

Priority Salvage Lists

- I. Following, for each department, is a priority list for salvage should a disaster occur.
- A. Director's Office
 - 1. Safe
 - 2. Personnel files
 - 3. Financial records, including copies of previous audits
 - 4. Building blueprints and design documents
 - 5. Building information on contracts, service and company information
 - B. Adult Services Office
 - 1. Files on Forest Park, especially the irreplaceable books on Forest Park history.
 - 2. Files in the office: There are no files in the office that require immediate salvage. However, The Township and Sectional Map of Cook County may now be found in Ready Reference.
 - C. Reference Area
 - 1. Village of Forest Park Audits, behind the Reference Desk
 - 2. Forest Park School Information, behind reference desk
 - D. Workroom
 - 1. Archived payroll and financial records - Business Manager's desk and bookshelf behind it
 - 2. Business Manager's computer
 - 3. Vendor invoice files
 - 4. Circulation billing, personnel and work schedule files – found in top right drawer of Circulation Manager's desk.
 - 5. Longstanding delinquent patron files – found in separate two drawer counter top card file.
 - E. Youth Services
 - 1. Mother Goose on the Loose
 - 2. Every Child Ready to Read Training/Curriculum Guides
 - 3. Public Library Program Guide: Northern Illinois Edition
 - F. Computer Room
 - 1. All hardware and software
 - G. Storage Area
 - 1. back issues of periodicals

