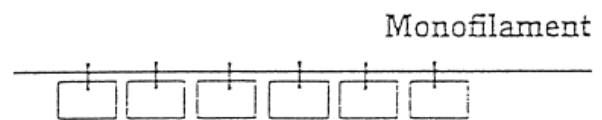
Wet Fiche –

①



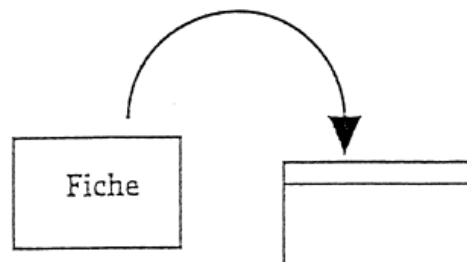
Put in plastic container
with cold water

②



Hang microfiche to dry

③ Refile fiche



Film and Plates

If possible, they should be stored flat in trays of water until they can be properly washed and dried. Generally, try to salvage only those prints for which negatives are not available and prints which are not badly stained.

Audio and Video Cassettes

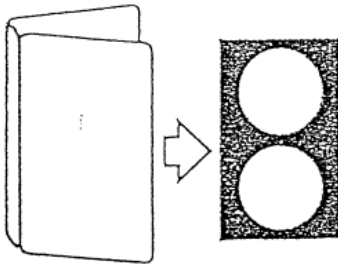
Audio and video tape is easily damaged by water, mold, dirt, and dust. Most audio and video cassettes are stored in plastic boxes that are watertight. Remove tapes from a moist environment as quickly as possible. Tape will stick together if allowed to dry by itself.

DO NOT FREEZE

1. Open boxes.
2. Set up fans, dehumidifiers and keep temperatures cool. (RH 20% - 40% and 7-16 C.)
3. If treating a master tape, dehumidify and carefully watch for mold growth. If mold growth or rust forms or window clouds then send for restoration.
4. If treating a circulation tape, dehumidify and watch for mold growth or window clouding. If it is moldy or rusty then throw it out and replace.

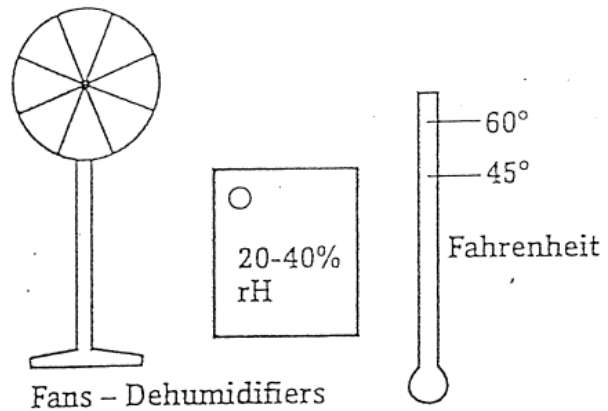
Audio and Video Cassettes

①



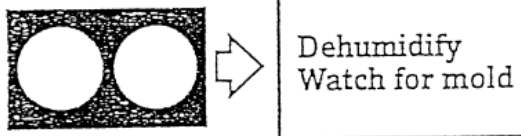
Open boxes

②



Fans - Dehumidifiers

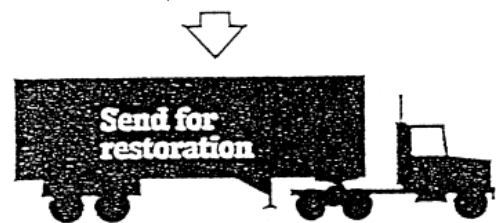
③



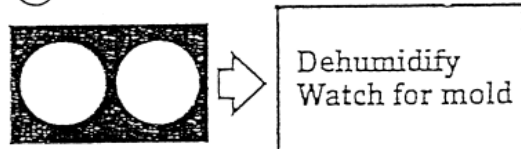
Master cassette?

④

If moldy or rusty



⑤



Circulating cassette?

⑥

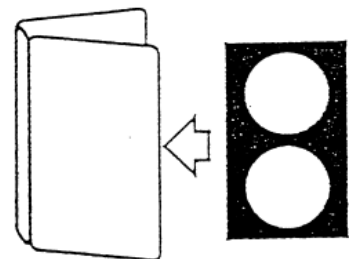
If moldy or rusty



Discard

and replace

⑦



Replace dry cassettes
in new boxes

Disks and Diskettes

3.5" Disk

Stabilize within 48 hours to prevent mold.

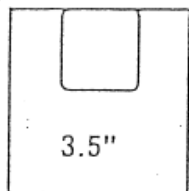
1. Open shell carefully. Remove screws if present.
2. Remove diskette from shell.
3. DO NOT FOLD, BEND, PINCH OR ABRABE DISK.
4. DO NOT TOUCH SURFACE.
5. Use clean, distilled water to remove debris from surface of disk.
6. Gently blot surface with clean, soft, lintless cloth or lay flat on clean cloth to air dry.
7. When dry, place in temporary shell.
8. Copy disk. Remember to check the integrity of the transferred data.
9. Discard the original.

5.25" Disk

1. Remove disk from paper, plastic and Tyvek sleeves.
2. Cut open carefully.
3. Remove disk from jacket.
4. DO NOT FOLD, BEND, PINCH OR ABRABE DISK.
5. DO NOT TOUCH SURFACE.
6. Use clean, distilled water to remove debris from surface of disk.
7. When dry, place in temporary shell.
8. Copy disk. Remember to check the integrity of the transferred data.
9. Discard original.

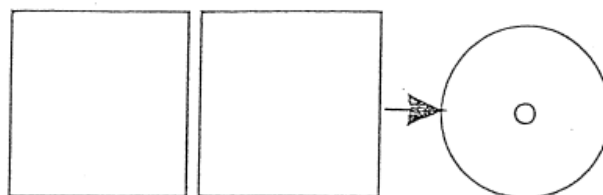
Water Damaged 3.5" Diskettes

① Open Shell



Open at side.
Remove screws.

② Remove From Shell

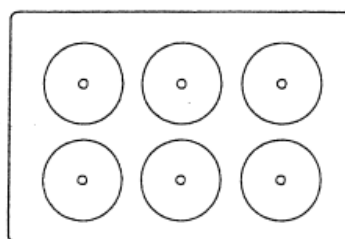


Do Not Touch Surface of Diskette

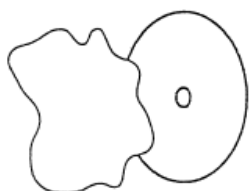
DO NOT BEND, PINCH, FOLD OR ABRASE

③ Clean with Distilled Water.

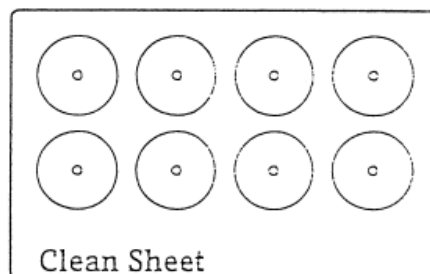
Dip in tray.



④ Gently blot dry with lintless, soft cloth. - OR - Air dry for 8 hours.

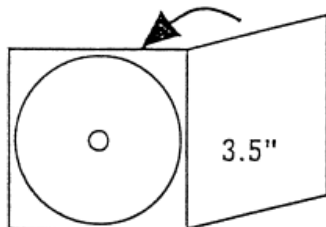


Do Not Rub



Clean Sheet

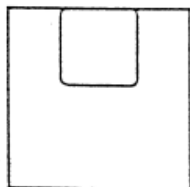
⑤ When dry, place in temporary shell.



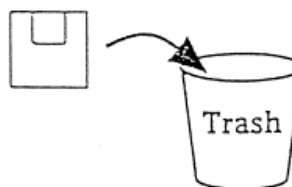
⑥ Copy diskette.



⑦ Check copy for readable data; label diskette.

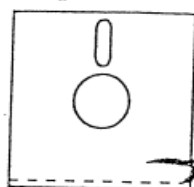


⑧ Discard original.



Water Damaged 5.25" Diskettes

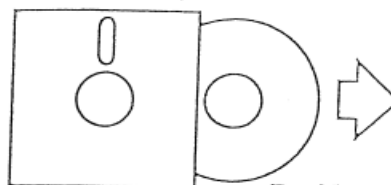
① Open Jacket



CAUTION!
Only 1/16" between
diskette and jacket.

Cut open one end.

② Remove From Shell

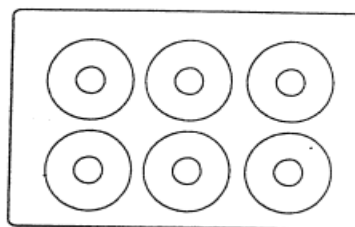


Do Not Touch
Surface of Diskette

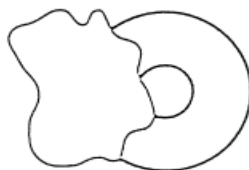
DO NOT BEND, PINCH, FOLD OR ABRASE

③ Clean with Distilled Water.

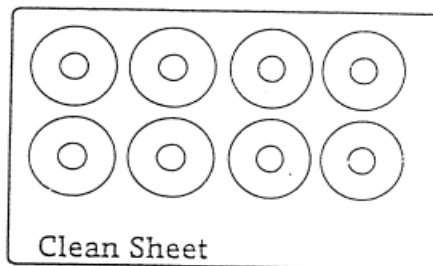
Dip in tray.



④ Gently blot dry with lintless, soft cloth. - OR - Air dry for 8 hours.

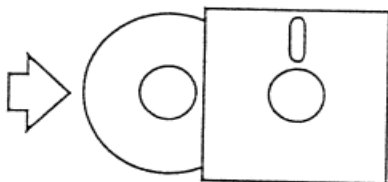


DO NOT
RUB



Clean Sheet

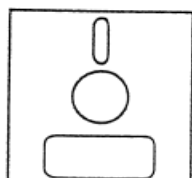
⑤ When dry, place in temporary shell.



⑥ Copy diskette.



⑦ Check copy for readable data; label diskette.



⑧ Discard original.



Water Damaged CD_ROM and Optical Disks

TREAT IMMEDIATELY

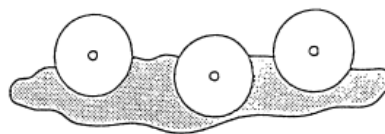
1. Remove from water immediately.
2. Remove from container.
3. DO NOT BEND OR SCRATCH.
4. Rinse off any dirt with clean, distilled water.
5. DO NOT SOAK.
6. Drip dry in dish drainer or rack, vertical, not flat.
7. Clean with soft, dry, lintless cloth.
8. Move cloth perpendicular to the grooves, left to right, up and down.
9. DO NOT MOVE IN CIRCULAR MOTION.
10. Place cleaned compact disks in clean containers.

Replace the disk if:

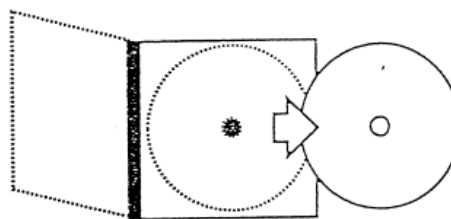
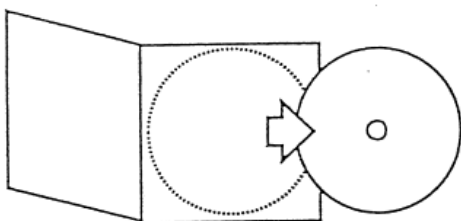
- Mold or condensation forms on disk.
- There are deep scratches on surface.
- Disk is not readable or playable.

Water Damaged Optical Disks

- ① Remove from water ASAP!

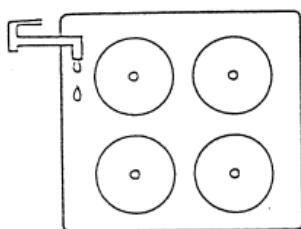


- ② Remove from cases and cartridges.



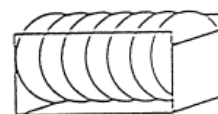
DO NOT BEND OR SCRATCH

- ③ Rinse off debris with clean water.

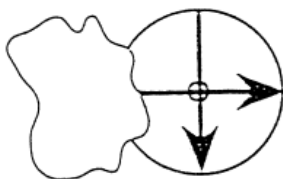


DO NOT
SOAK!

- ④ DRIP DRY.
Vertical, not flat.

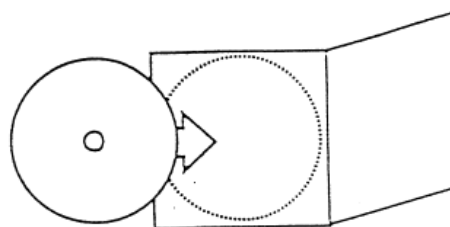
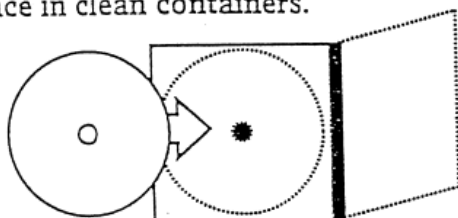


- ⑤ Clean with soft, lintless cloth. WIPE PERPENDICULAR TO GROOVES.



Not in
circular
motion!

- ⑥ Place in clean containers.



Treatment of affected area

After the material has been removed for salvage, if the area is determined to be still usable and safe it must be cleaned thoroughly before library material is replaced.

1. Wash shelving with soap, water, and a disinfectant such as liquid Lysol.
2. Wash walls, furniture, solid surface floors such as terrazzo or wood, and counters etc. as above.
3. Scrub stone walls.
4. Paint where necessary.
5. Shampoo carpets and apply spray disinfectant.

Return of Material to the Library

When dry and treated as applicable, books should be sorted as to whether they need;

- Discarding or replacing.
- Commercial rebinding.
- In-house mending.
- More extensive conservation treatment.

When the material is returned it should be kept apart from the main collection in a ventilated and air conditioned "rehabilitation area" for six months. The atmospheric conditions should be 35-40% RH and a temperature not above 18C. A random inspection for mold-infested material should be conducted daily. Toward the end of this time the temperature should be gradually changed to duplicate conditions in the stack area to which materials are returning. After the materials are returned to the stack area random monitoring should be continued for at least one year.

Insect Infestations

1. In the case of insect infestations, the best practice is to immediately seal the books individually in zip lock bags. (available from the Bindery) Barcodes need to be visible.
2. Place the sealed bag into a plastic bin.
3. Call the Bindery at 416-978-5069.
4. Staff in the Bindery will determine what treatment will follow.

3. Post-Disaster Analysis

A post-mortem should be held to determine "what went wrong," and "what went right". A report should be written on the recovery operation and submitted to the Chief Librarian and others as directed. It is inevitable that unforeseen situations occur. Once the assessment has been complete, the Disaster Plan should be amended to reflect any inadequacies that have been identified. Finally, please remember that appreciation and recognition must be given to the individuals who helped in the success of the recovery operation.

4. Prevention

Preventive conservation does not always require expensive or complex care strategies. Much can be done by applying common sense.

Regular checks should be made as a preventive measure for:

- Frayed electrical cords.
- Water leaks.
- Weather damage.
- Garbage or hazardous chemicals lying about.
- Problems with heating, air conditioning and electrical systems.
- Equipment/machinery unplugged when not in use.

Routine security checks should be made at closing time for:

- Equipment turned off.
- Still burning cigarettes and other hazards.

All staff should be aware of the physical layout of their building.

(Floor plans can be printed from <https://updc.utoronto.ca/campus-facilities-planning/building-plans/>)

Salvage Recovery Resources

Book Drying Polygon Property Restoration & Climate Solutions\Polygon Après Sinistre & Solution Climatique	30 Admiral Blvd., Toronto, ON	Emergency 24/7 1-888-702-4782 Office: 905-858-5894
Cardboard Cartons In stock Library stores and Bindery Sizes 16" x 10" x 10"		416-978-6881 416-978-5069
Carpet Shampoo Caretaking (Robarts)	Hours: 9:00am - 5:00pm 4:00 pm - 12:30 pm	416-978-6252 416-978-0456
Dehumidification Bindery (limited scale) Polygon (see book drying above)		416-978-5069
Disinfectant In stock Facility and Services		416-978-6252
Document Reprocessors Document Reprocessors www.documentreprocessors.com	40 Railroad Ave. Rushville, N.Y	1-800-437-9464
Freeze Dry Lisa Horwarth Free Dry Foods Ltd.	2916 South Sheridan Way Suite 300 Oakville, ON	905-844-1471
Freezer paper, newsprint Adelco Glenford Lewis Group	3221 McNicoll Ave Scarborough, ON	1-905-795-7500

Salvage Recovery Resources continued

Freezer Plant		
Freezer Trucks		
Ryder Truck Rental Canda	672 Kipling Ave. Toronto, ON	416-255-4427
Thermo-King of Toronto	6243 Netherhart Rd. Toronto, ON	905-564-2800 905-458-5555
Mops		
Caretaker		416-978-6252
Polygon		
Polygon: Water Damage Recovery Services (see Book Drying - previous page)		1-888-702-4782
Paper Towels		
Caretaker		416-978-6252
Polyethylene Sheeting		
In stock, Procurement office and Bindery		416-946-3247 416-978-5069
Transportation		
Consolidated Moving & Cartage	542 Mt. Pleasant Rd. Toronto, ON	416-922-9595
Water Extraction Pumping		
Polygon: Water Damage Recovery (see Book Drying - previous page) Bindery, limited scale		416-978-5069

(Library specific floor plans can be printed from <https://updc.utoronto.ca/campus-facilities-planning/building-plans/>)