



BSI Standards Publication

## **Information and documentation – Collections management for archives and libraries**

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## National foreword

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## **Information and documentation — Collections management for archives and libraries**

*Information et documentation — Gestion des collections pour les  
archives et les bibliothèques*





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# Contents

Page

<b>Foreword</b>	<b>vi</b>
<b>Introduction</b>	<b>vii</b>
<b>1 Scope</b>	<b>1</b>
<b>2 Normative references</b>	<b>1</b>
<b>3 Terms and definitions</b>	<b>1</b>
<b>4 Preservation in collections management</b>	<b>5</b>
4.1 Collections management practices	5
4.1.1 General	5
4.1.2 Training of staff	6
4.1.3 Training of external users	6
4.2 Preservation policy	6
4.2.1 General	6
4.2.2 Documenting policies and procedures	6
4.2.3 Record and transfer of ownership	7
4.2.4 Ownership marking	7
4.3 Preservation planning	9
4.3.1 General	9
4.3.2 Avoidance of hazards	9
4.3.3 Preservation risk management cycle	10
4.3.4 Documentation for preservation planning	11
4.4 Emergency preparedness and response plan for collections	12
4.4.1 General	12
4.4.2 Emergency preparedness plan	12
4.5 Security of archive and library collections	12
4.5.1 General	12
4.5.2 Security plan	13
4.5.3 Security during transport and loan	13
4.5.4 Documentation of loans and transfers	14
<b>5 Collections storage preservation environment</b>	<b>14</b>
5.1 Overview	14
5.2 Managing the collections storage preservation environment	14
5.2.1 General	14
5.2.2 Monitoring the environment	14
5.2.3 Controlling light exposure	15
5.3 Preventive environmental measures	15
5.3.1 General	15
5.3.2 Exclude exterior sources of pollution	15
5.3.3 Manage internal sources of pollution	16
5.4 Integrated pest management	16
5.4.1 General	16
5.4.2 Preventing pest infestation	16
5.5 Cleaning of collections storage areas	17
5.6 Time out of storage	18
5.7 Other environments for collections	18
<b>6 Shelving for archive and library collections</b>	<b>19</b>
6.1 Shelf planning	19
6.1.1 General	19
6.1.2 Basic recommendations for shelving	19
6.1.3 Arrangement of runs	21
6.1.4 Gangways and aisles	21
6.1.5 Materials used in shelving	21
6.2 Shelf design	22

6.2.1	General	22
6.2.2	Uprights	22
6.2.3	Access	22
6.2.4	Bracing	22
6.3	Mobile shelving	23
6.3.1	Construction	23
6.3.2	Movement of runs	23
6.3.3	Stability	24
6.3.4	Load warning notices and shelf usage	24
6.3.5	Fire control	25
6.4	Storage for oversize documents	25
6.4.1	General	25
6.4.2	Storage area	25
6.4.3	Risk of strain and distortion	25
6.4.4	Unrolled horizontal storage	25
6.4.5	Cabinets for oversized documents	25
6.4.6	Vertical storage for oversized documents	26
6.5	Rolled documents	26
6.5.1	General	26
6.5.2	Cantilever shelving	26
6.6	Oversize or heavy-bound volumes	27
6.7	Cupboards and chests	27
<b>7</b>	<b>Collections maintenance</b>	<b>27</b>
7.1	General	27
7.2	Packaging paper, parchment, bound volumes and other traditional archive and library collections	28
7.2.1	General	28
7.2.2	Loose sheets	29
7.2.3	Oversize documents	29
7.2.4	Rolled documents	29
7.2.5	Other traditional archive collections	30
7.2.6	Bound volumes	30
7.2.7	Seals and lead bullae	30
7.3	Packaging of analogue photographic material and audiovisual media	31
7.3.1	Paper-based photographs	31
7.3.2	Glass plate negatives and slides	31
7.3.3	Photographic sheet film negatives	31
7.3.4	Microfilm	32
7.3.5	Moving image film	32
7.4	Machine-readable documents	33
7.4.1	General	33
7.4.2	Magnetic media	33
7.4.3	Gramophone records	34
7.4.4	Sound cylinders	34
7.5	Electronic media	35
7.5.1	General	35
7.5.2	Optical discs	35
<b>8</b>	<b>Treatments and reformatting</b>	<b>36</b>
8.1	General	36
8.2	Mould removal	37
8.3	Disinfestation of collections	37
8.4	Deacidification of paper	38
8.5	Paper strengthening	38
8.6	Binding	38
8.7	Reformatting	38
8.7.1	General	38
8.7.2	Digitization	38

8.7.3	Digitized archive and library collections.....	39
8.7.4	Photocopying.....	40
8.7.5	Microfilming.....	40
<b>Annex A</b>	<b>(informative) Packaging enclosures and materials .....</b>	<b>41</b>
<b>Annex B</b>	<b>(informative) Exhibition of archives and library collections .....</b>	<b>48</b>
<b>Bibliography</b>	<b>.....</b>	<b>53</b>

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see [www.iso.org/directives](http://www.iso.org/directives)).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see [www.iso.org/patents](http://www.iso.org/patents)).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see the following URL: [www.iso.org/iso/foreword.html](http://www.iso.org/iso/foreword.html).

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, SC 10, *Requirements for document storage and conditions for preservation*.



## **Introduction**

This document is based on ISO 11799 and BS 5454:2012. It is intended to be used with ISO 11799 and ISO/TR 19815.



# Information and documentation – Collections management for archives and libraries

## 1 Scope

This document provides guidance and recommendations in the planning, implementation, maintenance and improvement of the preservation of archive and library collections through:

- recommendations and guidance for preservation planning and ongoing management of physical collections in archives and libraries;
- procedures for managing collections in the stacks, research and reading rooms, conservation facilities and while on exhibit and during transportation.
- guidance and recommendations for appropriate enclosures and containers for archive and library collections.

This document applies to preservation of archive and library physical collections of institutions and volumes small and large. It applies to all collections housed by an institution; their own collections and deposits or loans from other institutions. Some information on digital collections, born digital and digitized, for conservation is included for reference.

This document also applies to collections that are being managed by governmental agencies.

This guidance is intended for collections that are being preserved for long-term use.

Collections intended for long-term use need to be managed to mitigate many risks that can cause loss, including catastrophic loss from fire and floods, risks of vandalism and theft, to instability of materials, including acetate film and acidic paper. Collections management addresses the risks from a holistic perspective. It is recognized that compromises are necessary based on, among other factors, the quantity of collections in archives and libraries. The compromises can be managed when the factors of use, significance, vulnerability of the collections and the expertise and best practices from several fields are included in the decision-making process.

This document covers specifically the operations required to manage the collections environment that are relevant to the preservation policy and plan of the institution. This includes the monitoring of climate stability, control of exposure to light, preventive cleanliness measures and cleaning of the collections storage areas.

The conservation treatment of individual items within the collections is not covered in this document.

## 2 Normative references

There are no normative references in this document.

## 3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>