
**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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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).

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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.

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.

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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>