

GLOSSARY

AGENT OF DETERIORATION: grouping of risks from the same general cause; general cause of damage to or loss of collections, parts of collections or individual objects.

GENERIC RISK : (see *Risk*).

CURRENT SITUATION : all factors influencing *risks* to collections, including the environment, building and systems, collection management policies and practices, *etc.* (see *levels*)

EXTENT : (E) measure to which a *specific risk* will result in *loss in value* to the *fraction susceptible* of a collection over a 100- year period. It reflects the amount of the *fraction susceptible* that is affected, or the degree to which a potential *loss in value* is realised, or both.

As a result:

- for type 1, by default, the *extent* is often one.
- for types 2 and 3, the extent is a calculated ratio, based on the part of the *fraction susceptible* that is expected to be lost and/or the degree to which the *loss in value* is realised.

FRACTION SUSCEPTIBLE : (FS) part of a collection considered vulnerable to a *loss in value* from exposure to a *specific risk*. It is evaluated in light of its inherent susceptibility, the anticipated *severity* of the *specific risk* and ,usually, its physical location .

FREQUENCY : the number of times an event will occur in a 100-year period.

LEVELS FOR CONTROL:

- location : location in a geographical sense.
- site : the land and environment surrounding the building, typically the parcel of land owned (or within about 100 meters).
- building : the physical structure of the building and all building-wide systems for HVAC, security, fire control, *etc.*
- room is the physical structure of the collection room and hardware and systems applicable at that level, including door locks, local humidifiers, *etc.*
- storage unit : cabinet, shelving or racking system used to contain a sequence of objects, display case.
- object : any support, container, barrier, *etc.* used to protect single objects or small groups of related objects.
- policy / procedure : a written statement or set of instructions to guide management decisions or the completion of tasks according to set methods and standards.

LOSS IN VALUE : (LV) maximum possible reduction in utility, for known or anticipated uses, of the *fraction susceptible*. It is evaluated in light of the inherent susceptibility, the physical location and the anticipated *severity* of the *specific risk*.

MAGNITUDE OF RISK : (MR) estimated *loss in value* to a collection, based on the *current situation*, over a 100-year period. Calculated as a product of FS, LV, E and P.

MEANS OF CONTROL : a *method of control* applied at a *level for control*.

METHOD OF CONTROL : actions identified to reduce a *specific risk* . The three methods of control are:

- eliminating the source of the *specific risk*.
- establishing a barrier between the source of the *specific risk* and the object or collection.
- acting on the *agent* responsible for the *specific risk*.

MITIGATION : reduction of *magnitudes of risk*

MITIGATION STRATEGY : a combination of *means of control* implemented to reduce risks to collections.

TYPE OF RISK : classification of *risks* according to the frequency at which it occurs and the *severity* of its effect

- for types 2 and 3, the *probability* will be 1 (some exceptions such as Fire-2), as the events causing damage are certain to happen over a 100 year period.

RISK : potential for realisation of unwanted, adverse consequences to collections (source Society for Risk Analysis)

- *specific risk* : undesirable change occurring due to a specific cause
- *generic risk* : classification of risks according to a type of risk and an agent of deterioration

RISK ASSESSMENT : evaluation of the magnitude of all specific risks affecting some entity.

RISK MANAGEMENT : application of available resources in such a way that overall *risk* is minimised.

SEVERITY : intensity of occurrence of an event.

SPECIFIC RISK : (see *Risk*).

STRATEGY : see mitigation strategy.