



SLOVENSKI STANDARD
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Ohranjanje kulturne dediščine - Smernice za upravljanje okoljskih razmer - Javne izkopenine: definicije in karakteristike zbirnih centrov, namenjenih hrambi in ohranjanju kulturne dediščine

Conservation of cultural heritage - Guidelines for management of environmental conditions - Open storage facilities: definitions and characteristics of collection centres dedicated to the preservation and management of cultural heritage

Erhaltung des kulturellen Erbes - Richtlinien zur Umsetzung der Außen- und Umgebungsparameter - Schildeponierung: Definitionen und Merkmale von dem Erhalt und der Pflege von Kulturgütern gewidmeten Sammlungscentren

Conservation des biens culturels - Recommandations pour la gestion des conditions d'environnement des biens culturels - Pôle de conservation: définitions et caractéristiques des espaces permettant la conservation et l'exploitation des biens culturels

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97.195 Umetniški in obrtniški izdelki Items of art and handicrafts

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**Conservation of cultural heritage - Guidelines for management
of environmental conditions - Open storage facilities: definitions
and characteristics of collection centres dedicated to the
preservation and management of cultural heritage**

Conservation des biens culturels - Recommandations pour
la gestion des conditions d'environnement des biens
culturels - Pôle de conservation: définitions et
caractéristiques des espaces permettant la conservation et
l'exploitation des biens culturels

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Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

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Foreword

This document (prEN 16141:2010) has been prepared by Technical Committee CEN/TC 346 “Conservation of cultural property”, the secretariat of which is held by UNI.

This document is currently submitted to the CEN Enquiry.

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Introduction

The importance of preserving and transmitting cultural heritage under the best conditions is imperative for all, but first and foremost for cultural heritage institutions. They have the responsibility of preserving, presenting and developing spaces dedicated to the public or reserved for the collections. Stored collections have traditionally been inaccessible to the public but increasingly there is an expectation that collections should be accessible even when not on display, either for the general viewing public or for controlled research and collection management activities. To meet this demand, dedicated facilities are often being constructed that allow access and research. These "Open Storage Facilities" or "Collection Centres" place new demands on cultural heritage institutions and this guidance document is intended to assist institutions by describing common best practice in the design and function of such Facilities.

Open Storage Facilities have numerous complex and diversified missions:

- to fulfil the requirements of conservation;
- to facilitate access to the collections;
- to allow for the management of collections.

These guidelines will use the term "storage facilities" to indicate all types of establishments (museums, libraries, archives, art stores) dedicated to the safekeeping of collections. The guidelines will also use the term "objects" to cover all types of collections (books, archives, art, archaeological, etc.).

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1 Scope

This European Standard defines the characteristics of specific areas dedicated to the preservation, storage, management of, and access to collections. It specifies the considerations that should be taken into account to achieve optimum storage and accessibility.

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.

prEN 15898:2009, *Conservation of cultural property — Main general terms and definitions concerning conservation of cultural property*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in prEN 15898:2009 and the following apply.

3.1

biological contamination

presence or intrusion of pests such as insects, rodents and micro organisms, especially mould, that cause damage on objects and materials

3.2

handling

method of holding and moving an object according to established procedures in order to limit the risks of damage and deterioration

3.3

integrated pest management

IPM

established procedure for controlling pests

3.4

packing

safe preparation for internal or external movement, facilitating handling while protecting the object

3.5

protocol

agreed procedures defining the progress of an operation

3.6

quarantine

isolation and observation of an object which may present danger of biological contamination

3.7

safety

degree to which a place or an object is safe and not in danger of risk

3.8

security

extent to which objects are protected from being harmed by any risk, danger or threat

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3.9

storage

designated area where objects are housed

3.10

open storage facilities

places dedicated to housing collections, providing the necessary conditions required for preservation, safety and security

NOTE Such places are integral to preservation, presentation and communication of the collections. Because of their special nature, public access is limited and regulated.

4 Open storage facilities

4.1 General organisation

Storage facilities are part of the general organization of a cultural heritage institution. Such premises constitute a set of areas isolated from each other but interdependent, organised according to use.

Storage facilities have four principal functions:

- a) permanent and temporary storage of objects;
- b) collection management: study of the collections, display, consultation, and scientific examination;
- c) collection services: movement, packing/unpacking, workshops, and sometimes treatment of the collection;
- d) building technical services: security system, alarm control unit, and plant room.

Areas assigned to storage, collections management and services shall offer a stable climate, especially hygrometric, as well as a programme for integrated pest management, security and safety for the collections stored and handled there.

4.2 Storage

Storage spaces ensure a durable and rational organization of objects in order to preserve them and enable collections management while allowing controlled access.

Collections are arranged in spaces which are exclusively devoted to them. These areas constitute the central and vital core of the storage facilities. Safety and security, climate control, fire prevention and other preventive measures require particular attention. Storage areas should be protected from natural disasters, such as flood or water damage. They should be kept dark, except when lighting is required for access. They are equipped with detectors for water, smoke, heat, and pests.

The distribution of the collections in storage areas should follow these principles:

- stable environmental conditions adapted to the needs of the various collections;
- the placement of storage units such as shelves, cabinets, etc., should be appropriate to the collections, ensuring easy and effective access to objects and secure handling of artefacts.

Storage furniture should be designed according to the characteristics and conservation requirements of the collections and the activities of the institution. Its fitting should allow easy maintenance of the area and facilitate the movement of people and collections without risk. Furniture should be elevated to facilitate cleaning of the floor.

Storage areas as well as storage furniture should be able to absorb growth of the collections without risks to their preservation conditions.

4.3 Collections management

4.3.1 General

Collections management areas fulfil the missions of study, consultation and display. These functions should be carried out in protected spaces and with preservation conditions appropriate to the collections and similar to those in the storage areas.

4.3.2 Documentation

The documentation process includes the identification, description, location, measurement, data entry and labelling of objects. This work should take place in an area close to the storage area and allow the handling and temporary movement of the objects to be inventoried. During the documentation process no other activity should be carried out in the vicinity of the objects.

4.3.3 Photography

Photography, which may be for documentation, exhibition, scholarly or promotional purposes, using photographic equipment (for example tripods, lighting), must be carried out in a designated area, facilitating and limiting the movement of people and objects. Objects to be photographed shall be kept in the area during the shooting process only.

4.3.4 Study room

In the study room, objects are made available for study and research. This area is close to the storage areas and allows the safe examination and easy handling of the objects, as well as access to documentation, such as files, data base and Internet connections. It contains only the objects for consultation.

4.3.5 Exhibition

If the storage facilities are connected to exhibition areas, handling, packing, moving and conditioning of the objects meet the same protocols as all other objects in transit. This also applies to loaned objects. Public entry is separate from any access to other activities in the storage facilities.

4.4 Collection services

4.4.1 General

Collection services include all operations relating to the circulation and well-being of objects, especially those related to exit or entry to the storage facility. They enable accessibility to the objects. Service areas are located in "buffer zones", connected on one hand with the functions of storage, on the other hand with the functions of collections management.

Collection service activities should be carried out in areas separate from those for storing the collections. Objects are put here on a temporary basis only, and should be as well protected as elsewhere in the facility. Preservation conditions and national standards for working conditions, health and safety, etc., shall be adhered to.

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4.4.2 Movement

4.4.2.1 General

Both internal movement, and entry and exit, are subject to a protocol, listing rules of protection and handling of the objects. Equipment and materials required for this activity, for example work tables and trolleys, are located permanently in this zone.

4.4.2.2 Transit

Transit relates to the objects before and after movement, entering or exiting the storage facility. A condition report is written and signed at the beginning and end of every movement, internal or external. The conclusions of the condition report will allow, modify or cancel the planned movement.

4.4.2.3 Packing and unpacking

Packing and unpacking relate to the operations necessary for the protection of objects during movement and transport. A designated area reserved for packing and unpacking shall be well equipped and provide all technical means for packing and unpacking. Safety requirements are heightened as packing materials (for example cardboard, wood, synthetic materials) can represent an increased risk of fire or contamination. Materials should be stored in the packaging store.

4.4.3 Treatment

4.4.3.1 Conservation areas

Separate areas are available for dealing directly with objects including preparation, examination, condition reporting, and, basic conservation. All these tasks take place in designated areas. Particularly dusty, sooty, dirty or biologically contaminated objects should be cleaned in closed areas, well ventilated, which are cleaned after use.

Flammable and hazardous materials and products should be kept in special fireproof cabinets and in small quantities. When in large quantities, storage should be outside or in separate specially designed secure areas. Conditions shall be in conformity with national standards for handling and use.

4.4.3.2 Quarantine

Quarantine takes place in a designated sealed area where objects are placed to be observed and checked for signs of pest infestation. Ventilation must be separate from the rest of the ventilation system. Any infested material or object should be treated prior to return to storage.

4.4.4 Storage of packaging

The materials and equipment used for packing, protection, handling and transport are stored in a specific room, accessible only from the transit area. Safety requirements are heightened as packing materials (for example cardboard, wood, synthetic materials) can represent an increased risk of fire or contamination. No object shall enter this area.

4.4.5 Workshops

Workshops are specially designated areas, designed to create or adapt crates, exhibition and storage furniture, mountings, etc. Dust movement shall be controlled, and ventilation shall be separated from the rest of the ventilation system. It is necessary to reinforce conditions of fire protection in this zone. Fire separation of the workshops is imperative. Sprinklers should be considered.