
**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

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).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

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.

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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