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Informatika in dokumentacija - Zahteve za shranjevanje dokumentov za arhivsko in knjižnično gradivo

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

Information et documentation -- Exigences pour le stockage des documents d'archives et de bibliothèques

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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

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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 meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword - Supplementary information

The committee responsible for this document is ISO/TC 46, *Information and documentation*, Subcommittee SC 10, *Requirements for document storage and conditions for preservation*.

This second edition cancels and replaces the first edition (ISO 11799:2003), which has been technically revised.

Introduction

Archives and libraries are institutions established to collect, preserve and make available materials intended for consultation.

Archive and library collections wherever they are stored normally contain a wide variety of material and formats. These are mainly documents on paper, parchment, palm leaves, papyrus and may also include photographic, audio-visual documents and digital formats on diverse types of carriers (mechanical, photo, magnetic, optical). All these materials ideally require specific storage conditions to ensure their long-term preservation and access.

NOTE See the Bibliography for ISO standards on storage of specific materials.

Figures and quantities given in this International Standard are intended for general international guidance. This International Standard presents some facts and general rules to be considered when a purpose built repository is designed, when an old building originally designed for another use is converted, or when a building already in use as repository is renovated, with respect to energy efficiency and sustainable development.

This International Standard applies to the long-term storage of archive and library materials for their lifetime. It takes into account that the materials are stored and allow current usage as well.

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

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

1 Scope

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

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

In a number of fields, national or local building regulations may encompass 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 Terms and definitions

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

2.1
archive and library materials
all types of documents kept in archives and libraries regardless of their physical format, mainly books, manuscripts, files, maps, graphic collections and other documents consisting of paper, but also parchment, papyrus, films, photographic materials, audiovisual recordings, magnetic and optical media, as well as bindings and protective material

2.2
document
recorded information or material object which can be treated as a unit in a documentation process

2.3
long-term storage
storage, for a period of undefined length, of material kept for permanent retention

2.4
maintenance
actions of prevention or correction to support long-term functionality of repositories and the systems that support them.

[SOURCE: EN 13306:2010]

2.5
repository
building or room designed or arranged and used specifically and exclusively for long-term storage of archive and library materials

3 Risk management

An overall assessment including an evaluation of the need and the risks should take place especially considering possible hazards.

The site for an archive and/or library repository building should consider the following risks:

— flooding;

— subsidence or landslides;

— tsunamis, frequent volcanic activity, or earthquakes;

— fire or explosions from adjacent site activities;

— accidents on nearby air runways or train tracks;

— proximity to strategic installations which would be a target in an armed conflict, terrorist attack or civil unrest;

— proximity to a plant, installation or natural source that emits harmful gases, smoke, dust, etc.;

— proximity to a place or a building which attracts rodents, insects and other pests.

The building shall be designed to protect the holdings by mitigating for hazards including the following:

— intentional harm;

— fire;

— water;

— pests;

— contaminants;

— light, UV, IR;

— temperature extremes or harmful fluctuations;

— humidity extremes or harmful fluctuations.

In order to minimize the harmful effects of external climatic variations, careful attention should be given to the building's orientation, landscaping, the overall climate of the site and the construction of the building.

The building shall be designed to facilitate the safe movement of holdings and assist the recovery from significant threats i.e. consideration of smoke hatches, floor drains and ramps.

A post-occupancy evaluation will ensure that the objectives have been met and the desired effects have been achieved.

4 Construction of the building

4.1 Security

The repository shall be secured against theft, burglary, vandalism and terrorism. Precautions should be taken against arson. The repository shall be either a purpose-built detached building or a self-contained unit within a building. Precautions shall be taken against entrances being used by unauthorized people. The building design should facilitate monitoring.

NOTE 1 For more information on precautions against arson, see Reference [8].

NOTE 2 For more information on security in archives and libraries see Reference [14].

Emergency exits shall be constructed in such a way that they can easily be opened from the inside and that they cannot be opened from the outside, with the exceptions for fire response.

In the interests of security, it is recommended that storage areas should have no windows or skylight or they shall be fitted to provide adequate security (see also 5.5).

4.2 Indoor climate stability

Temperature and relative humidity have an impact on the holdings. Therefore storage areas should be designed to provide a stable internal environment appropriate to the preservation of the materials (see Annex C).

This can be partially achieved by constructing the external walls, roof and floor of the building from materials that, as far as possible, insulate the interior from external climatic changes without comprising air supply and circulation required for both collection storage and human occupancy. Walls, floors and ceilings inside the repository should be made of materials that have a high thermal inertia and moisture buffering.

Positive or at least neutral air pressure in repositories is recommended to maintain appropriate, conditioned environment and keep dust, pollutants and unconditioned air from entering the room.

NOTE For more information, see the Reference [15].

4.3 Inner structure and load requirements

For reasons of efficient climate control, fire safety and to limit loss of holdings in the event of fire, the repository should be compartmentalized.

The walls (including doors), floors and ceilings between single rooms and compartments, and between storage and other areas of the building shall be constructed so as to prevent fire (and water) from spreading into a neighbouring unit.

The floor load shall be calculated to include the specific volume and type(s) of archival records, the containers, and the static or movable shelving, cabinets and/or cases.

Structural support overall, or in specific higher load areas should be provided.

It is recommended that shelving configuration be considered during design to ensure shelving structural support, aisle width, and movement of materials are appropriate for materials types and containers to be stored.

Drains are recommended if water is used for fire protection, with protection against the entry of pests and water. Drainage shall be configured to carry water completely away from the building.

Provide space for safe and efficient movement of holdings. Inner structural supports and doorways will need to be designed to enable safe, unimpeded movement of collections of material by all available means of transport.

All inner structural systems should be engineered with bracing to resist movement or tipping that could result in a collapse or other damage to the holdings.

5 Installation and equipment

5.1 Services

Supply systems for electricity, gas and liquids, and drains shall not be located in, above or adjacent a room in the repository, unless needed in that room for a specific function directly connected with the repositories.