

INFORMATSIOON JA DOKUMENTATSIOON

**Raamatute, perioodika- ja jätkväljaannete ning teiste
paberdokumentide köitmisele esitatavad nõuded
arhiivides ja raamatukogudes
Meetodid ja materjalid**

Information and documentation

Requirements for binding of books, periodicals, serials
and other paper documents for archive and library use
Methods and materials

EESTI STANDARDI EESSÕNA**NATIONAL FOREWORD**

<p>Käesolev Eesti standard EVS-ISO 14416:2005 "Informatsioon ja dokumentatsioon. Raamatute, perioodika- ja jätkväljaannete ning teiste paberdokumentide köitmisele esitatavad nõuded arhiivides ja raamatukogudes. Meetodid ja materjalid" sisaldab rahvusvahelise standardi ISO 14416:2003 "Information and documentation - Requirements for binding of books, periodicals, serials and other paper documents for archive and library use - Methods and materials" identset ingliskeelset teksti.</p>	<p>This Estonian Standard EVS-ISO 14416:2005 consists of the identical English text of the International Standard ISO 14416:2003 "Information and documentation - Requirements for binding of books, periodicals, serials and other paper documents for archive and library use - Methods and materials".</p>
<p>Standardi avaldamise korraldas Eesti Standardikeskus.</p>	<p>Estonian standard is published by the Estonian Centre for Standardisation.</p>
<p>Standard EVS-ISO 14416:2005 on kinnitatud Eesti Standardikeskuse 23.12.2005. käskkirjaga ja jõustub sellekohase teate avaldamisel EVS Teataja 2006. aasta jaanuarikuu numbris.</p>	<p>This standard is ratified with the order of Estonian Centre for Standardisation dated 23.12.2005 and is endorsed with the notification published in the official bulletin of the Estonian national standardisation organisation.</p>
<p>Standard on kättesaadav Eesti Standardikeskusest.</p>	<p>The standard is available from Estonian Centre for Standardisation.</p>

Käsitlusala

Käesolev standard on rakendatav nende raamatute, perioodika- ja jätkväljaannete ning arhiividokumentide köitmisel, mille vastupidavusele ja kestvusele esitatakse erinõudeid. Nii nagu raamatukogu- ja arhiividokumentide kasutamine, on ka nende kulumine erinev. Köitmismeetodi valik peab sellest tulenevalt lähtuma raamatukogu või arhiivi eripärast. Nii köite kvaliteet kui ka hind lähtub sellest valikust.

Standard on rakendatav järgmiste põhitoimingute teostamisel:

- publitseeritud ja publitseerimata säilikute ja teiste samalaadset kaitset vajavate dokumentide esmane kõvakaaneline köitmine;
- kõvakaaneliste monograafiate, perioodika- ja jätkväljaannete ning mis tahes teiste dokumentide ümberköitmine.

See standard ei ole ette nähtud nende köidete köitmiseks, millel on tellija hinnangul kõrge kunsti- või ajalooline väärtus, ega ükskõik milliste köidete köitmiseks, mida, tulenevalt nende füüsilisest seisundist, ei saa või ei ole võimalik kõita vastavalt käesolevale standardile. Kokkulepped eritöötluks tuleb teha eraldi.

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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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.

ISO 14416 was prepared by Technical Committee ISO/TC 46, *Information and documentation*.

Introduction

Libraries and archives receive books, periodicals, serials and other paper documents which should remain in good physical condition for as long as their content is worth preserving.

Based on their judgement of the wear and tear of an item and its expected lifetime, the libraries and archives decide how each book, periodical, etc. shall be protected. It is the responsibility of an archive to preserve original documents, which may also involve the task of specifying paper quality for the future archive records.

The binding of library books and archive documents has traditionally been made in a manner complying with each binder's tradition and varying requirements from the customer. This International Standard serves as a tool for libraries and archives in comparing and evaluating quality in relation to price in a world of rapidly changing methods of book production and library use.

This International Standard for binding materials and methods is intended to promote

- appropriate binding qualities,
- to help binderies to rationalize their production including the application of automated systems, and
- to ensure continuity of supply of binding materials.

In order to reduce unit costs, libraries, archives and binderies have a common interest in complying to this International Standard. Binderies will be able to offer lower prices if they receive larger quantities of similar work, and libraries and archives will therefore be able to use binding more extensively as a protection for their books.

Annex A, normative, provides a description of a number of optional procedures that may be chosen as supplements to the fundamental binding procedures.

Three informative Annexes B, C and D, are included. Annex B provides guidance in choosing a binding method. Annex C gives information on performance tests for double-fan adhesive bound books. Annex D contains illustrations that show some of the requirements of this International Standard.

Information and documentation — Requirements for binding of books, periodicals, serials and other paper documents for archive and library use — Methods and materials

1 Scope

This International Standard is applicable to the binding of books, periodicals and archive documents which have special requirements for durability and permanence. The use, as well as the wear and tear, of library and archive documents varies. The choice of binding method should therefore relate to the appropriate requirements of a specific library or archive. The quality as well as the price of the binding is dependent on this choice.

It is applicable to the following general procedures:

- first-time hard-cover binding of published and unpublished materials, and any other documents requiring this type of protection;
- rebinding of hard-cover monographs, serials and any other documents.

It is not intended for binding volumes identified by a customer as having high artifactual or historical value, or for any volumes that, because of their physical characteristics, cannot or should not be bound according to this International Standard. Arrangements for special treatments should be made separately.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 534:1988, *Paper and board — Determination of thickness and apparent bulk density or apparent sheet density*

ISO 536:1995, *Paper and board — Determination of grammage*

ISO 1139:1973, *Textiles — Designation of yarns*

ISO 1974:1990, *Paper — Determination of tearing resistance (Elmendorf method)*

ISO 2062:1993, *Textiles — Yarns from packages — Determination of single-end breaking force and elongation at break*

ISO 6588:1981, *Paper, board and pulps — Determination of pH of aqueous extracts*

ISO 9665:1998, *Adhesives — Animal glues — Methods of sampling and testing*

ISO 9706:1994, *Information and documentation — Paper for documents — Requirements for permanence*

ANSI L29.1:1977 (R 1984), *Fabric for Book Covers*¹⁾

ASTM D 5035-90, *Standard test method for breaking force and elongation of textile fabrics (strip force)*

3 Terms and definitions

For the purposes of this International Standard, the following terms and definitions apply.²⁾

- 3.1
alkaline buffered paper**
paper with a pH equal to or greater than 7,0, and containing a compound (e.g. calcium carbonate) at a level sufficient to neutralize acid generated from degradation of the paper, from adjacent materials, or from atmospheric pollution
- 3.2
all-along sewing**
method of sewing a book where the sewing thread goes from kettle-stitch to kettle-stitch of each successive section, with one complete length of thread for each section
- 3.3
archive document**
record consisting of original documents which are either single units or collected in a series
- 3.4
binding edge**
edge of the gathered leaves or sections that is sewn, adhesive bound or otherwise secured
- 3.5
binding margin**
distance between the binding edge and the printed area
- 3.6
book block**
a gathering of leaves, including printed or written text and all papers added by the bookbinder, that can be or have been bound
- See 3.43.
- 3.7
brittle paper**
paper that will break when it is deformed by folding
- NOTE** The main causes of paper brittleness after long-term ageing are excessive acidity introduced during the manufacturing process, and unsuitable storage conditions which lead to deteriorative chemical and physical changes in the paper structure, especially if the paper is not alkaline buffered.
- 3.8
Buckram**
coated and impregnated fabrics having a heavy base

1) May be obtained from the American National Standards Institute (ANSI) at the following address: ANSI 11 West 42nd Street, 13th Floor, New York, NY 10036 USA.

2) The Figures in Annex D illustrate some of the definitions.