

Conservation of Cultural Heritage - Specifications for
the management of moveable cultural heritage
collections

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EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

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English Version

Conservation of Cultural Heritage - Specifications for the management of moveable cultural heritage collections

Conservation du patrimoine culturel - Spécifications pour la gestion des collections relevant du patrimoine culturel mobilier

Erhaltung des kulturellen Erbes - Festlegungen für das Management von beweglichem Kulturerbe

This European Standard was approved by CEN on 7 May 2023.

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EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

CEN-CENELEC Management Centre: Rue de la Science 23, B-1040 Brussels

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European foreword

This document (EN 17820:2023) has been prepared by Technical Committee CEN/TC 346 “Conservation of Cultural Heritage”, the secretariat of which is held by UNI.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by December 2023, and conflicting national standards shall be withdrawn at the latest by December 2023.

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Introduction

All organisations that hold moveable cultural heritage collections, such as archives, libraries, museums and galleries, have a responsibility to manage these collections in a planned and systematic manner so that they continue to be preserved and accessible. This document sets out a framework for managing collections, beginning with an organization's purpose in holding them, followed by the policies it seeks to meet and the core procedures that need to be established. It promotes ongoing evaluation and review of these policies and procedures.

Many cultural heritage institutions have developed their own approaches to managing their collections. Some countries regulate this in law for government institutions and other public organisations, setting uniform quality levels and often referring to widely recognized codes of practice (for example the *Code of Ethics for Museums* of the International Council of Museums). This document aims to complement these regulations and codes by providing a framework and operational specifications for good practice. The document is formed of an introductory normative Principles section followed by normative annexes which contain the principal core policies and procedures that all cultural heritage institutions with collections apply as a minimum, in addition to any local and national policies required of them.

1 Scope

This document specifies a framework and standards for managing cultural heritage collections. It is intended for use by collecting organisations such as archives, libraries, museums and galleries. It is applicable to all types of moveable cultural heritage, whether in physical or digital formats. It promotes core essential policies and procedures that all such organisations seek to apply as a minimum and encourages a cycle of continuous review and improvement.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements 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.

EN 15946, *Conservation of cultural property - Packing principles for transport*

EN 16095, *Conservation of cultural property - Condition recording for movable cultural heritage*

EN 16648, *Conservation of cultural heritage - Transport methods*

EN 16790, *Conservation of cultural heritage - Integrated pest management (IPM) for protection of cultural heritage*

EN 16853, *Conservation of cultural heritage - Conservation process - Decision making, planning and implementation*

EN 16893:2018, *Conservation of Cultural Heritage - Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections*

EN 17429, *Conservation of cultural heritage - Procurement of conservation services and works*

ISO 21110, *Information and documentation — Emergency preparedness and response*

3 Terms and definitions

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

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

— ISO Online browsing platform: available at <https://www.iso.org/obp/>

— IEC Electropedia: available at <https://www.electropedia.org/>

3.1

accessibility

opportunity to engage with an object physically and/or intellectually

[SOURCE: EN 15898:2019, definition 3.1.11]

3.2

accession

process of recording the inclusion of an object or group of objects into a collection