



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue, Pasig, Metro Manila

OFFICE OF THE SECRETARY

August 26, 1999

DECS MEMORANDUM
No 348, s 1999

**REGIONAL ASSEMBLY AND CONGRESS
ON SAFETY MANAGEMENT AND CONSERVATION IN LIBRARIES
AND ARCHIVES**

To Regional Directors
Bureau Directors
Schools Division Superintendents
Private Elementary and Secondary School Principals

1 The Philippine Librarians Association, Inc (PLAI) will hold its **Regional Assembly and Congress on Safety Management and Conservation in Libraries and Archives** at Green Heights Business and Convention Center, Diversion Road, Buhangin, Davao City on September 13, 1999

2 The three-day live-in Congress and Regional Assembly aims to

- a detect hazards and exposures in libraries and archives and the control or prevention of these occurrences,
- b provide an awareness of the conservation issues and understand its concepts, principles and practices,
- c apply preservation control measures and restoration treatments,
- d draft a conservation policy, and,
- e inform members on issues of PLAI, including plans and activities


3 Enjoyed to participate are librarians (licensed or non licensed – academic, special, public and school librarians), information officers/specialists, documentation specialists, information technology officers, teachers of library and information science, teacher librarians, archivists, record officers, curators and other personnel involved in library, records-keeping, archives and related activities

4 Registration fee is Three Thousand, Eight Hundred Pesos (P3,800 00) to cover meals and snacks, and pamphlets, brochures and other informational/instructional materials. A discounted rate of Three Thousand, Five Hundred Pesos (P3,500 00) will be accorded to those who would register on or before August 25, 1999

5 Attendance of participants from government institutions may be allowed, depending on their needs, on official time only. Those coming from private agencies shall make financial arrangements with their respective institutions.

6 Inclosed is the program of activities. For further inquiries, please call the PLAI, Rm 301, The National Library Building, T.M. Kalaw Street, Manila at Telefax Number 523 0068.

7 Immediate and wide dissemination of this Memorandum to all concerned is desired.


ANDREW GONZALEZ, FSC
Secretary

Incl. As stated

Reference DECS Memorandum No 205, s 1999

Allotment 1 -(D O 50 97)

To be indicated in the Perpetual Index under the following subjects

CONFERENCES
LIBRARY
SOCIETY or ASSOCIATIONS

PROGRAM OF ACTIVITIES

DATE	TIME	ACTIVITY	LOCATION
August 31 (Tuesday)	3:00-5:00	CHECK IN ADVANCED REGISTRATION	Session 5
	6:00	DINNER	
		Day 1	
September 1 (Wednesday)	7:00-9:00	REGISTRATION	
	9:00-10:00	OPENING CEREMONIES	
	10:00-12:00	Session 1 Safety Management in Libraries & Archives Concepts and Principles Ergonomics	
		LUNCH BREAK	
		Session 2 Safety Management in Libraries & Archives • Accident Causes and Effects • Fire Safety/Fire Prevention/Fire Protection	
		Session 3 Safety Management in Libraries & Archives • Organizing for Safety • Film Showing = Plan to Get Out Alive = Fire Plan	
	1:00	5:00	Session 4
			TOPIC CONSERVATION CONCEPTS PRINCIPLES AND ISSUES IN LIBRARIES AND ARCHIVES
September 2 (Thursday)	8:00 - 10:00	Preservation of Library and Archival Materials	
	10:00 - 12:00	Session 6 Trends in Paper Restoration Scope of Restoration Basic Treatments	
	12:00 - 1:00	LUNCH BREAK	
	1:00 - 3:00	Workshop Workshop on Paper Restoration Presentation of Outputs	
	3:00 - 5:00	Session 7 Disaster Preparedness and Recovery Plan	
	6:00	DINNER	
September 3 (Friday)	8:00 - 10:00	Session 8 Setting-up a Conservation Program Workshop 2 Drafting a Conservation Policy Presentation of Outputs	
	10:00 - 2:00	Session 9 Synthesis and Evaluation	
	12:00 - 1:00	LUNCH BREAK	
	1:00 - 2:00	CHECK-OUT	
	2:00 - 2:30	REC. DRINK - SENDING	
	2:30 - 2:50	CLOSING CEREMONIES	

OBJECTIVES

The Congress will enable participants to:
 - identify hazards and exposures and to know how to control or prevent these from occurrence
 - provide an awareness of conservation issues in libraries and archives and to understand its concepts, principles and practices
 - apply preservation control of the measures and restoration treatments
 - draft a conservation policy

The Regional Assembly will:
 - inform members on issues of PLAI including plans and activities

TARGET PARTICIPANTS

The Congress is intended for all librarians (licensed or non-licensed) academic special, public and school librarians) information officers/specialists, documentation specialists, information technology officers, teachers of library and information science teacher librarians archivists records officers, curators and other personnel involved in library records keeping and archives activities

TOPICS

DAY 1 Safety Management in Libraries & Archives

- Concepts and Principles
- Ergonomics
- Accident Causes and Effects
- Fire Safety/ Fire Prevention/ Fire Protection
- Organizing for Safety
- Fire Plan

Conservation Concepts, Principles and Issues in Libraries and Archives

- Preservation of Library & Archive Materials
- Building Control
- Environmental Control
- Storage, Materials Control
- Fire and Aid Measures
- Trends in Paper Restoration
- Scope of Restoration
- Basic Treatments
- Disaster Preparedness & Recovery Plan

Setting-up a Conservation Program