If You Find Moldy or Infested Materials

In the course of your work with Princeton Library materials, you may occasionally come across items that smell musty, feel damp, appear moldy, or show evidence of pest infestation. When you find something that concerns you, please take the following steps:

1. Immediately isolate the affected material.
   a. Wash your hands with soap and water.
   b. Wear appropriate personal protective equipment, as provided in your Mold and Pest Kit.
   c. Handle affected materials as little as possible; it is not necessary to determine the full extent of the infestation at this stage.
   d. Insert the affected material into a plastic bag, provided in your Mold and Pest Kit. Knot or seal the top of the bag. Place the sealed bag inside another plastic bag, and seal.
   e. Mark bag(s) with one of the provided warning stickers.
   f. If possible, place the bagged material in a secure space, away from other collection material.
   g. If you suspect an active pest infestation, set up a few sticky traps in the area where the box was opened, and near the sealed bag. Write the date on each trap, and remove after 30 days. Report any trapped insects to Preservation.
   h. NOTE: If a large quantity of material (e.g. an area of the stacks) is affected, contact Preservation immediately. Do not move or handle the affected items.

2. Thoroughly clean work surfaces that came into contact with affected materials.
   a. Vacuum up loose debris, using a HEPA filtered vacuum.
   b. Wipe down hard surfaces with hot soapy water, followed by plain water, and dry thoroughly.

3. Contact Preservation and Conservation as soon as possible:
   a. Brenna Campbell, Preservation Librarian: (609) 258-1571
   b. Mick LeTourneaux, Rare Books Conservator: (609) 258-4473
   c. Ted Stanley, Paper Conservator: (609) 258-4473

4. Preservation and Conservation Staff will assess the affected material, either on-site, or in the Conservation Lab, within 72 hours.

5. Based on degree of damage, level of fragility, quantity, and value of the material, Preservation and Conservation Staff will recommend a remediation plan. Some options that may be proposed include:
   a. Treatment in-house by a conservator
   b. Treatment in-house by a conservation technician
   c. Treatment off-site by an approved vendor

6. After remediation, affected items should be marked to reflect that they have undergone treatment for mold or pest infestation.

7. Mold and Pest Kit refills are available from the Preservation Librarian.

NOTE: If you find a mold or pest issue not affecting collections, contact Peggy Kehrer: (609)258-0925