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DOCUMENTARY HERITAGE
& PRESERVATION SERVICES
FOR NEW YORK

Security for Collections

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Documentary Heritage and Preservation Services for New York is a five year initiative to deliver collections-related training, preservation surveys, archival assessments, and other services to the historical records community in New York.





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Archives*



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Website: dhpsny.org

New
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CONSERVATION
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for art & historic artifacts



Security for Collections

- What are common security risks for an archive or library?
- What hazards do they pose to your collections?
- What preventive measures can you take?

Why is Establishing a Security Plan Important?

- Helps to incorporate security measures into the day-to-day activities of an institution's staff.
- Begins the conversation on what security means to your institution.

Theft: the act or crime of stealing

Vandalism: the act of causing deliberate destruction of, or damage to, private or public property

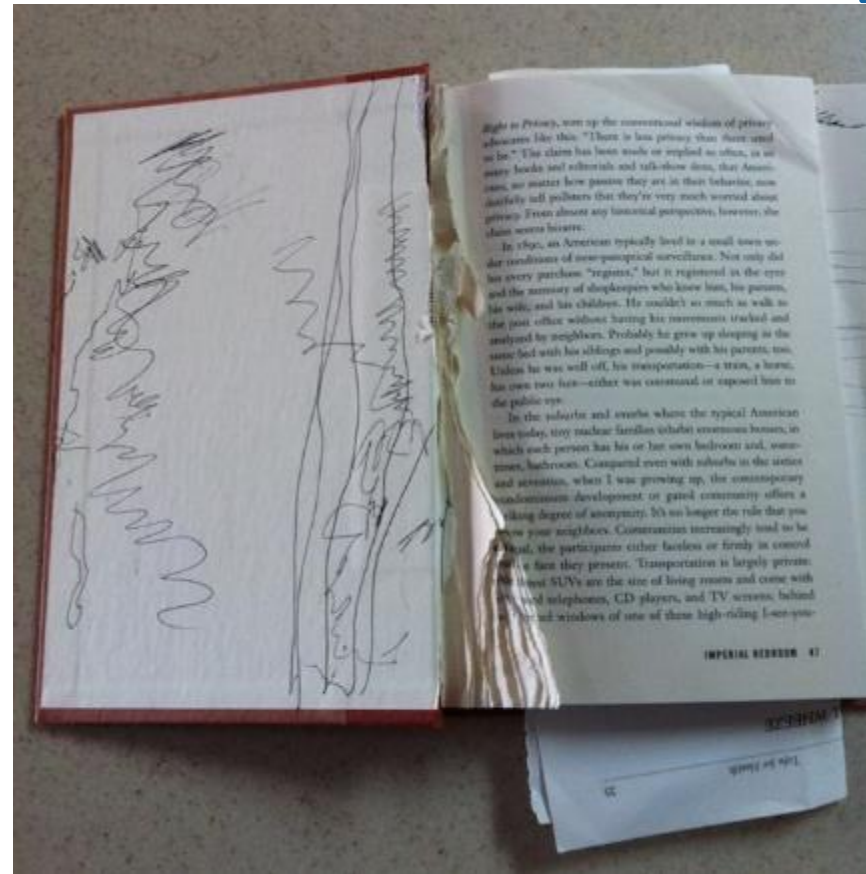
Motivation for Theft and Vandalism

- Playful
- Malicious
- Vindictive
- Acquisitive
- Tactical
- Ideological



Common Examples of Vandalism in Libraries and Archives

- Textblock or binding damage: partially ripped pages, writing/drawing on the margins, broken or missing spines.
- Damage from coming into contact with substances: liquids, food, chewing gum.





Strategies for Mitigating Theft and Vandalism Risks in Collections

- **Survey and Assessment**
- **Policy development**
- **External and Internal Security**
- **Patron Education**
- **Awareness of In-House Security Risks**

Survey and Assessment

Survey and Assessment

- A security survey:
 - Evaluates collection protection strategies in place for storage, on exhibition, and in transit.
 - Reassesses current policies and procedures: patron registration, reading room policies, access and handling policies, and key control.
 - Identifies areas of potential risk: the interior and exterior of the building, faulty or insufficient locks, inadequate sight lines.
 - Determines which problems or concerns have occurred in the past, and identifies areas in which the collection is most at risk.
 - Provides the information needed to create an operating Security Plan.

Turning the Assessment Into a Plan

- Use observations to create an outline for future action.
- Highlight areas of weakness, but also identify things that staff and the institution are doing well.
- Establish priorities and create discrete tasks, in order to make the job seem less overwhelming.

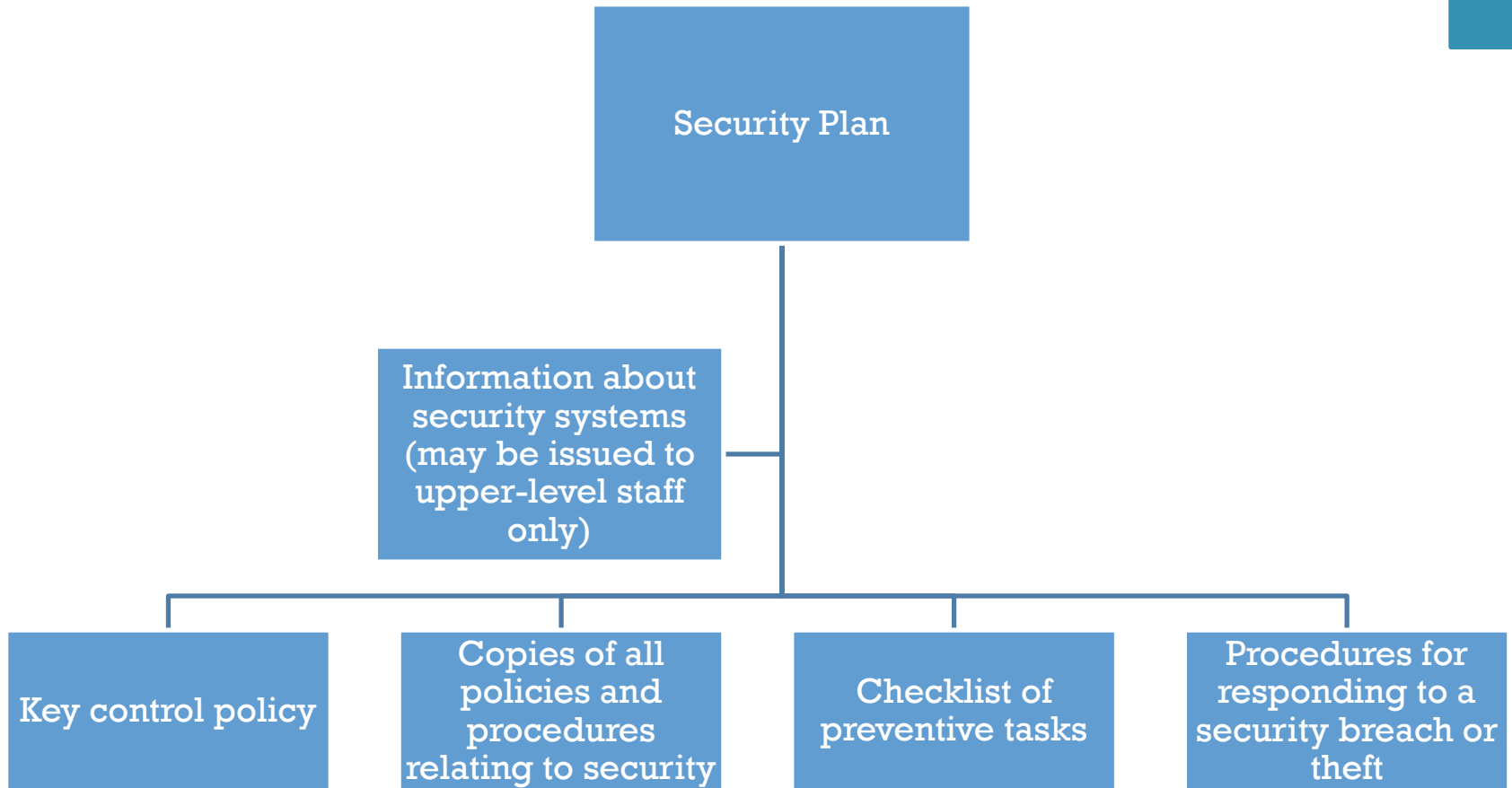
Policy Development

Policy Development

- Security Plan
- Visitor Access/Handling and Use Policy
- Exhibition Policy
- Loan Policy (for loaned objects)



Anatomy of a Security Plan



Access/Handling and Use Policy

- Guidelines for patrons on procedures and policies for accessing and using the collections, including:
 - Registration instructions: forms, ID verification,
 - Written guidelines for proper handling of materials
 - Use of reference slips or other record keeping
 - Provision of secure storage for researchers' personal belongings (i.e. lockers, a coat room)
 - Procedures for checking visitors' personal belongings before leaving the building.

Exhibition Policy

- Display guidelines:
 - Exhibit agreements and waiver forms in case of damage or theft
 - Provisions for security
 - Insurance for loaned objects from other institutions



Exhibition Policy Example

“The Meaford Museum will follow best practices in exhibit design, artifact handling and artifact conservation as outlined in the Meaford Museum Conservation Policy to provide a safe, stable and secure environment for all objects on exhibit. All borrowed items/exhibits will receive proper care and handling by all staff/volunteers. The Museum will only exhibit objects that can withstand the stress of exhibition and will remove any object that may deteriorate during its time on display.”

Meaford Museum Exhibition Policy,
Section IV

Loan Policy

Defines guidelines for the care, handling, transport, security, installation, and exhibition of objects which your institution is lending to other institutions.



Loan Policy Example

“The borrower will receive, store and display the items in a secure, environmentally sound area. A signed and completed facilities report must be submitted and approved prior to any loan agreement...appropriate 24-hour security of the exhibition spaces and storage/preparation areas must be provided, including intrusion alarm systems and locked cases or tamper-resistant mountings. Automatic fire detection and suppression systems must be in place.”

Exhibition Loan Policy, the Library UC San Diego, Section III

External and Internal Security

External and Internal Security Measures

- Collection inventory
- Security systems
- Access control
- Closed-circuit cameras
- Security mounting hardware
- Book tagging
- Locking display cases
- Segregating rare or valuable items
- Establishing a relationship with your local first responders

Inventorying the Collections



Security Systems



- Visual deterrent
- Centrally monitored – can also be connected to fire alarms
- Automatically alert first responders
- Perimeter and intruder alarms
- Can send security alerts to mobile phones and laptops
- Protection when the building is closed

Access Control

- Card Readers
- Proprietary Keyway
- Key Control Program

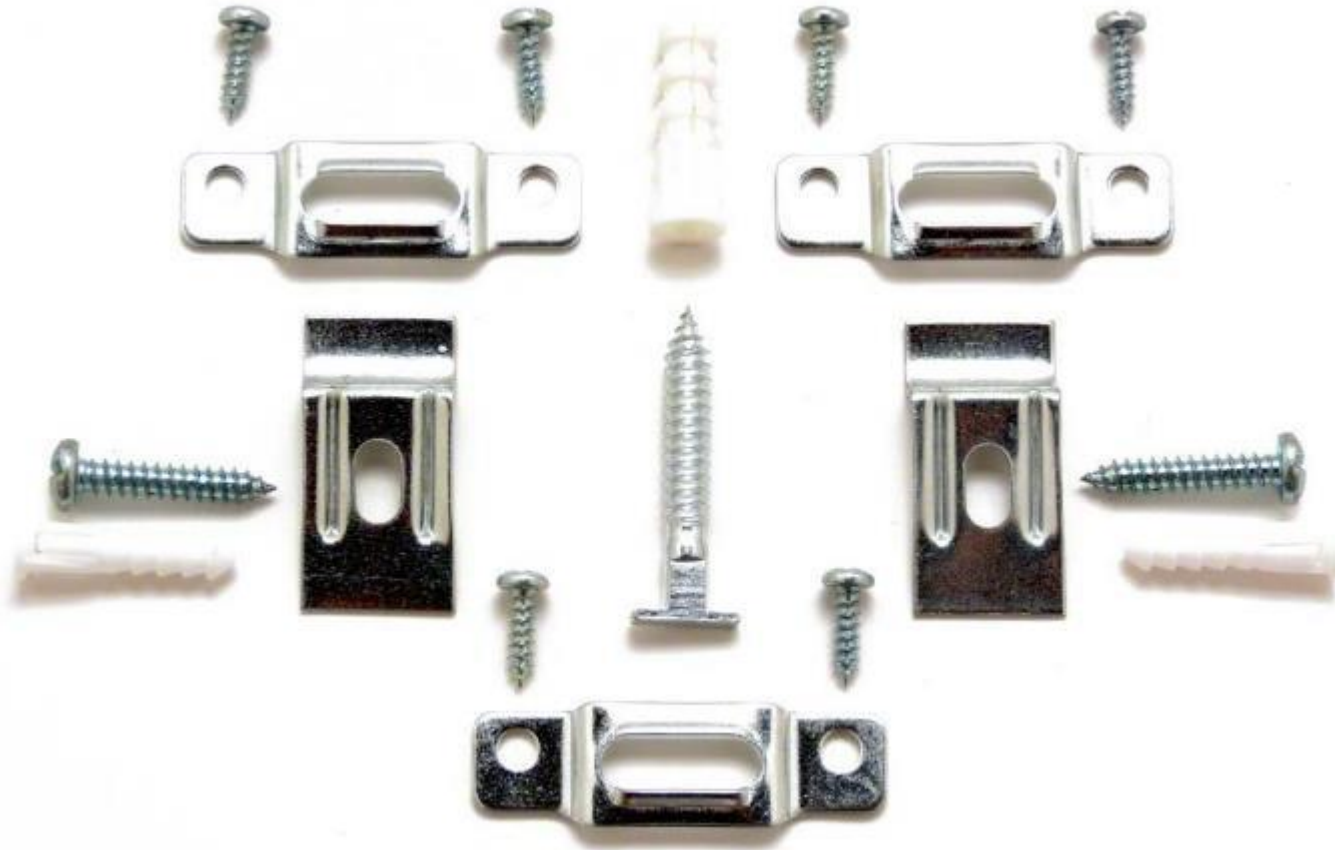


Closed-Circuit Cameras

- Visual deterrent
- Monitor areas where staff are not present, “blind spots,” or after hours
- Can be used as evidence in case of theft or vandalism
- Provide an extra layer of security for special collections or particularly valuable materials
- Security mirrors are an inexpensive alternative



Security Mounting Hardware



Book and Media Security Systems



Locking Display Cases



Segregate Valuable Objects



STAFF ONLY
BEYOND THIS POINT
THANK YOU

Get to Know Your Local First Responders



Managing Visitors

Managing Researchers



- Photo ID
- Complete a Registration Form and sign a logbook
- Have rules for the use of the materials explained
- Given written guidelines for the correct handling of materials.
- Asked to store large coats or bags



Staff Responsibilities

- Perform a reference interview. Explain rules for use of materials.
- Only allow necessary research materials into the reading room.
- Inspect archival materials before and after use.
- Monitor use of materials.
- If necessary, inspect researchers' belongings upon leaving – usually patrons and researchers are very understanding.

Awareness of In-House Security Risks



Mitigating Internal Security Risks

- Key control
- Reference checks on new employees
- Regular inventory
- Monitor what comes in, or leaves the collection
- Security cameras
- Information on a need-to-know basis

Low and No-Cost Security
Techniques

Policy
Development

Security
Systems

First
Responders

Key
Control

Security
Survey and
Assessment

Inventory

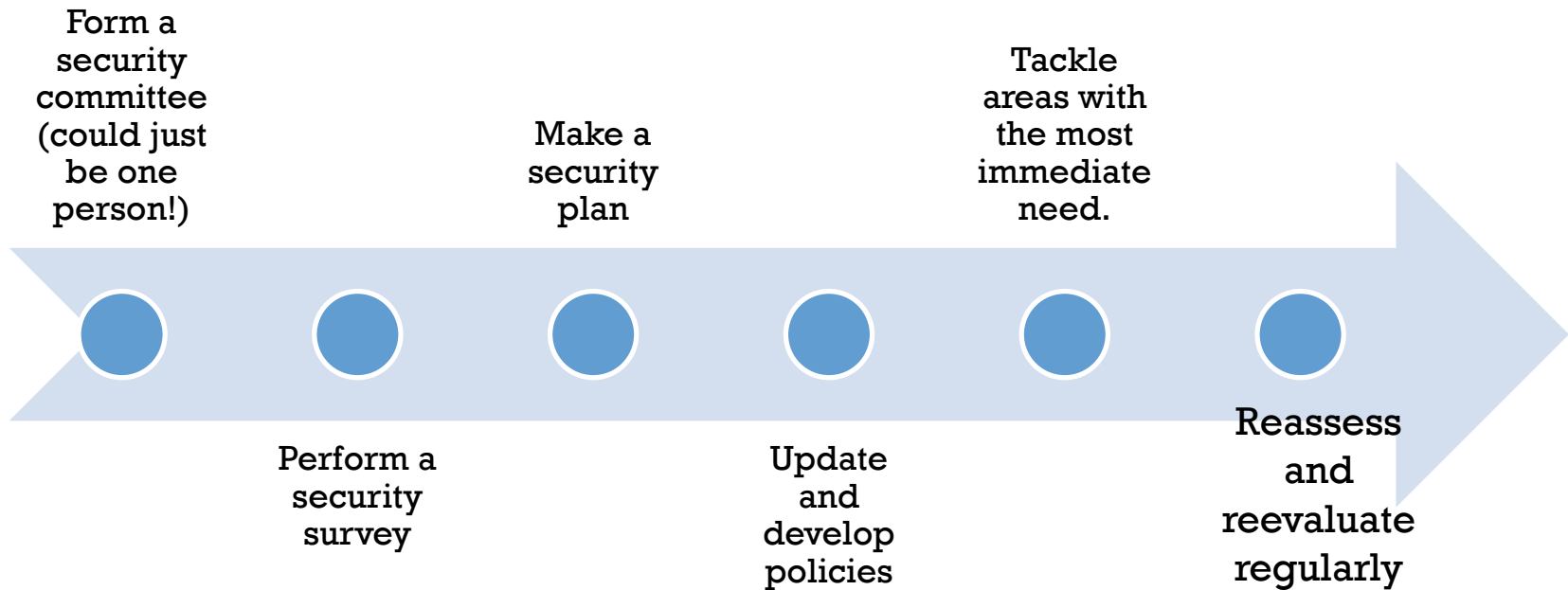
Managing
Visitors

Segregated
Storage

Observation

Secure
Display
Cases

Security Process Overview



Bogus Historian Loots Archives; Theft Goes Undetected for Year

By JERRY O'LEARY, JR.
Star Staff Writer

The strange story of how a man, posing as a historian on assignment for a Midwestern university, looted the National Archives of valuable Civil War documents without authorities there knowing they had been robbed for a year was unfolded here yesterday.

Details of the theft were disclosed by the FBI, along with the identities of a man and woman being sought in connection with the looting.

Objects of a Nation-wide search by the FBI in connection with the escapee are Samuel George Matz, 41, and a woman represented as his wife, Elizabeth, 31. Both are charged with using the mails to defraud, interstate transportation of stolen property and fraud.

The FBI said Matz and the woman succeeded in looting the National Archives in the fall of 1962. The FBI gave this account of the incident:

A man went to the Registration Desk at Archives and represented himself as Dr. Bradford Murphy, a scholar on assignment for the University of Chicago to write a book on the Civil War. Whatever credentials he was using were never checked.

Returned Every Day

Every day for the better part of two months, the man returned to the building at Seventh street and Pennsylvania avenue N.W. and ostensibly pursued his research. The attendants brought him papers in boxes and took them away when he was finished. From time to time, the



SAMUEL GEORGE MATZ



ELIZABETH MATZ

man was visited in the research rooms by a woman.

The FBI said it thinks the woman was given documents and spirited them out of the building in her purse. At that time the guards did not require women visitors to open their purses.

The man eventually stopped coming to the Archives and the archivists were unaware that anything was amiss until a full year later.

The FBI said the couple then shifted to New York where, last September, Special Agent Joseph Chapman, the bureau's specialist on stolen art treasures, got a call from one of the dealers with whom he maintains contact. Charles Hamilton, an autograph dealer on the east side, said a woman

had come to his shop with some documents to sell and that she did not seem the sort of person that would normally have such items.

Letter from Grant

One of the three documents she had was a handwritten letter by Gen. U. S. Grant requesting a pardon from President Andrew Johnson for a Civil War prisoner. Another was a complaint by Gen. Andrew Jackson in 1821 about the withholding of his salary.

The FBI man hurried to the shop where the woman had just sold the documents for \$325 and posed as a collector himself. He struck up a conversation with the woman, and soon met her husband. There were no grounds for holding the man and woman, since it

was not even known at the time that the documents were stolen from National Archives, and they disappeared. But not before the FBI obtained a photograph of the man.

Soon afterwards it was learned that the papers had been stolen from Washington and in due time they were returned to Archives by Mr. Hamilton. Other documents stolen at the same time subsequently were received from a Washington dealer, according to Deputy Archivist Robert H. Bahmer. Security measures at Archives were tightened as a result of the raid.

The FBI said Matz, who has a number of aliases, is an Army veteran who poses as a commission merchant in coins and stamps. He is 5 feet 8, weighs 165 pounds, and is able to seem knowledgeable about rare coins, stamps and documents although he is not and has had little formal education.

He is a native of Pennsylvania who was most recently believed to be in Cincinnati. Elizabeth Matz is 5 feet 4 and weighs 150 pounds. Warrants for arrest of the pair have been issued by a United States Commissioner in New York.

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- ✓ May 2017:
The Process of Processing: A Hands-on Approach
- ✓ June 2017:
Disaster Response and Recovery: A Hands-on Intensive
- ✓ October & November 2017:
Fundamentals of Caring for Paper Collections: Handling, Assessing Storage Needs, and Basic Care

dhpsny.org/workshops



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