



# SLOVENSKI STANDARD

## oSIST prEN 16141:2023

01-september-2023

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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 für den Umgang mit Umwelt- und Umgebungsbedingungen - Schaudepots: Definitionen und Merkmale von Sammlungscentren bestimmt für die Bewahrung und Pflege des kulturellen Erbes

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Conservation du patrimoine culturel - Lignes directrices pour la gestion des conditions environnementales - Pôles de conservation: définitions et caractéristiques des centres des collections consacrés à la conservation et à l'exploitation du patrimoine culturel

**Ta slovenski standard je istoveten z: prEN 16141**

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#### **ICS:**

13.020.99	Drugi standardi v zvezi z varstvom okolja	Other standards related to environmental protection
97.195	Umetniški in obrtniški izdelki. Kulturne dobrine in kulturna dediščina	Items of art and handicrafts. Cultural property and heritage

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NORME EUROPÉENNE  
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**DRAFT**  
**prEN 16141**

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English Version

**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

Erhaltung des kulturellen Erbes - Richtlinien für den  
Umgang mit Umwelt- und Umgebungsbedingungen -  
Schaudepots: Definitionen und Merkmale von  
Sammlungszentren bestimmt für die Bewahrung und  
Pflege des kulturellen Erbes

This draft European Standard is submitted to CEN members for enquiry. It has been drawn up by the Technical Committee CEN/TC 346.

If this draft becomes a European Standard, CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration.

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

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**prEN 16141:2023(E)**

## **European foreword**

This document (prEN 16141:2023) has been prepared by Technical Committee CEN/TC 346 “Conservation of cultural heritage”, the secretariat of which is held by UNI.

This document is currently submitted to the CEN Enquiry.

This document will supersede EN 16141:2012.

The main changes compared to the previous edition are listed below:

- introduction of the reference to EN 16893:2018 for infrastructure and technical equipment.

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## Introduction

The importance of preserving cultural heritage under the best conditions is imperative for all.

Cultural heritage institutions have the responsibility of preserving collections, either presented in spaces dedicated to the public or stored in the dedicated areas (stored collections).

In the latter case, the collections should benefit from the same conservation and accessibility conditions as those presented to the public; they should also allow their management and research for their transmission to future generations. These areas dedicated to the preservation of cultural heritage include various functions and can sometimes also be made accessible to the public.

The purpose of the present document is to help the user in the design and function of these areas called “Open Storage Facilities” or “Collection Centres”.

Open Storage Facilities have four main purposes:

- to store collections while meeting conservation requirements;
- to facilitate access to the collections;
- to allow for the management of collections;
- to provide the safety and security of collections.

This document may be used for designing new open storage facilities or for the improvement of existing storage facilities.

The concept of open storage facilities is general. It relates to places fulfilling the functions defined in this document belonging to any type of institution (archives, libraries, archaeological stores, museums, ...) dedicated to the safekeeping of any type of collection (archives, books, archaeological items, etc.).

This document identifies the functions and space-related components of open storage facilities. It is complementary to 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”.

**prEN 16141:2023(E)****1 Scope**

This document defines the functions and characteristics of open storage facilities (collection centres). These can be independent or integrated into cultural institutions. They are dedicated to the preservation, storage, management of, and access to, collections.

NOTE For the infrastructure and technical equipment of these open storage facilities, see EN 16893:2018.

**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 15898:2019, *Conservation of cultural heritage - Main general terms and definitions*

**3 Terms and definitions**

For the purposes of this document, the terms and definitions given in EN 15898:2019 and the following apply.

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****open storage facilities**

collection centres

places dedicated to the storage of collections, and to activities relating to their operation and management providing the necessary conditions required for preservation, safety and security and, if necessary, public access

**3.2****protocol**

agreed procedures defining the progress of an operation

**3.3****safety**

measures and actions taken to prevent disasters (whether of natural or human origin: fire, flood, earthquake, etc.) and their effects on people and property

**3.4****security**

measures and actions taken to prevent theft and malicious acts (including vandalism)

**3.5****storage**

designated area where objects are housed providing the necessary conditions required for preservation, safety and security while not on display

Note 1 to entry: The term “repository” is used in archives and libraries.



## 4 Open storage facilities: general organization

### 4.1 Functions

Open storage facilities are part of the general organization of one or several cultural heritage institutions. Such premises constitute a set of areas isolated from each other but interdependent and organized around functional circuits of circulation of cultural objects and persons.

Open storage facilities have four principal functions:

- a) permanent and temporary storage of objects;
- b) collection management: study, display, consultation, and scientific examination of the collections; some of these functions require areas dedicated to receiving the public;
- c) collection services: movement, packing/unpacking, workshops, and sometimes physical treatment of the collection;
- d) facilities management (e.g. security system, alarm control unit, and plant room).

The purpose is to offer the best conditions for collections conservation and management. However, not all functions of an open storage facility necessarily require their own area. In the case of multi-function spaces, the specificities and use of each function shall be respected without interfering with the others.

### 4.2 Storage

A clear and rational organization of the collections is important as well as policies and procedures for managing operations related to the activities.

Collections shall be arranged in spaces which are exclusively devoted to them. These areas constitute the central and vital core of the open storage facilities. Preventive measures shall be the subject of special attention: they affect both environmental conditions (climate, pollutants, light, etc.) as well as safety and security (fire, major risks, etc.). Collection areas shall be kept dark, except when lighting is required for access. They shall be provided with equipment to detect potential risks (fire, inappropriate temperature and relative humidity; pests; volatile organic compounds, intrusion, etc.).

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

- stable environmental conditions adapted to the requirements of the various collections;
- clearly identified distribution (for example, by institution, by collection, by storage method, etc.);
- storage furniture such as cabinets, shelves, racks, exhibition furniture, etc. shall be adapted to the collections (number, shape, weight, condition and preservation state) and to the activities of the heritage institution. Their arrangement ensures easy and efficient accessibility of objects as well as their safe handling. Storage furniture and all fittings shall not in themselves or in their materials present hazards or cause damage to the collections.

The arrangement of storage areas (choice of furniture, placement, etc.) shall facilitate, without risk to cultural objects and persons, the following interventions:

- movement of objects and staff;
- access to collections by maintaining a balance between the safety of the collections and their accessibility;
- maintenance of floors, walls and furniture.

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Storage areas and furniture shall be able to be adapted to the growth of the collections allowing optimal use of the open storage facilities over time.

For further information and technical elements, see EN 16893:2018, 5.3.4.2.

**4.3 Collections management****4.3.1 General**

Collections management areas fulfil the functions of study, consultation and preparation for display. These functions shall be carried out in protected spaces and with preservation conditions appropriate to the collections and similar to those in the storage areas. If collections require particular preservation conditions (e.g. cold storage), the relevant acclimatization measures shall be applied.

**4.3.2 Documentation**

The documentation process includes e.g. identification, description, location, measurement, and labelling of objects. All of this information shall be registered into a computerized database. This work shall 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 shall be carried out in the vicinity of the objects.

**4.3.3 Photography and digitisation**

Photography and digitisation, which may be for documentation, exhibition, scholarly, promotional or conservation purposes, shall be carried out in a designated area facilitating and limiting, if possible, the movement of people and objects. These spaces shall only house the objects during imaging.

**4.3.4 Study room**

In the study room, objects are made available for study and research. This area shall be close to the storage areas and shall allow the safe examination and easy handling of the objects, as well as access to digital documentation, such as files, database and internet connections. It shall contain only the objects being examined.

In archive centres, documents being examined for several days shall be stored in a specific place.

**4.3.5 Display**

If the storage facilities are connected to public exhibition areas, handling, packing, moving and conditioning of the objects shall meet the same protocols as all other objects in transit. This also applies to loaned objects. Public entry to the exhibition areas shall be separate from any access to other activities in the storage facility. It shall be reinforced with a control area for visitor access.

NOTE For additional information and technical elements, see EN 16893:2018, 5.3.4.3.

**4.4 Collection services****4.4.1 General**

Collection services include all operations relating to the movement and care of objects, especially those related to exit from or entry to the open storage facility. Service areas shall be located in separate areas, connected on one hand to storage areas, and on the other hand with collections management areas. The following principles shall be respected:

- collection service activities shall be carried out in areas separate from those for storing the objects;
- objects shall be present in these spaces only on a temporary basis;