

Contingency Funds

In addition to insurance, every institution should consider a contingency fund to cover unexpected, uncovered expenses and the insurance deductible.

How much money is set aside to deal with a disaster depends upon available capital, projected risk, and the ability of the institution or library to raise funds in a short period of time. Money might be put aside to cover initial expenses until the insurance kicks in.

In the case of a national, state or county-wide "declared disaster," FEMA will

probably require that you pay first, get reimbursement second. It is best to submit the claim as a group, agency, government, or area. This will speed the reimbursement process.

Consider extra insurance riders when mounting valuable exhibits or sending materials for storage or treatment. A monetary value must be assigned to these items, so that if they are damaged, the same or similar item could be purchased to replace it.