

Create an Environmental Management Team

Jeremy Linden

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**NATIONAL
ENDOWMENT
FOR THE
HUMANITIES**

Key Stakeholders

- Key stakeholders in creating and maintaining the storage environment
 - People who provide the environment
 - People who are responsible for preservation of the collection
 - People who work in and around collections
 - People who are responsible for administration and finances

Critical Team Members

- Leader / Champion / Convener
 - Usually someone from Collections Care
 - Gathers data and speaks for the effects on collections
- Facilities Liaison
 - Authority to carry out team decisions
- Administration Representative
 - Consider human comfort, collection health, budgets
 - “Bless” the Process – there in spirit



Activities

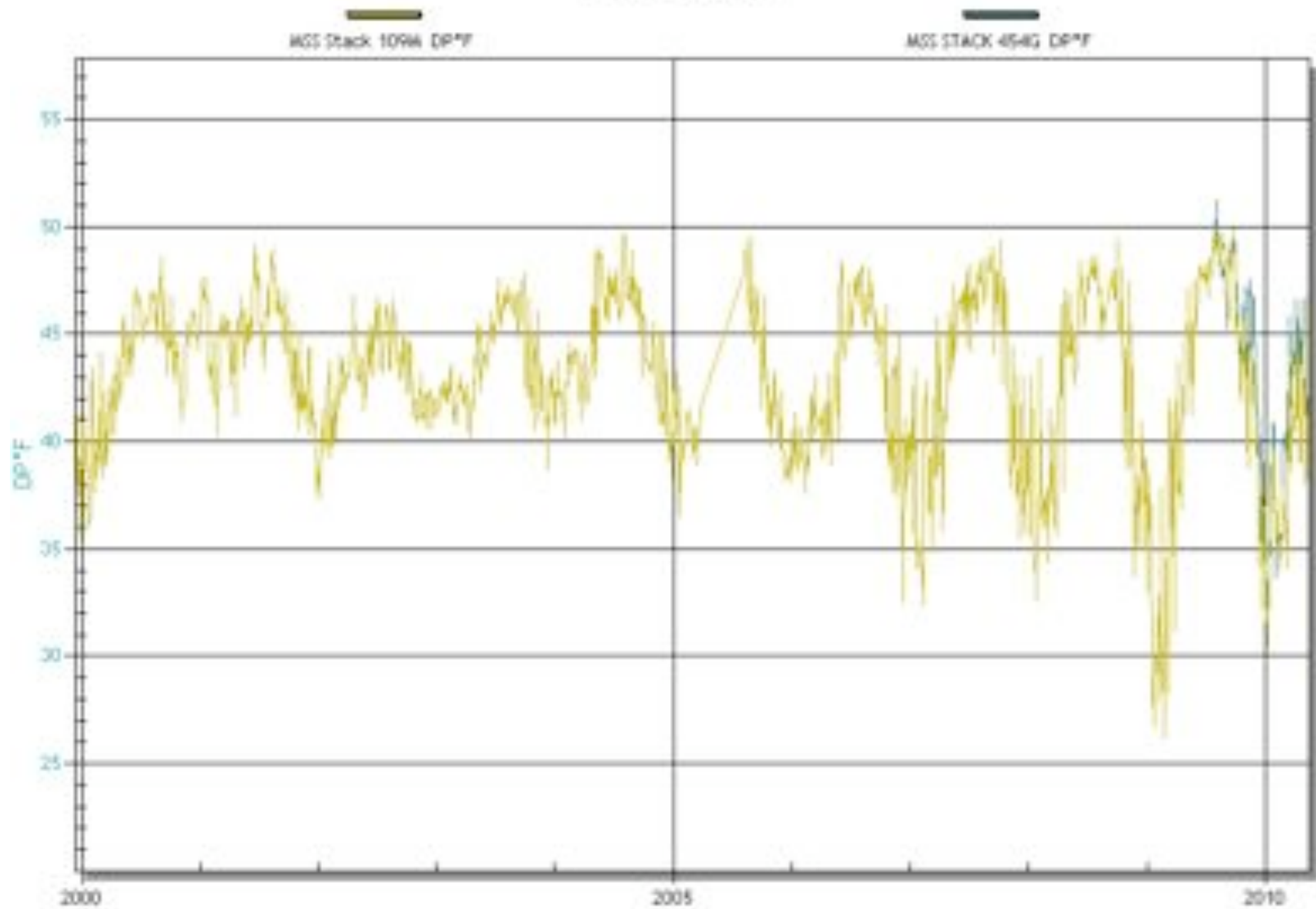
- Gather relevant information
 - Data – accurate and timely
 - System documentation
 - Incident information
- Bring to regular meetings
 - Review / Discuss / Negotiate
 - Make decisions
 - Take action and follow up

Meetings

- Have agenda and minutes
- Review progress
 - Identified underperforming spaces
 - Summer and winter settings
 - ‘Critical AHU List’
- New Issues
 - Failures
 - Adjustments

DP°F of MSS Stack 109M et al.

1999-12-11 - 2010-05-11



Continue the Collaboration

Potential cultural differences were discussed previously.

- Expect some defensiveness and resistance.
- Focus on your common goal
 - preservation and responsible energy use
- Develop a clear path to problem resolution
- Develop new procedures as needed