
**Information and documentation —
Document storage requirements for
archive and library materials**

*Information et documentation — Prescriptions pour le stockage des
documents d'archives et de bibliothèques*



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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 11799 was prepared by Technical Committee ISO/TC 46, *Information and documentation*.

Introduction

Archives and libraries are institutions established by society in order to collect, preserve and make available documents intended for consultation, by viewing directly or via a screen, or, in the case of sound recordings, by ear.

Archive and library collections normally contain material in a wide variety of formats. These are mainly paper-based books, manuscripts, files, records, maps and graphic collections, but may also include vellum, parchment, papyrus, film, photographic materials, audiovisual material, magnetic and optical media, and machine-readable formats. All these materials ideally require specific storage conditions.

Documents for current use may require different storage conditions from those requiring long-term or indefinite preservation.

This International Standard applies to the long-term storage of archive and library materials, but takes into account that, as the materials are stored to allow current use as well, some compromise with the ideal conditions for long-term storage may be unavoidable.

Depending on the climate and economic situation of a country, it may be difficult to create and maintain ideal conditions for the long-term storage of archive and library materials.

Figures and quantities given in this International Standard are intended for general international guidance. This International Standard presents some facts and general rules which should be considered when a building for the purpose of archival storage is newly constructed, when an old building originally designed for another use is converted, or when a building already in use for this purpose is renovated.

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Information and documentation — Document storage requirements for archive and library materials

1 Scope

This International Standard specifies the characteristics of general-purpose repositories used for the long-term storage of archive and library materials. It covers the siting and construction of the building and the installation and equipment to be used.

It applies to all archive and library materials held in general-purpose repositories, where mixed media may be stored together. It does not preclude the establishment of separate areas or compartments within individual repositories, where the environment can be controlled to create conditions suiting the needs of specific archive materials.

It does not cover special requirements for the long-term storage of not or not fully paper-based documents such as parchment or vellum, photographic documents or machine-readable documents.

It also does not cover repository management procedures.

In a number of fields, national or local building regulations may cover in detail such matters as construction, safety and security for public buildings and buildings in which valuable objects are stored (fire precautions, emergency exits, security against earthquakes, theft, burglary, terrorist acts, etc.), as well as services and equipment in professional use. This International Standard therefore avoids detailed rules and regulations in these fields, except when recommending what may be additions to these requirements.

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

ISO 12606:1997, *Cinematography — Care and preservation of magnetic audio recordings for motion pictures and television*

ISO 18902, *Imaging materials — Processed photographic films, plates and papers — Filing enclosures and storage containers*

ISO 18911, *Imaging materials — Processed safety photographic films — Storage practices*

ISO 18918:2000, *Imaging materials — Processed photographic plates — Storage practices*

ISO 18920:2000, *Imaging materials — Processed photographic reflection prints — Storage practices*

ISO 18923:2000, *Imaging materials — Polyester base magnetic tape — Storage practices*

ISO 18925, *Imaging materials — Optical disc media — Storage practices*