



## **FIRST, DO NO HARM**

**A Register of Standards, Codes of Practice,  
Guidelines Recommendations and  
Similar Works relating to Preservation and  
Conservation in Libraries and Archives**

**Compiled by**

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**on behalf of the IFLA Preservation and Conservation Section**

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## Foreword

In 2002, the Standing Committee of the Preservation and Conservation Section of the International Federation of Library Associations and Institutions (IFLA) proposed to the IFLA Governing Board a project to compile a register of standards and other works that provide specific guidance and structured advice for libraries and archives in the practice of preservation management and conservation. At first, the committee hoped to find a consultant available to take on this task. However, when the then chair of the committee, John McIlwaine, stepped down from the post, he offered to take on this project, with the assistance of the Standing Committee and the officers of the IFLA Core Activity on Preservation and Conservation (IFLA PAC). The initial compilation was published on IFLANET in March 2005.

The title of the register is borrowed, of course, from the Hippocratic Oath, which enjoins doctors and medical professionals to consider first whether a proposed course of treatment will harm a patient rather than heal. It has become the mantra of conservators in the United States and probably elsewhere, which follows a recognition that past conservation practices, often applied in good faith with the knowledge available at the time, have actually done more harm than good to an item in the long run. One has only to think of early lamination or of the past applications of certain tapes or glues to understand the concept. Present thinking is that it is better to retain as much of the look and feel of an original as is possible and to undertake no procedure that cannot later be undone, should new and better techniques become available.

The Standing Committee's intention is to keep the register both *up-to-date*, emphasizing the literature of the last decade, and *focused*, in order to provide a listing that is relatively compact and can be browsed in its entirety by users interested in discovering works in specific areas of preservation and conservation. Although the current publication cannot be searched online, the committee hopes that at some time in the near future, IFLANET will add a capability to handle databases, at which time the committee hopes to convert this text to a searchable database that can be easily and constantly updated. Further, the committee is especially interested in the inclusion of translations of relevant standards into the five official languages of IFLA, so as to make the register even more useful to the international community.

The committee is most grateful to John McIlwaine for his interest and energy in creating the initial compilation and continuing to work on it, while the committee establishes a process for its continuance. The committee plans to maintain the currency of the data by regularly revising the text. Suggestions for inclusion of material and information on changes of postal and electronic addresses are welcome and should be sent to the Information Coordinator of the Section, whose address can be found on IFLANET at <http://www.ifla.org/VII/s19/index.htm>.

Nancy E. Gwinn  
Chair, IFLA Standing Committee on Preservation and Conservation  
March 1, 2005

## Introduction

The task of compiling a register of standards and other works of a similar nature in the field of preservation and conservation is daunting, especially when it is intended to be useful in an international context. Over time, the goal of this work is to be comprehensive in the sense of including citations to translations of documents in addition to the original sources, while still being relatively compact, current, and focused. In order to achieve this, several categories of sources have normally been **excluded**, such as:

1. Documents that discuss aspects of preservation and conservation and from which data standards, manuals, etc., may be drawn, but are not in themselves standards or manuals, e.g.:

- Technical reports on particular problems and processes
- Proceedings of conferences
- Surveys of institutional practices

2. Standards and manuals that are concerned with technical equipment, materials and processes, but are not exclusively or largely examining these in a preservation or conservation context, e.g.:

- Standards for digital cameras and scanners
- Standards for papers, boards, cloths, etc.
- Standards for film emulsions
- Standards for metadata

3. Guidelines that provide general treatments of topics, such as library and archive buildings and collection management, but are not specifically focused on preservation aspects, or which treat such topics as disaster management or digitization in general, but are not specifically focused on libraries and archives.

Coverage of such sources is available elsewhere in the literature. There is a discussion of general bibliographical sources below, and specific bibliographical guidance is noted under the major subdivisions of this register.

***Date range.*** Emphasis is on works issued, whether in printed or electronic form, within the last ten years (i.e., since 1995). Earlier sources can be traced in the two titles listed below by the UNESCO Memory of the World Programme, compiled in 1997, and by Dodson & Wellheiser (1996). Significant earlier works are included in the present listing where they are deemed to be especially helpful or on topics where they have not been superseded by later sources. Examples include the various publications issued under the RAMP (Records and Archive Management Programme) of UNESCO in the 1980s and 1990s, particularly as these are often available in several different languages; indeed, many of them have been reissued in 2004 by UNESCO on its CD-ROM “Preserving Documentary Heritage: A Tutorial” (see below).

***Fact sheets.*** An increasing number of relatively brief texts, variously entitled pamphlets, leaflets, fact sheets, etc., are being produced by organizations and are often made available on

their websites. Key examples of these are included in this register, since experience suggests that other institutions find such texts useful to translate and/or adapt for their own internal purposes. Additional titles in this category are available on the websites of these organizations:

American Institute for Conservation of Historical and Artistic Works (AIC)  
Arts & Humanities Data Service (AHDS), UK  
Canadian Conservation Institute (CCI)  
Library of Congress (LC)  
Museums, Libraries & Archives Council (MLA), UK  
National Archives & Records Administration (NARA), USA  
National Archives of Australia (NAA)  
National Fire Protection Association (NFPA), USA  
Northeast Document Conservation Center (NEDCC), USA

URLs and links are provided to all of these in the list of contact organizations.

**Languages.** While the majority of sources listed are in English, a major effort has been made to include works in the other four official languages of IFLA: French, German, Spanish, and Russian. Works in other widely spoken European languages, namely Italian and Portuguese, are also included, but not material in the languages of Northern and Eastern Europe, nor in non-European languages. It is, of course, possible that the register may be expanded in the future to encompass some of these.

**Availability.** The register is intended to emphasize the availability of the source listed. It notes the existence of translations, of electronic as well as printed versions, and of the actual availability of printed versions, with the inclusion of ISBN/ISSNs and indications of price/free availability at the time of initial compilation (early 2004). A list of addresses and other contact details of the most significant institutions responsible for producing the sources is included at the end of the file. Contact details for institutions responsible for only single items are given in the relevant entry.

**Sources used.** The following sources are among those used in the compilation of this register. These remain important to consult, both for tracing earlier publications and for their subject arrangements, which offer alternative approaches.

*Bibliography of standards and selected references related to preservation in libraries.* (Originally compiled February 1996; revised April 1996). <http://www.nlc-bnc.ca/8/14/index-e.html#index>. Includes sections for Preservation and access; Paper-based collections/records; Film-based collections/records; Optical and magnetic collections/records; Environmental control; Exhibition; Health and safety; Security; Emergency planning and response. Appendices include: bibliography of selected references; Selected electronic resources; List of organizations that develop standards relating to preservation in libraries; Directory of selected useful technical and professional organizations. By far the fullest guide to the literature to its date. Includes many more general references not specifically related to standards, than the present register. Emphasizes North American publications and sources of information.

UNESCO. Memory of the World Programme. *Safeguarding the documentary heritage: a guide to standards, recommended practices and reference literature related to the preservation of documents of all kinds*, prepared by the International Advisory Committee for the UNESCO Memory of the World Programme, Sub-Committee on Technology for the General Information Programme and UNISIST, UNESCO, ed. George Boston. Paris, UNESCO, 1998 (CII-98/ws/4). 56pp. Also available at: <http://www.unesco.org/websorld/mdm/administ/en/guide/guidtoc.htm>. Includes sections for general preservation factors; Paper & other traditional materials; Photographic materials; Mechanical carriers; Optical media; Electronic publications, electronic documents and virtual information. These contain useful expository text of the issues involved, a list of major ISO and some national official standards and a limited number of other references.

### ***Recently published general bibliographies:***

These works cover the whole conservation and preservation area:

Schnare, R.E., jr., Swartzburg, Susan Garretson & Cunha, G.M. *Bibliography of preservation literature, 1983-1996*. Lanham, Md.: Scarecrow Press, 2001. 840pp. US \$89.50. ISBN 0-8108-3712-9. Contains over 5,300 entries, mostly annotated.

Jordan, Sophia. A review of the preservation literature, 1993-1998: the coming of age, *Library resources and technical services*, 44, 2000, 4-21. Some 400 references.

Croft, JeanAnn. The preservation evolution: a review of preservation literature, 1999-2001. *Library resources and technical services*, 47, 2003, 59-70. Continues Jordan. 94 references.

### ***Continuing sources:***

Art & Archaeology Technical Abstracts (AATA) online: abstracts on international conservation literature. <http://aata.getty.edu/NPS/>. Comprehensive database of 100,000+ abstracts of literature related to the preservation and conservation of material cultural heritage.

BCIN (Bibliographic Database of the Conservation Information Network) <http://www.bcub.ca/English/bcin.html>. Launched in 1987 by the Getty Conservation Institute and the International Centre for the Conservation and Restoration of Cultural Property (ICCRP) as a subscription database, available through the Canadian Heritage Information Network (CHIN). Since May 2002, available free of charge on the Conservation Information Network website hosted by CHIN. "The Web's most complete bibliographic resource for the conservation, preservation and restoration of cultural property." Only available for specific searches on authors, topics, etc., rather than browsing.

COOL (Conservation OnLine: Resources for Conservation Professionals) <http://palimpsest.stanford.edu> "A full-text library of conservation information, covering a wide spectrum of topics of interest to those involved with the conservation of library, archives and museum materials." A vital source to which specific references are made in this register.

GRIP (Gateway for Resources and Information on Preservation). <http://www.knaw.nl/ecpa/grip/>. Maintained by ECPA (European Commission on Preservation & Access) and the Nationaal Archief (National Archives of the Netherlands). “Contains selected and annotated references to literature on preservation-related topics, links to websites, projects, organizations and discussion groups. GRIP presents a core of accessible and recent materials selected by experts and provides an introduction to a great many aspects of preservation. The database can be searched by category, keywords (descriptors) and free search. For searching by descriptor, a thesaurus is used based on part of the Art & Architecture Thesaurus (AAT) of the Getty Research Institute.” The site is scheduled to be regularly updated. Categories searchable (as of Sept. 2004) are: *Policies*: International cooperation; Preservation policy; *Materials*: Paper; Photographs; Audio-visual; Optical disks; Ink jet prints; Magnetic tapes; *Prevention*: Pest control; Climate control; Storage; Handling; Disaster preparedness; Security; *Reformatting*: Microfilming; Digitization; *Deterioration*: Accelerated aging; Sticky tape syndrome; Ink corrosion; Vinegar syndrome; Life expectancy; Air pollution; *Treatment*: Deacidification; Paper splitting; Freeze-drying; Laser cleaning; *Digital preservation*: General resources; Emulation; Encapsulation; Migration; Copyright; Metadata; *Other*: Documentation; Standards. Some imbalances of coverage (e.g., “Ink corrosion,” 341 references; “Disaster preparedness,” 15 references) result from the source databases used. Also includes the full text of *Preservation of archives in tropical climates: an annotated bibliography* by René Teygeler et al., Paris & The Hague, International Council on Archives, National Archives of the Netherlands & National Archives of the Republic of Indonesia, 2001.

Bibliographies on specific topics within the preservation field are noted in the register under the topic.

The following two journals lay particular emphasis on reviewing new standards and guidelines:

*International preservation news*. Paris, International Federation of Library Associations & Institutions (IFLA), Core Activity on Preservation & Conservation (PAC), 1987- . 3 p.a. ISSN 08904960.

NPO e-journal. London, National Preservation Office, British Library, 2004- . <http://www.bl.uk/services/npo/journaltemp.html>. Continues: *Library conservation news*, 1983-1997. ISSN 0265041X and *NPO journal*, 1998-2003. ISSN 14614154.

Other international standards of relevance can be retrieved from the International Organization for Standardization (ISO) web site (<http://www.iso.org/iso/en/ISOOnline.openpage>) by searching sections such as ISO ICS (International Classification for Standards) 01, Generalities: Terminology. Standardization. Documentation; ISO ICS 85, Paper technology; ISO ICS 35, Information technology and ISO ICS 37, Image technology. The American National Standards Institute (ANSI) web site <http://www.ansi.org/> also lists all ISO standards and many other non-U.S. standards.

See also <http://www.techstreet.com>.

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## Acronyms

AATA	Art & Archaeology Technical Abstracts
ACLS	Association of College & Research Libraries, ALA
AENOR	Asociación Española de Normalización y Certificación
AES	Audio Engineering Society
AFNOR	Association Française de Normalisation
ALCTS	Association for Library Collections & Technical Services, ALA
AHDS	Arts & Humanities Data Service
AIC	American Institute for Conservation of Historical and Artistic Works
AIIM	Association for Information and Image Management
ALA	American Library Association
AMIA	Association of Moving Image Archivists
ANSI	American National Standards Institute
ARL	Association of Research Libraries
ARSAG	Association pour la Recherche Scientifique sur les Arts Grafiques
ARSC	Association for Recorded Sound Collections
BAD	Associação Portuguesa de Bibliotecários, Arquivistas e Documentalistas
BCIN	Bibliographic Database of the Conservation Information Network
BL	British Library
BSI	British Standards Institution
CAC	Canadian Association for Conservation of Cultural Property
CCA	Canadian Council of Archives
CCI	Canadian Conservation Institute
CCO	Canadian Culture Online
CDL	California Digital Library
CEDARS	CURL Exemplars in Digital Archives
CEN	European Committee for Standardisation
CGSB	Canadian General Standards Board
CHIN	Canadian Heritage Information Network
CLIR	Council on Library and Information Resources
CLR	Council on Library Resources ( <i>now</i> CLIR)
CNRS	Centre national de la Recherche scientifique, France
COOL	COnservation OnLine: Resources for Conservation Professionals
CPA	Commission on Preservation & Access
CURL	Consortium of University & Research Libraries, UK
DIBAM	Dirección de Bibliotecas, Archivos y Museos, Chile
DIN	Deutsches Institut für Normung eV
DLF	Digital Library Federation, USA
DPC	Digital Preservation Coalition, UK
ECCO	European Confederation of Conservator-Restorer's Organizations
ECPA	European Commission on Preservation and Access
ENCoRE	European Network for Conservation-Restoration Education
ERPANET	Electronic Resource Preservation and Access Network
FIAF	Fédération Internationale des Archives du Film
FIAT	Fédération Internationale des Archives de Television

GOST	State Committee of the Russian Federation for Standardization and Metrology
GRIP	Gateway for Resources and Information on Preservation
HATII	Humanities Advanced Technology and Information Institute
IADA	International Association of Archival Material, Books and Graphic Art on Paper Conservators
IASA	International Association of Sound and Audiovisual Archives
ICA	International Council on Archives
ICBS	International Committee of the Blue Shield
ICCROM	International Centre for the Conservation and Restoration of Cultural Property
ICOM	International Council on Museums
ICOMOS	International Council on Monuments and Sites
IFLA	International Federation of Library Institutions & Associations
IFTA	International Federation of Television Archives
IIC	International Institute for Conservation of Historic and Artistic Works
IPI	Image Permanence Institute
IPQ	Instituto Português da Qualidade
ISO	International Organization for Standardization
LBI	Library Binding Institute
LC	Library of Congress
LIBER	Ligue des Bibliothèques Européennes de Recherche
LIC	Library & Information Commission, UK
MLA	Museums, Libraries & Archives Council, UK
NAA	National Archives of Australia
NAPM	National Association of Photographic Manufacturers, USA
NARA	National Records & Archives Administration, USA
NDIIPP	National Digital Information Infrastructure and Preservation Program, USA
NEDCC	Northeast Document Conservation Center
NFPA	National Fire Protection Association, USA
NINCH	National Initiative for a Networked Cultural Heritage, USA
NISO	National Information Standards Organization, USA
NLA	National Library of Australia
NPO	National Preservation Office, UK
NPS	National Park Service, USA
PAC	Preservation & Conservation (IFLA core activity)
PADI	Preserving Access to Digital Information
RAMP	Records and Archives Management Programme (UNESCO)
RLG	Research Libraries Group
SAA	Society of American Archivists
SEPIA	Safeguarding European Photographic Images for Access
SLA	Special Libraries Association, USA
SMTE	Society of Motion Picture and Television Engineers
TASI	Technical Advisory Service for Images
UKOLN	<i>formerly</i> U.K. Office for Library Networking
UNI	Ente Nazionale Italiano di Unificazione
WSSN	World Standards Services Network

## 1. Standards in general

American National Standards Institute (ANSI). ANSI/NISO Z.39.77:2001. *Guidelines for information about preservation products*. Washington, D.C., ANSI, 2001. 30pp. ISBN 1880124491. Also available at: <http://www.niso.org/standards/resources/Z39-77.pdf?CFID=5700438&CFTOKEN=45288814>. Specifies information that should be included in advertisements, catalogues and other promotional material for products used for storage, binding or repair of library materials, including paper-based materials, film and video, photographs and sound recordings.

Deutsches Institut für Normung e.V. (DIN). *Publikation und Dokumentation 2: Erschließung von Dokumentation, DV-Anwendung in Information und Dokumentation, Reprographie, Photographie, Mikrofilmtechnik, Bibliothek- und Verlagsstatistik: Normen*. 4th ed. Berlin, DIN, 1996.

National Preservation Office (NPO), UK. *The application and use of standards in the care and management of archives and libraries*. London, NPO, 1999. 11pp. Gratis. Also available at: <http://www.bl.uk/services/npo/npo11.pdf>.

## 2. Dictionaries of terminology: general

More specific dictionaries of terminology are listed below under the appropriate topics.  
*See also:* CoOL: Lexical and classification resources <http://palimpsest.stanford.edu/lex/>.

DePew, John N. & Jones, C. Lee. *A library, media and archival preservation glossary*. Santa Barbara, Calif., ABC-CLIO, 1992. ix, 192p.

Gosstandart (GOST: State Committee of the Russian Federation for Standardization and Metrology). *Система стандартов по информации, библиотечному и издательскому делу. Консервация документов. Термины и определения. 7.49-2002*. Moscow, GOST, 2002. Standards relating to information, libraries and publishing. Preservation of documents: terms and definitions. Further information available at: <http://www.standards.ru>.

International Council on Archives (ICA). Committee on Conservation and Restoration. *Glossary of basic archival and library conservation terms: English with equivalents in Spanish, German, Italian, French, and Russian*, ed. Carmen Crespo Nogueira. München & New York, K.G. Saur, 1988. 151pp. ISBN 3598202768.

Lynn, Stuart. *Preservation and access technology: a structured glossary of technical terms*. Washington, D.C., Council on Library Resources (CLR), 1990. 68pp. US \$5.00. ISBN 1887334033. Also available at <http://www.clir.org/pubs/reports/lynn/index.html>.

McCleary, John. *Conservación de libros y documentos: glosario de términos técnicos inglés español-español inglés*. [Madrid], Clan, 1997. ISBN 8489142149.

Prosperi, Cecilia. *Il restauro dei documenti di archivio: dizionarietto dei termini*. Rome, Ministero per I Beni e le Attività Culturali, Ufficio Centrale per I Beni Archivistici, 1999. (Quaderni della rassegna degli Archivi di Stato, 89). 188pp. illus. ISBN 8871251555.

Rico Martinez, Lourdes & Martinez Cabetas, Celia, eds. *Diccionario técnico Akal de conservación y restauración de bienes culturales: español, alemán, inglés, italiano, francés*. Madrid, Akal, 2003. 1122pp. ISBN 8446012278.

Roberts, Matt T. & Etherington, Don. *Bookbinding and the conservation of books: a dictionary of descriptive terminology*. Washington, D.C., Library of Congress (LC), 1982. x, 296pp. An extensive glossary of conservation and bookbinding terms. Electronic version available on CoOL at <http://palimpsest.stanford.edu/don/don.html> prepared by Walter Henry, Preservation Department, Stanford University Libraries during Spring, 1994 with minor corrections of typographical errors in the original.

### 3. Preservation & conservation in general

#### *General*

Agrawal, O.P. & Barkeshli, Mandana. *Conservation of books, manuscripts and paper documents*. Lucknow, Indian Council of Conservation Institutes, 1997. 312pp., illus.

Banks, Paul & Pilette, Roberta. *Preservation: issues and planning*. Chicago, Ill., American Library Association (ALA), 2000. xiv, 360pp. ISBN 0838907768. US \$55.00. Discusses the planning of a preservation programme, including emergency planning and selection for repair and surrogates.

Canadian Council of Archives (CAA). Basic conservation of archival materials. Ottawa. <http://www.cdncouncilarchives.ca/redbook.html>

DeCandido, Robert. *Collections conservation*. Washington, D.C., Association of Research Libraries (ARL), 1993. iii, 134pp. illus. ISBN 0918006511.

France. Ministère de la culture et de la communication. Direction du livre et de la lecture. *Protection et mise en valeur du patrimoine des bibliothèques de France: recommandations pratiques*, ed. Jean-Marie Arnoult & Sylvie Le Ray. Paris, Direction du livre et de la lecture, 1998. 174pp. illus. Also available at: <http://www.culture.gouv.fr/culture/conservation/fr/biblioth/biblioth.htm>.

Includes sections on environmental control, cleaning and preventive measures, binding, repair, treatment of pictorial and audio-visual materials, and creation of surrogates by microfilming and digitization.

- - [Spanish ed.] *Protección y puesta en valor del patrimonio de las bibliotecas: recomendaciones técnicas*. Santiago de Chile, Centro Nacional de Conservación y Restauración, Dirección de Bibliotecas, Archivos y Museos (DIBAM), 2001.

Giovannini, Andrea. *De tutela librorum: la conservation des livres et des documents d'archive / De tutela librorum: die Erhaltung von Büchern und Archivalien*; tr. into German by Marie Besson. 2nd ed. Geneva, Éditions I.E.S., 1999. 526pp. illus. In French with German translation in parallel columns.

Harvey, Ross. *Preservation in libraries: principles, strategies and practices for librarians*. London, Bowker Saur. 1993. 269pp. ISBN 0862916321. Based substantially on the author's *Preservation in Australian and New Zealand libraries: principles, strategies and practices for librarians*. Wagga Wagga, NSW, Centre for Information Studies, 1990. Available at US \$45.00. Includes chapters on environmental control, handling, user education, education of library staff, disaster preparedness, refurbishing, repair, reformatting, cooperative strategies and "developing a library preservation programme."

Higginbotham, Barbra Buckner & Wild, Judith W. *The preservation program blueprint*. Chicago, Ill, American Library Association (ALA), 2001. (Frontiers of access to library materials, 6). xiii, 151pp. ISBN 0838908020. US \$38.00. Emphasizes decentralizing preservation activities and integrating them into ongoing library functions, with an outline of how this might be done.

IFLA. Core Programme on Preservation & Conservation (PAC) & Council on Library and Information Resources (CLIR). *IFLA principles for the care and handling of library material*, comp. & ed. Edward P. Adcock with the assistance of Marie-Thérèse Varlamoff & Virginie Kremp. Paris, IFLA PAC, 1998. (International preservation issues, 1). 72pp. illus. (Replaces *Principles for the preservation and conservation of library materials*, comp. J.M. Dureau & D.W.G. Clements. The Hague, IFLA HQ, 1986 (Professional report, 8). Euros 15.00. Also available at <http://www.ifla.org/VI/4/news/pchlm.pdf>.

- - [French ed.] *Principes de conservation* tr. Marie-Thérèse Varlamoff et Virginie Kremp. Paris, IFLA PAC, 2001. 80pp. (International preservation issues, 3). Also available at <http://www.ifla.org/VI/4/news/pchlm-f.pdf>.

- - [Italian ed.] *Principi dell'IFLA per la cura e il trattamento dei materiali di biblioteca*, tr. Luciano Carcereri & Rosa Martucci. Bari, 2004. 93pp. Also available at <http://www.ifla.org/VI/4/news/pchlm-it.pdf>.

- - [Portuguese ed.] *Directrizes da IFLA para conservação e manuseamento de materiais de biblioteca*. Lisbon, Biblioteca Nacional, "forthcoming."

- - [Russian ed.] *Основные правила хранения и использования библиотечных фондов, разработанные ИФЛА*, tr. E.A. Azaraova Moscow, Library for Foreign Literature, 1999. (Available from the PAC Regional Centre, Moscow).

- - [Spanish ed.] *Principados para el cuidado y manejo de material de bibliotecas*. Santiago de Chile, Centro Nacional de Conservación y Restauración, Dirección de Bibliotecas, Archivos y Museos (DIBAM), 2001. 100pp. Also available at <http://www.ifla.org/VI/4/news/pchlm-s.pdf>.

Also available in Arabic, Croatian, Greek, Japanese, Polish and Slovene eds. For details of these, contact PAC Office, Paris.

IFLA. Core Programme on Preservation & Conservation (PAC), UNESCO & Ministère de la culture, France. Safeguarding our documentary heritage / Conservation préventive du patrimoine documentaire. Paris, 1999. CD-ROM (Bi-lingual: English/French). Available from: Lourdes Feria, University of Colima, Mexico (E-mail: [lferia@ucol.mx](mailto:lferia@ucol.mx)). Also available at: <http://www.ifla.org/VI/6/dswmedia/en/index.html>.

Jones, Maralyn. *Collection conservation treatment: a resource manual for program development and conservation technician training*. Washington, D.C., Association of Research Libraries (ARL), 1993. 452pp. ISBN 0615003575. US \$45.00. Includes instructions for more than 100 collection conservation treatments, many illustrated, floor plans and furnishing/equipment lists, flow charts and decision trees, a bibliography and a section on training in collection conservation.

Lambert, Dennis K. *Guide to review of library collections: preservation, storage and withdrawal*. 2nd ed. Lanham, Md., Scarecrow Press, 2002. (Collection management and development guides, 12). v, 54pp. ISBN 0810845105. US \$19.95. 1st ed. 1991.

Marrelli, Nancy. *Implementing preservation management: a how-to manual for archives*. Montréal, Réseau des archives du Québec, 1996. 107pp. ISBN 2980505218. US \$20.00.  
- - [French ed.] *La gestion de la préservation: un manuel pratique pour les services d'archives*. Montréal, Réseau des archives du Québec, 1996. 111pp. ISBN 298050520X.

Ogden, Sherelyn, ed. *Preservation of library and archival materials: a manual*. 3rd ed. rev. & expanded. Andover, Mass., Northeast Document Conservation Center (NEDCC), 1999. x, 412 pp. illus. ISBN 0963468529. US \$75.69. Includes the text of 60 pamphlets on various aspects of preservation, which are also available individually on the NEDCC website at <http://www.nedcc.org/leaflets/leaf.htm>.

- - [Spanish ed. 1] *El manual de preservación de bibliotecas y archivos del Northeast Document Conservation Center*, coordinación y revisión técnica, Centro Nacional de Conservación de Papel, Centro Regional IFLA/PAC para América Latina y el Caribe. Caracas, Biblioteca Nacional de Venezuela, 1998. 6 pts. (Translation of 2nd ed. Andover, Mass., 1994).

- - [Spanish ed. 2] *El manual de preservación de bibliotecas y archivos del Northeast Document Conservation Center*. 3rd ed. Santiago de Chile, Centro Nacional de Conservación y Restauración, Dirección de Bibliotecas, Archivos y Museos (DIBAM), 2001. 370pp. ISBN 9562441113.

Oddos, Jean-Paul, et al. *La conservation : principes et réalités*. Paris, Editions du Cercle de la librairie, 1995. 405pp. illus. ISBN 2765405921.

Romero Fernandez Pacheco, Juan Ramón & Gonzalez Diaz, Rafaila. *Conservación y reproducción*. Madrid, Ministerio de Educación y Cultura, Dirección General de Libro, Archivos y Bibliotecas, 1999. 86pp. ISBN 8436933060.

Sánchez Hernampérez, Arsenio. *Políticas de conservación en bibliotecas*. Madrid, Arco Libros, 1999. 487pp. ISBN 8476353936.

Swartzburg, Susan Garretson. *Preserving library materials: a manual*. 2nd ed. Metuchen, N.J., Scarecrow Press, 1995. x, 503pp. illus. ISBN 0810828553. US \$ 85.00. 1st ed. 1980. A basic guide to the issues and preservation of library materials with emphasis on collections maintenance.

- - abridged textbook ed. Metuchen, N.J., Scarecrow Press, 1995. 328pp. ISBN 0810829800. US \$35.00.

UNESCO. Memory of the World Programme. *General guidelines to safeguard documentary heritage*. 2nd revised ed. prepared for UNESCO by Ray Edmondson. Paris, UNESCO, 2002. (CII-95/WS-11rev). 66pp. (1st ed. prepared for UNESCO on behalf of IFLA, by Stephen Foster, Roslyn Russel, Jan Lyall & Duncan Marshall. Paris, UNESCO, 1995.) Available in Arabic, French, German and Russian eds. All eds also available at:

[http://portal.unesco.org/ci/ev.php?URL\\_ID=2059&URL\\_DO=DO\\_TOPIC&URL\\_SECTION=201&reload=1087499867&PHPSESSID=3aa831d0ba4b9fbb9993f5f30aa8f564](http://portal.unesco.org/ci/ev.php?URL_ID=2059&URL_DO=DO_TOPIC&URL_SECTION=201&reload=1087499867&PHPSESSID=3aa831d0ba4b9fbb9993f5f30aa8f564).

English & French eds. also available on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. CD-ROM.

UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. CD-ROM. Compatible with Windows 95/98/2000/XP & NT. Issued in association with the Council on Library and Information Resources (CLIR). Available gratis from UNESCO. Contains (1) "Library preservation and conservation tutorial," prepared by CLIR & Cornell University Library, 2002 (*see below*, Section 4. *Education & training*); (2) "Document preservation collection: RAMP studies." Includes the full texts in English (& French where available) of many (but not all) of the RAMP (Records and Archives Management Programme) studies issued by UNESCO, of which those particularly relevant to preservation are listed below in the various appropriate sections of this register. Also includes the text of some UNESCO documents issued outside the RAMP series such as *Memory of the world: general guidelines to safeguard documentary heritage*, 2003 and *Guidelines for the preservation of digital heritage*, 2004, both also listed in his register.

Wächter, Wolfgang. *Bücher erhalten, pflegen und restaurieren*. Stuttgart, Hauswedell, 1997. ix, 278pp. illus. ISBN 3776204028.

### ***Guidelines for particular categories of institution***

Baird, Brian J. *Preservation strategies for small academic and public libraries*, illus. Jody Brown. Lanham, Md., Scarecrow Press, 2003. xii, 121pp. illus. ISBN 0810843536. US \$29.95. Includes consideration of environmental conditions, preservation needs of specific collections, establishing use patterns for library materials, identifying potential threats to a collection, recognizing readily available preservation resources.

Drewes, Jean M. & Page, Julie A., eds. *Promoting preservation in libraries: a sourcebook for academic, public, school and special collections*. Westport, Conn., Greenwood Press, 1997. 384pp. ISBN 0313302065. US \$88.95.

Hadgraft, Nicholas & Swift, Katherine. *Conservation and preservation in small libraries*. Cambridge, Parker Library, Corpus Christi College, 1994. 160pp. illus. ISBN 1897852029.

Keene, Suzanne. *Managing conservation in museums*. 2nd ed. Oxford, Butterworth-Heinemann, 2002. vii, 258pp. illus. ISBN 0750656034. £27.99. 1st ed. 1996.

National Preservation Office (NPO), UK. *Managing the preservation of library and archive collections in historic buildings*, comp. Susan Hughes. London, NPO, 2002. (NPO Preservation Guidance, Occasional papers). 40pp. ISBN 071234800X. Also available at: <http://www.bl.uk/services/npohistoric.pdf>.

### ***Guidelines for particular types of materials***

Akademiia Nauk, St. Petersburg.. *Редкая книга: изучение, сохранность, реставрация*. Российская Академия Наук, С-Петербург, 2000. 147pp. ISBN 5201131352. The study and restoration of rare books.

Pickford, C. et al. *Preservation and conservation: a guide to policy and practices in the preservation of archives*. London, Society of Archivists, 1997. (Best practice guidelines, 4 ). 84pp. ISBN 0902886541.

Ritzenthaler, Mary Lynn. *Preserving archives and manuscripts*. Chicago, Ill., Society of American Archivists (SAA), 1993. ix, 225pp. illus. ISBN 0931828945.

Roosa, Mark & Gottlieb, Jane. *Knowing the score: preserving collections of music*. Metuchen, N.J., Scarecrow Press, 1994. 92pp. ISBN 0914954. US \$25.00. Considers preservation of scores, parts and all types of recordings.

Serrano Rivas, Andrés & Barbachano San-Millan, Pedro. *Conservacion y restauracion de mapas y planos, y sus reproducciones: un estudio del RAMP*. Paris, General Information Programme & UNISIST, UNESCO, 1987. (PGI-87/WS/6). vii, 129pp.

Valerio, Vladimiro. *Catalogazione, studio e conservazione della cartografia storica*. Naples, Istituto italiano per gli Studi Filosofici, 1987. 117pp. illus.

### ***Assessing preservation needs/Preservation surveys***

Cunha, George M. *Methods of evaluation to determine the preservation needs in libraries and archives: a RAMP study with guidelines*. Paris, General Information Programme & UNISIST, UNESCO, 1988. (PGI-88/WS/16). 76 pp. Euros 11.00. Available from ECPA. Also available at: <http://www.unesco.org/webworld/ramp/html/r8816e/r8816e00.htm> Guidelines for initiating a basic conservation programme.

- - [French ed.] *Comment évaluer les mesures de conservation matérielle nécessaires dans les bibliothèques et les archives: une étude RAMP accompagnée de principes directeurs*. Paris, UNESCO, 1990. iv, 43pp.



- - [Spanish ed.] *Métodos de evaluación para determinar las necesidades de conservación en bibliotecas y archivos: un estudio del RAMP con recomendaciones prácticas*. Paris, UNESCO, 1988. v, 50pp.

English & French eds. also available on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. CD-ROM.

Dalley, Jane. *The conservation assessment guide for archives*. Ottawa, Canadian Council of Archives (CCA), 1995. 85pp. ISBN 0929115112. Can \$17.50. Standardized guidelines designed to be used by a trained conservator in assessing the effect of archival policies, procedures, facilities, storage, environment, disaster management, and staff on an archives' holdings.

- - [French ed.] *Guide d'évaluation des conditions de conservation pour les services d'archives*. Ottawa, CCA, 1995. 93pp. ISBN 0929115120.

Eden, Paul. *A model for assessing preservation needs in libraries*. London, British Library (BL), 1998. (BL Research & Innovation Centre report, 125). v, 109pp, illus. ISBN 0712397256.

Northeast Document Conservation Center (NEDCC). *Assessing preservation needs: a self-survey guide*. Andover, Mass., NEDCC, 2002. US \$15.00 Also available at [www.nedcc.org/selfsurvey/survman.htm](http://www.nedcc.org/selfsurvey/survman.htm). "The purpose of this guide is to help small to medium-sized institutions with limited preservation experience and budgets to design a program ensuring that their historical collections survive in usable condition as long as possible."

- - "The preservation survey: a first step in saving your collections." Video (30 mins). Produced by Amigos Library Services, Inc., Dallas, Tex., in association with NEDCC and highlighting the themes of the NEDCC *Assessing preservation needs: a self-survey guide*. For further information, see [http://www.amigos.org/video\\_form.html](http://www.amigos.org/video_form.html).

### ***Applications for Funding***

National Preservation Office (NPO), UK. *Preparing funding applications for preservation and conservation projects*, comp. Nancy Bell. London, NPO, 1999. 11pp. Also available at: <http://www.bl.uk/services/npo/npo21.pdf>.

### ***Policy & planning***

Cassar, May. *Cost/benefits appraisals for collection care: a practical guide*. London, Museums & Galleries Commission, 1998. 48pp. illus. ISBN 0948630647. £12.00.

Chapman, Patricia. *Guidelines for preservation and conservation policies in the archives and libraries heritage*. Paris, General Information Programme and UNISIST, UNESCO, 1990 (PGI-90/WS/7). 40pp. €7.00. Available from ECPA. Guidelines for the preparation and implementation of preservation policies.

- - [French ed.] *Principes directeurs pour l'élaboration de politiques de conservation et de sauvegarde du patrimoine archivistique et bibliothéconomie*. Paris, UNESCO, 1990  
Available at: <http://www.unesco.org/webworld/ramp/html/r9007f/r9007f00.htm>.

Darling, Pamela W. & Webster, Duane E. *Preservation planning program: an assisted self-study manual for libraries*. 2nd ed. rev. Jan Merrill-Oldham & Jutta Reed-Scott. Washington, D.C., Association of Research Libraries (ARL), Office of Management Studies, 1993. xi, 138pp. illus. ISBN 0918006694. Practical guide for libraries undertaking studies of preservation needs including assessment, priority setting, programme planning and implementation.

Foot, Mirjam. *Building blocks for a preservation policy*. London, National Preservation Office (NPO), 2001. (Preservation Guidance: Preservation Management Series). 13pp. Also available at: <http://www.bl.uk/services/npo/npo8.pdf>. An outline of factors to be considered and a “Checklist for a preservation policy.”

Ligue des Bibliothèques Européennes de Recherche (LIBER). Towards preservation policy for European Research Libraries.  
<http://www.kb.dk/guests/intl/liber/news/9907191.htm> (Based on a 1997 survey of European research libraries. Contains checklist “Elements of a preservation policy.”)

National Preservation Office (NPO), UK *Basic preservation guidelines for libraries and archives*. London, NPO, 2003. 11pp. Gratis. Also available at:  
<http://www.bl.uk/services/npo/preservationguidelines.pdf>.

Ogden, Sherelyn. *Preservation planning: guidelines for writing a long-range plan*. [Washington, D.C.], American Association of Museums/Andover, Mass., Northeast Document Conservation Center (NEDCC), 1997. 1 vol. various pagings. illus. + 1 computer disk. ISBN 0931201454.

### ***Co-operative policies***

National Preservation Office (NPO), UK. *A national preservation strategy for library and archive collections in the United Kingdom and Ireland: principles and prospects*. London, NPO, 2001. 4pp. Gratis. Also available at:  
<http://www.bl.uk/services/npo/npo9.pdf>. Pamphlet identifying key aspects for devising a strategy.

Reilly, Bernard F. Jr. *Developing print repositories: models for shared preservation and access*, with research and analysis by Barbara DesRosiers. Washington, D.C., Council on Library and Information Resources (CLIR), 2003. (Publications, 117). 63pp. ISBN 1932326014. Study commissioned by CLIR from the Center for Research Libraries (CRL) and looking at the North American situation. Includes information about both repositories working on a regional basis and those that attempt to play a national role. Also available at: <http://www.clir.org/pubs/reports/pub117/contents.html>.

#### 4. Education & training

Boomgaarden, Wesley L. *Staff training and user awareness in preservation management*. Washington, D.C., Association of Research Libraries (ARL), 1993. iii, 89pp. illus. ISBN 0918006643.

Council on Library and Information Resources (CLIR) & Cornell University. Library preservation and conservation tutorial: Southeast Asia. 2002. Available at <http://www.librarypreservation.org>. A web-based tutorial. "Includes a self-assessment tool that helps users evaluate their level of preservation, an instructional narrative, a resource guide containing information on local suppliers of conservation materials and equipment, and a technical glossary with terms in the vernacular." Originally compiled specifically for use in Southeast Asia it is hoped that the tutorial can be adapted for use in other regions of the world. Also available on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. CD-ROM.

Forde, Helen. *The education of staff and users for the proper handling and care of archival materials: a RAMP study with guidelines*. Paris, General Information Programme & UNISIST, UNESCO, 1991. (PGI-91/WS/17). iv, 39pp. Euros 7.00. Available from ECPA. Also available at:

<http://www.unesco.org/webworld/ramp/html/r9117e/r9117e00.htm>

- - [French ed.] *Enseigner au personnel et aux usagers à manipuler correctement les documents*. Paris, UNESCO, 1991. ii, 33pp.

- - [Spanish ed.] *Formación del personal y los usuarios en el manejo adecuado del material de archivo*. Paris, UNESCO, 1991. iv, 33pp

English & French eds. also available on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. CD-ROM.

Kathpalia, Y.P. *A model curriculum for the training of specialists in document preservation and restoration: a RAMP study with guidelines*. Paris, General Information Programme & UNISIST, UNESCO, 1984. (PGI-84/WS/2). vi, 26pp.

- - [French ed.] *Programme d'enseignement modele pour la formation des specialistes de la conservation et de la restauration des documents: une étude RAMP*. Paris, UNESCO, 1984. 16pp.

National Preservation Office (NPO), UK *Preservation: a training manual for library staff*. London, NPO, 1994. Loose-leaf in ring binder.

See also: Jones (1993) under Section 3. **Preservation & Conservation : General** above.

## 5. Environmental management

### *General*

Blades, Nigel, et al. *Guidelines on pollution control in museum buildings*. London, Museums Association, 2000. 25pp. illus. ISBN 0902102818.

Cassar, May. *Environmental management: guidelines for museums and galleries*. London, Routledge for Museums & Galleries Commission, 1995. xiii, 165pp. illus. ISBN 0415105595. £60.00.

Cassar, May & Hutchings, Jeremy. *Relative humidity and temperature pattern book: a guide to understanding and using data on the museum environment*. London, Museums & Galleries Commission, 2000. 40pp. ISBN 0948630884. £8.00. Discusses monitoring equipment available, data quality and presentation, with example graphs of real environmental conditions in institutions, and guidelines for setting environmental data in context.

Ente Nazionale Italiano di Unificazione. *UNI 10586. Norma Italiana: documentazione: condizioni climatiche per ambienti di conservazione di documenti grafici e caratteristiche degli alloggiamenti*. Milan, 1997.

Image Permanence Institute (IPI). Preservation calculator for Windows. Runs with Windows 95, 98, NT, ME, 2000 and XP (not available for Mac). Can be downloaded free from: [http://www.rit.edu/~661www1/sub\\_pages/8page20.htm](http://www.rit.edu/~661www1/sub_pages/8page20.htm) Also available on floppy disk at US \$4.00 incl. p. & p. (minimum order 10 copies). Intended to be used “to learn how temperature and RH affect organic objects in storage, evaluate a given storage condition; compare one storage condition to another [and] plan new storage conditions.”

Lull, W.P. & Banks, P.N. *Conservation environment guidelines for libraries and archives*. Ottawa, Canadian Council of Archives (CCA), 1995. 102pp. illus. ISBN 0929115090.

- - [French ed.] *Lignes directrices concernant les conditions de conservation ambiantes dans une bibliothèque et dans un département d'archives*. Ottawa, CCA, 1995. 104pp. illus. ISBN 0929115104.

Michalski, Stefan. *Guidelines for humidity and temperature in Canadian archives*. Ottawa, Canadian Conservation Institute (CCI), 2000. (Technical bulletin, 23). 20pp. ISBN 0662295099. Can \$15.00.

- - [French ed.] *Directives concernant l'humidité et la température dans les archives du Canada*. Ottawa, CCI, 2000. (Bulletin technique, 23). 24pp. ISBN 0662851749. Can \$15.00.

Pascoe, M.W. *Impact of environmental pollution on the preservation of archives and records: a RAMP study*. Paris, General Information Programme & UNISIST, UNESCO, 1988. (PGI 88/WS/18). iv, 44pp. €7.00. Available from ECPA. Also available at:

<http://www.unesco.org/webworld/ramp/html/r8818e/r8818e00.htm>.

- - [French ed.] *La pollution de l'environnement et ses effets sur les documents d'archives: une étude RAMP*. Paris, UNESCO, 1988.

English & French eds. also available on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. CD-ROM.

Reilly, James M. *New tools for preservation: assessing long-term environmental effects on library and archives collections*. Rochester, N.Y., Image Permanence Institute (IPI), 2002. 35pp. US \$10.00. Introduces the Time-Weighted Preservation Index (TWPI) technology, a concept developed at IPI that provides a new way to measure and quantify the effects of temperature and humidity changes on the preservation quality of storage environments for collections of organic materials.

Tétreault, Jean. *Airborne pollutants in museums, galleries, and archives: risk assessment, control strategies, and preservation management*. Ottawa, Canadian Conservation Institute (CCI), 2002. US \$50.00. Defines the key airborne pollutants for indoor environments, establishes guidelines for control strategies and provides some basic tools to assess the risk to collections.

- - [French ed.] *Polluants dans les musées et les archives : évaluation des risques, stratégies de contrôle et gestion de la préservation*. Ottawa, CCI, 2004. 175pp. ISBN 066288907X. US \$50.00.

### ***Building design & construction***

Benoit, Gérard & Neirinck, Danièle. *Les moyens de conservation les plus économiques dans les bâtiments d'archives des pays industriels et tropicaux*. Paris, General Information Programme & UNISIST, UNESCO, 1987. (PGI-87/WS/18). iv, 48pp.

Ling, Ted. *Solid, safe, secure: building archives repositories in Australia*. Canberra, National Archives of Australia (NAA), 1998. 144pp. ISBN 0642344035. US \$28.00. A "how-to" guide with essential advice on constructing and maintaining archives large and small, drawing on international research and practice as well as Australian experience. Covers issues such as site selection, writing a design brief, local environmental conditions, security, lighting, and specialized storage: also ongoing repository management, including maintenance, pest control, and disaster planning.

Swartzburg, Susan Garretson & Garretson, Frank. *Libraries and archives: design and renovation with a preservation perspective*. Metuchen, N.J., Scarecrow Press, 1991. ix, 225pp. Reprinted 1998. ISBN 0810835606. US \$39.95.

Trinkley, Michael. *Preservation concerns in construction and remodeling of libraries: planning for preservation*. Columbia, S.C., South Carolina State Library, 1992. vii, 96pp. illus.

### ***Biological factors***

Capderou, Christine & Flieder, Françoise. *Sauvegarde des collections du patrimoine: la lutte contre les détériorations biologiques*. Paris, Centre national de la recherche scientifique (CNRS), 1999. 256pp. illus. ISBN 2271056160.

Roquebert, Marie-France, ed. *Les contaminants biologiques des biens culturels*. Paris, Muséum national d'Histoire naturelle / Elsevier, 2002. 418pp. ISBN 2842993225.

### ***Pest control***

Florian, Mary-Lou E. *Heritage eaters: insects and fungi in heritage collections*. London, James & James Science Publishers, 1997. 160pp. ISBN 1873936494.

Harmon, James D. *Integrated pest management in museum, library, and archival facilities: a step by step approach for the design, development, implementation & maintenance of an integrated pest management program*. Indianapolis, Ind., Harmon Preservation Pest Management, 1993. iii, 140 leaves. illus. looseleaf for updating.

Maekawa, Shin & Elert, Kerstin. *The use of oxygen-free environments in the control of museum insect pests*. Los Angeles, Calif., Getty Conservation Institute, 2003. 157pp. ISBN 0892366931. £45.00. A detailed, hands-on guide to the use of oxygen-free environments in the eradication of museum insect pests. Discusses the use of nitrogen as the inert gas to replace oxygen, and specific types of containers as treatment chambers.

Parker, T.A. *Study on integrated pest management for libraries and archives: a RAMP study*. Paris, General Information Programme & UNISIST, UNESCO, 1988. (PGI-88/WS/20). vi, 119pp. €16.00. Available from ECPA. Also available at:  
<http://www.unesco.org/webworld/ramp/html/r8820e/r8820e00.htm>.

- - [French ed.] *Lutte intégrée contre les agents de détérioration biologique dans les bibliothèques et les archives*. Paris, UNESCO, 1988. iv, 56pp.

- - [Spanish ed.] *Estudio de un programa de lucha integrada contra las plagas en los archivos y bibliotecas*. Paris, UNESCO, 1988. 68pp.

English & French eds. also available on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. CD-ROM.

Pinniger, David. *Pest management and control in museums, archives and historic houses*. London, Archtype Publications, 2001. 115pp. ISBN 1873132867. Deals with detection, identification, prevention and control and emphasizes the creation of an Integrated Pest Management (IPM) programme.

Wellheiser, Johanna G. *Nonchemical treatment processes for disinfestation of insects and fungi in library collections*. Munich, K.G. Saur, 1992. (IFLA publications, 60). viii, 118pp. ISBN 3598217889. €34.00. Includes a review of commonly used chemical treatments and the hazards associated with each, followed by an assessment of nonchemical treatment processes, with their individual costs, benefits and risks.

## 6. Security

*See also:* Museums, Libraries and Archives Council (MLA), U.K. website under “Information: Advice & guidance: Security” at <http://www.mla.gov.uk/information/advice/00security.asp>. This includes a number of individual factsheets relating to specific aspects of security of which two are noted below.

### *Dictionary of terminology*

Longhurst, A.E.F. et al. *Vocabulary of museum security terms*. Berlin, Staatliche Museen zu Berlin-Preussischer Kulturbesitz, Institut für Museumkunde & International Council of Museums (ICOM), International Committee in Museum Security, 2000. (Materialien aus dem Institut für Museumkunde, Sonderheft 1). ISBN 09317961. Includes equivalents in English, French, Spanish, German and Italian.

### *General*

American Library Association (ALA). Association of College & Research Libraries (ACRL). Rare Books & Manuscripts Section. Guidelines for the security of rare books, manuscripts, and other special collections, *College & research libraries news*, 60 (9) Oct 1999, 741-748. Also available at: <http://www.ala.org/ala/acrl/acrlstandards/guidelinessecurity.htm>.

American Library Association (ALA). Association of College & Research Libraries (ACRL). Guidelines regarding thefts in libraries, *College and research libraries news*, 63 (5) May 2002, 360-366. Also available at: <http://www.ala.org/ala/acrl/acrlstandards/guidelinesregardingthefts.htm>.

Cravey, Pamela J. *Protecting library staff, users, collections and facilities: a how-to-do-it manual*. New York, Neal-Schuman, 2001. (How-to-do-it manuals for librarians, 103) xi, 175pp. ISBN 1555703925. US \$55.00.

Museums, Libraries and Archives Council (MLA), UK. Guide to assessing the requirements for fire detection and alarm systems for museums, archives and libraries. <http://www.mla.gov.uk/information/advice/secure11.asp>.

Museums, Libraries and Archives Council (MLA), UK. A guide to security for conservators. Available at: <http://www.mla.gov.uk/information/advice/secure01.asp>

National Fire Protection Association (NFPA), USA. *NFPA – 232-95 (R2000). Standard for protection of records*. Quincy, Mass., NFPA, 2000.

National Fire Protection Association (NFPA), USA. *NFPA – 909-97 (R2001). Standard for the protection of cultural resources*. Quincy, Mass., NFPA, 2001.

National Preservation Office (NPO), UK. *Carrying out a library security survey and drafting a security policy*. London, NPO, 1992. 7pp. Gratis. Also available at:

<http://www.bl.uk/services/npo/lss.pdf>.

National Preservation Office (NPO), UK. *Security matters: designing out crime*. London, NPO, 1996. 7pp. Gratis. Also available at: <http://www.bl.uk/services/npo/doc.pdf>.

National Preservation Office (NPO), UK. *Security matters: how to deal with criminal and anti-social behaviour*. London, NPO, 1994. 5pp. Gratis. Also available at: <http://www.bl.uk/services/npo/casb.pdf>.

Re:source: the Council for Museums, Archives and Libraries. *Security in museums, archives and libraries*. 2nd ed. London, Re:source, 2003. [vii], 175pp. ISBN 1903743133. 1st ed. published by Museums and Galleries Security Group under the auspices of the Museums and Galleries Commission in 1998. This 2nd ed. has been expanded to include specific reference to libraries and archives.

Shuman, Bruce A. *Library security and safety handbook: prevention, policies and procedures*. Chicago, Ill., American Library Association (ALA), 1999. x, 310pp. ISBN 0838907148. US \$42.00. Includes sections on protecting materials, problem behaviour, preparing for & reacting to security incidents, emergency and disaster management policies and procedures, legal and ethical issues, security and new technology, electronic security issues.

Thomas, David L. *Study on control of security and storage of holdings: a RAMP study with guidelines*. Paris, General Information Programme & UNISIST, UNESCO, 1987. (PGI-86/WS/23). 103pp.  
- - [French ed]. *Conservation et sécurité des fonds et collections d'archives*. Paris, UNESCO, 1988. v, 45pp.

Trinkaus-Randall, Gregor. *Protecting your collections: a manual of archival security*. Chicago, Ill., Society of American Archivists (SAA), 1995. vi, 84pp illus. ISBN 093182883X. US \$30.00. Broad coverage includes evaluation of collections, staff training and public awareness, physical security systems and crisis management. Appendices provide security guides and checklists.

## 7. Emergency planning/Disaster preparedness

Additional references are available from: Murray, Toby. *Bibliography on disasters, disaster preparedness and disaster recovery*. rev ed. Tulsa, Ok., Oklahoma Conservation Congress, 1994; Kulzack, D. & Lennertz, L. A decade of disaster: a selected bibliography of disaster literature. 1985-1995, *Library & archival security*, 15, 1999, 7-66; & Courtois, M.P. & Rubin, C.B. Crisis, disaster, and emergency management: Web sites for researchers, *CRL news*, 63(10) 2002. Also available at: <http://www.ala.org/ala/acrl/acrlpubs/crlnews/backissues2002/novmonth/crisisdisaster.htm>

*See also:* Links to the texts of the disaster preparedness plans of U.S. library and archives provided by CoOL at <http://palimpsest.stanford.edu/bytopic/disasters/plans>.



The “Disaster Control Planning Site” maintained by the M25 Consortium of UK. London based academic libraries at <http://www.M25lib.ac.uk/M25dcp/> includes a downloadable template for use by individual institutions together with associated documentation. Special Libraries Association (SLA). Disaster planning portal. <http://www.sla.org/content/resources/inforesour/sept11help/disip/index.cfm>.

### ***Emergency planning in general***

Canadian Standards Association & Major Industrial Accidents Association of Canada. *CAN/CSA Z31-95 (R2002). Emergency planning for industry*. Etobicoke, Ontario, Canadian Standards Association, 2002. 78 pp. Also available in French.

Lakha, Raj & Moore, Tony, eds. *Handbook of disaster and emergency management: principles and practice*. Chippenham, Tolley LexisNexis, 2002. 582pp. ISBN 0406957096. £78.50. Concentrates on industrial and human-made disasters, looking particularly at theoretical aspects. A further volume in the same series is scheduled to deal with cultural heritage disasters.

National Fire Protection Association (NFPA), USA. *NFPA – 1600 2004. Standard for disaster/emergency management and business continuity programs*. Quincy, Mass., NFPA, 2004.

### ***Emergency planning for libraries and archives***

Alegbeleye, Bunmi. *Disaster control planning for libraries, archives and electronic data processing centres in Africa*. Ibadan, Nigeria, Options Book and Information Services, 1993. ix, 107pp. illus. ISBN 9783202340.

Alire, Camila, ed. *Library disaster planning and recovery handbook*. New York, Neal - Schuman, 2000. xxvi, 616pp. illus. ISBN 1555703739. US \$79.95. Written by the staff responsible for the recovery from flood damage at Colorado State University Library in 1997.

Ashman, John. *Disaster planning for library and information services*. London, Aslib, 1995. (Aslib Know-how series). 51pp. ISBN 085142337X.

Brooks, Constance. *Disaster preparedness*. Washington, D.C., Association of Research Libraries (ARL), 1993. (Preservation planning program resource guide). 184pp. ISBN 0918006651.

Buchanan, Sally A. *Disaster planning: preparedness and recovery for libraries and archives: a RAMP study*. Paris, General Information Programme & UNISIST, UNESCO, 1988. (PGI-88/WS/6). vi, 187pp. €23.00. Available from ECPA.

- - [French ed] *Lutte contre les sinistres dans les bibliothèques et les archives Prévention, prévision, sauvetage: une étude RAMP accompagnée de principes directeurs*. Paris, UNESCO, 1988. vi, 172pp.(PGI-88/WS/6) Available at: <http://www.unesco.org/webworld/ramp/html/r8806f/r8806f00.htm>.

- - [Portuguese ed.] *Prevenção contra desastres instruções para formação em planeamento e recuperação*, tr. Maria Manuela Matos Correia, et al. Coimbra, Associação Portuguesa de Bibliotecários, Arquivistas e Documentalistas (BAD), 1998. ISBN 9729067252.

Dorge, V. & Jones, S.L. *Building an emergency plan: a guide for museums and other cultural institutions*. Los Angeles, Calif., Getty Conservation Institute, 1999. 272pp. ISBN 0892365293. US \$39.95. A workbook divided into three parts that address the three groups generally responsible for developing and implementing emergency procedures: institution directors, emergency preparedness managers, and departmental team leaders, and discuss the role each should play. A “hands-on” book with “top tips” and “to-do” checklists. Includes extracts from the emergency plans of various institutions.

Halstead, Deborah et al. *Disaster planning: a how-to-do-it manual with planning templates on CD-ROM*. New York, Neal-Schuman, 2004. 225pp. ISBN 1555704867. US \$85.00. The CD-ROM includes sample disaster plans, a downloadable and customizable template for creating a local disaster plan, links to disaster planning Web sites, a directory of electronic resources and planning aids, and a disaster planning database with links to national agencies.

International Council on Archives (ICA). Committee on Disaster Prevention. *Guidelines on disaster preservation and control in archives*. Paris, ICA, 1997. 44pp.

- - [Portuguese ed.] *Directrizes para a prevenção e controlo de desastres em arquivo*, trans. R.L. de Sousa Branco, ed. Maria Luisa Cabral. Lisbon, Biblioteca Nacional, 2000. 78pp. (Publicações Técnicas sobre P&C, 1).

Fortson, Judith. *Disaster planning and recovery: a how-to-do-it manual for librarians and archivists*. New York, Neal-Schuman, 1992. ix, 181pp. illus. ISBN 1555700594.

IFLA. Section on Preservation & Conservation. *Library disaster planning*, comp. Maria Skepastianu with the assistance of Jean I. Whiffin. The Hague, IFLA, 1995. 8pp. Pamphlet with a checklist of basic considerations.

Jones, Virginia A. & Keyes, Kris E. *Emergency management for records and information programs*. Prairie Village, Ky., Archives & Records Management Association (ARMA) International, 1997. viii, 106pp. ISBN 0933887701. US \$62.00.

Kahn, Miriam. *Disaster response and planning for libraries*. 2<sup>nd</sup> ed. Chicago, Ill., American Library Association (ALA), 2003. ix, 152pp. ISBN 0838908373. US \$40.00. A one-stop instruction manual for writing a disaster plan covering the essentials of prevention, planning, response and recovery.

Kahn, Miriam. *Disaster prevention and response for special libraries: an information kit* Washington, D.C., Special Libraries Association (SLA), 1995. 69pp. ISBN 0871114364. Also available at:

<http://www.sla.org/content/resources/inforesour/sept11help/disip/infokit.cfm>.

Matthews, Graham & Eden, Paul. *Disaster management in British libraries: project report with guidelines for library managers*. London, British Library (BL), 1996. (BL Library and Information Research report, 109). x, 176pp. ISBN 0712333061.

Matthews, Graham & Feather, John eds. *Disaster management for libraries and archives*. Aldershot, Ashgate Publishing, 2003. xvii. 236pp. illus. ISBN 0754609170. £45.00.

*A primer on disaster preparedness, management and response: paper-based materials: selected reprints: a collaborative publication sponsored by the Conservation Analytical Laboratory and the Office of Risk Management, Smithsonian Institution; the Preservation Policy and Services Division, National Archives & Records Administration (NARA); the Preservation Directorate, Library of Congress (LC); and the Curatorial Services Division, National Park Service (NPS)*. Washington, D.C., Smithsonian Institution, 1993. 1 vol. (various paging). "Four basic references currently issued separately from CAL, LC, NARA, and NPS have been updated and combined into this single pamphlet," namely *Smithsonian Institution staff disaster preparedness procedures* (updated October 1993); *Emergency salvage of flood damaged family papers* (NARA, July 1993); *Procedures for salvage of water-damaged library materials* (Library of Congress, extracts from unpublished revised text, by Peter Waters, July 1993); *Mold and mildew: prevention of microorganism growth in museum collections* (National Park Service, revised version by Jane Merritt, *Conserve O Gram*, 3/4, July 1993).

Also available on the National Archive and Records Administration (NARA) website at: [http://www.archives.gov/preservation/primer\\_disaster\\_preparedness.html](http://www.archives.gov/preservation/primer_disaster_preparedness.html). ("This web version was prepared in 1999... [&] may differ from the printed version.")

- - [Spanish ed.] *Normas básicas para la preparación, gestión y respuesta ante desastres: materiales con soporte de papel*. Washington, D.C., Smithsonian Institution, 1993. 1 vol. (various paging) Also available on NARA website at:

[http://www.archives.gov/preservation/spanish\\_primer\\_disaster\\_preparedness.html](http://www.archives.gov/preservation/spanish_primer_disaster_preparedness.html).

Sánchez Hernampérez, Arsenio, ed. *Manual de planificación y prevención de desastres en archivos y bibliotecas*. Madrid, Fundación Histórica Tavera, Instituto de Seguridad Integral de la Fundación Mapfre Estudios, 2000. (Cuadernos de preservación Tavera). 111pp. illus. ISBN 8489763828.

Vergara, José. *Prevención y planificación para salvamento en caso de desastre en archivos y bibliotecas*. [Valencia], Direcció General del Llibre, Arxius i Biblioteques, [2002]. 38pp. illus.

Wellheiser, Johanna & Scott, Jude. *An ounce of prevention: integrated disaster planning for archives, libraries and record centers*. 2nd ed. Lanham, Md., Scarecrow Press/Ottawa, Canadian Archives Foundation, 2002. xvi, 283pp. ISBN 0810841762. US \$30.00.

### *Insurance*

Sherbine, Karen. *Libraries and archives: an overview of risk and loss prevention*. Chicago, Ill., Society of American Archivists (SAA) & Inland Marine Underwriters Association, 1994. 35pp. US \$8.00. Designed to help archivists and librarians understand the fundamental issues involved in insuring their collections. Discusses what insurance policies normally cover and exclude and the process of assigning values to a collection.

### *Armed conflict, fire, hurricane*

Note also the **International Committee of the Blue Shield (ICBS)** formed in 1996 by four non-governmental organizations: ICA (International Council on Archives), ICOM (International Council of Museums), ICOMOS (International Council on Monuments and Sites), and IFLA (International Federation of Library Associations and Institutions) as the cultural equivalent of the Red Cross to work to protect the world's cultural heritage threatened by wars and natural disasters. The Blue Shield is the symbol specified in the 1954 Hague Convention for marking cultural sites to give them protection from attack in the event of armed conflict. A number of countries have formed National Committees: see website for details and contact addresses:  
<http://www.ifla.org/VI/4/admin/protect.htm>.

Shepilova, Irina G. *Main principles of fire protection in libraries and archives: a RAMP study*, ed. Adrienne Thomas. Paris, General Information Programme & UNISIST, UNESCO, 1992. (PGI-92/WS/14). v, 25pp. Also available at:  
<http://www.unesco.org/webworld/ramp/html/r9214e/r9214e00.htm> and on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. CD-ROM.

Trinkley, Michael. *Hurricane! Surviving the big one: a primer for libraries, museums, and archives*. 2nd ed. Columbia, S.C., Chicora Foundation / Atlanta, Ga., Southeastern Library Network (SOLINET), 1998. vii, 102pp. illus. ISBN 1583170006.  
- - [Spanish ed.] ¡Huracán! Cómo sobrevivir la gran tormenta: un texto básico para bibliotecas, museos y archivos, tr. Alana Haley & Amparo R. de Torres; additional material by Maria E. Gonzalez.  
[http://www.solinet.net/preservation/huracan.cfm?doc\\_id=808](http://www.solinet.net/preservation/huracan.cfm?doc_id=808).

UNESCO. Emergency programme for the protection of vital records in the event of armed conflict- guidelines commissioned by UNESCO from the International Council on Archives (ICA), 2001. [http://www.unesco.org/webworld/other/war\\_archives/home.htm](http://www.unesco.org/webworld/other/war_archives/home.htm).

### *Salvage & recovery*

Canadian Council of Archives (CCA). *Salvage operations for water-damaged archival collections: a second glance*, comp. Betty Walsh. Ottawa, CCA, 2003. ISBN 0129115384. 29pp. Also available at: [http://www.cdncouncilarchives.ca/salvage\\_en.pdf](http://www.cdncouncilarchives.ca/salvage_en.pdf).  
- - [French ed.] *Mesures de sauvetage des collections d'archives endommagées par l'eau: un examen approfondi*. Ottawa, CCA, 2003. ISBN 0929115406. Also available at: [http://www.cdncouncilarchives.ca/salvage\\_fr.pdf](http://www.cdncouncilarchives.ca/salvage_fr.pdf).

Doig, Judith. *Disaster recovery for archives, libraries and records management systems in Australia and New Zealand*. Wagga Wagga, NSW, Centre for Information Studies, Charles Stuart University, 1997. xiii, 157pp. illus. ISBN 0949060356.

Iraci, Jo. *Disaster recovery of modern information carriers: compact discs, magnetic tapes and magnetic disks*. Ottawa, Canadian Conservation Institute (CCI), 2002. (Technical bulletin, 25). 16pp. ISBN 0662330315. Can \$10.00.

- - [French ed.] *La récupération des supports d'information modernes : disques compacts, bandes magnétiques et disquettes*. Ottawa, CCI, 2002. (Bulletin technique, 25). 16pp. Can \$10.00

Kahn, Miriam. *Disaster response and prevention for computers and data*. Columbus, Ohio, MBK Consulting, 1994. vi, 69pp. illus. Looseleaf. Practical manual with illustrated instructions and checklists for dealing with water-damaged computer hardware and software.

Kahn, Miriam. *First steps for handling & drying water-damaged materials*. Columbus, Ohio, MBK Consulting, 1994. viii, 31pp. illus.

Library of Congress (LC). Preservation Directorate. *Emergency drying procedures for water-damaged collections*. Washington, D.C., 1998. Information leaflet. Also available at: <http://www.loc.gov/preserv/emerg/dry.html>.

McCleary, J. *Vacuum freeze-drying, a method used to salvage water-damaged archival and library materials: a RAMP study*. Paris, General Information Programme & UNISIST, UNESCO, 1987. (PGI-87/WS/7). vii, 63pp. €16.00. Available from ECPA. Also available at: <http://www.unesco.org/webworld/ramp/html/r8707e/r8707e00.htm> and on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. CD-ROM.

- - [French ed.] *La lyophilisation appliquée au sauvetage des livres et documents endommagés par l'eau: une étude RAMP, accompagnée de principes directeurs*. Paris, UNESCO, 1987. viii, 50pp.

Walsh, Betty. *Salvage at a glance, WAAC (Western Association for Art Conservation) Newsletter*, 19 (2) May 1997 (insert). Also available at:

<http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html>. Concise chart showing “materials” (paper documents and manuscripts, vellum and parchment, photographs and films, audiovisual materials and magnetic media) with notes for each, covering “priority,” “handling,” “precautions,” “packing method,” “drying method.”

Waters, Peter. *Procedures for salvage of water damaged library materials*. Washington, D.C., Library of Congress (LC), 1975. iv, 30pp. Extracts from an unpublished revised text by Peter Waters dated July 1993, are available at:

<http://palimpsest.stanford.edu/bytopic/disasters/primer/waters.html> and also in *A primer on disaster preparedness, management and response: paper-based material*. Washington, D.C., 1993, and at:

[http://www.archives.gov/preservation/primer\\_disaster\\_preparedness.html](http://www.archives.gov/preservation/primer_disaster_preparedness.html) (see above).

## 8. Preventive conservation & storage

### *General*

American Institute for Conservation of Historical and Artistic Works (AIC). *Caring for your books*, prepared by Betsy Palmer Eldridge et al., 2000.

<http://aic.stanford.edu/library/online/brochures/books.html>. Brief practical advice in the AIC “Caring for your treasures” series.

Bell, N. & Lindsay, H. *Benchmarks in collections care for UK libraries*. London, Library & Information Commission (LIC), 2000. (LIC research report, 55) iv, 85pp. ISBN 1902394275.

Bello Urgellès, Carmen & Borrell Crehuet, Angels. *El patrimonio bibliográfico y documental: claves para su consevación preventiva*. Gijón, Asturias, Ediciones Trea, 2002. 158pp. illus. ISBN 8497040333.

British Standards Institution (BSI). *BS 5454:2000. Recommendations for the storage and exhibition of archival documents*. London, BSI, 2000. ii, 25pp. Supersedes BS 5454: 1989.

- - Kitching, C. et al. *Archival documents: guide to the interpretation of BS 5454: 2000*. London, BSI, 2001. 51pp. ISBN 0580332969. Coverage of the new edition is considerably wider than the title might suggest both in terms of applicability to libraries and museums and in covering the whole field of environmental control and preventive conservation.

Centre de Conservation du Livre, Arles. *Une méthode d'évaluation des pratiques de conservation préventive dans un service d'archives*, comp. Stéphane Ipert et al. Paris, Direction des Archives de France: la Documentation française, 2002. 70, 20, 124, 12, 32pp.

Coucosh, Victor, ed. *Recommandations pour la conservation préventive: paramètres climatiques et lumineux dans les salles d'archives*. Paris, Ministère de la Culture, Mission de la recherche et de la technologie, Direction des archives de France, [1995]. Not paginated.

Guillemard, Denis & Laroque, Claude. *Manuel de conservation préventive: gestion et contrôle des collections*. Dijon, Office de Coopération de l'Information muséographique (OCIM), Direction des Affaires culturelles de Bourgogne, 1994. 75 pp. ISBN 2-11088767-2.

*Préserver les objets de son patrimoine: précis de conservation préventive*. Sprimount, Belgium, Pierre Mardaga, 2001. 264pp. ISBN 287009766237. Practical manual of which

the first section examines environmental control and the second looks at the particular care and storage needs of a wide range of materials, including metals, china, wood and textiles as well as paper documents, photographs and sound recordings.

Re:source. *Benchmarks in collection care for museums, archives and libraries: a self-assessment checklist*. London, Re:source: the Council for Museums, Archives and Libraries, 2002. xxi, 67pp. Provides a wide range of standards, guidelines and benchmarks to help in the assessment of preservation needs and the measurement of levels of collection care, focusing on nine broad areas: policy, buildings, storage, housekeeping, handling/use of collections, environmental monitoring and control, conservation, surrogate copies and new media and emergency preparedness. Draws heavily on Bell & Lindsay, 1998 above.

Roper, M. *Planning, equipping and staffing an archival preservation and conservation service: a RAMP study with guidelines*. Paris, General Information Programme and UNISIST, UNESCO, 1989. (PGI-89/WS/4). 78pp. €11.00 Available from ECPA. Also available at:

<http://www.unesco.org/webworld/ramp/html/r8904e/r8904e00.htm>

- - [French ed.] *Organisation, équipement et effectif d'un service de conservation-restauration d'archives: une étude RAMP accompagnée de principes directeurs*. Paris, UNESCO, 1989. v, 75pp.

### ***Storage***

*See also:* "Preservation supply catalogue – specifications" maintained by the Library of Congress (LC) Preservation Directorate at its online site at

<http://lcweb.loc.gov/preserv/supply/specific.html>. This provides "specifications, developed by the Library's preservation staff for procuring preservation, conservation, and housing products" particularly relating to boxes and other enclosures which are listed under "Paper stock," "Card stock," "Board stock," "Mat board," "Polyester" and "Corrugated board."

Kulka, Edward. *Archival enclosures: a guide*. Ottawa, Canadian Council of Archives (CCA), 1995. 68pp. ISBN 0929115074. Summarises and interprets existing standards, specifications and recommendations for archival storage materials. Chapters on enclosures for paper files and for books and pamphlets.

- - [French ed.] *Contenants protecteurs pour documents d'archives*. Ottawa, CCA, 1995. 88pp. ISBN 0929115082.

International Organisation for Standardisation (ISO). *ISO 11799:2003. Information and documentation: document storage: requirements of library and archive materials*. Geneva, ISO, 2003. 15pp. Available in English and French. Specifies the characteristics of siting, constructing and equipping of general purpose repositories intended for long term storage of paper-based materials.

Library of Congress (LC). Preservation Directorate. *Boxes for the protection of books: their design and construction*, comp. Lage Carlson et al., illus. Margaret Brown.:

Washington, D.C., Library of Congress Preservation Directorate, Collections Services, 1994. 1 vol. looseleaf. ISBN 0844407976.

National Archives of Australia (NAA). Standard for the physical storage of Commonwealth records. Canberra, NAA, September 2001; revised December 2002.

- - Storing to the standard: guidelines for implementing the standard for the physical storage of Commonwealth records. December 2002. Both available at:

<http://www.naa.gov.au/recordkeeping/storage/standard.html>. A “code of best practice.” Covers all types of storage media including paper, audio-visual material, microforms and machine-readable formats.

Shelton, John A. *Seismic safety standards for library shelving*. Sacramento, Calif., California State Library Foundation, 1990. ISBN 0929722396. Compiled by the California Office of the State Architect.

Wilson, William K. *Environmental guidelines for the storage of paper records*. Bethesda, Md., National Information Standards Organization (NISO), 1995. (NISO technical report, 1). vii, 21pp. illus. ISBN 1880124211. US \$44.00.

*See also:* BSI. BS5454 under Section 8. ***Preventive conservation & storage: general*** above.

### ***Exhibition***

Association française de Normalisation (AFNOR). *CG46-CN10Z40L. Prescriptions de conservation des documents graphiques et photographiques dans le cadre d'une exhibition*. Paris, AFNOR, 2002. €59.00.

American Library Association (ALA). Association of College & Research Libraries (ACRL). Rare Books & Manuscripts Section. Guidelines for borrowing and lending special collections materials for exhibition: draft revision (September 2004). Available at: <http://www.ala.org/ala/acrl/acrlstandards/borrowguide.htm> A revision of the original guidelines issued in 1990.

American National Standards Institute (ANSI)/National Information Standards Organization (NISO). ANSI/NISO Z39.79-2001. *Environmental conditions for exhibiting library and archival materials*. Bethesda, NISO Press, 2001. 36pp. ISBN 10880124440. Also available at: <http://www.niso.org/standards/resources/Z39-79-2001.pdf>

Cartier-Bresson, Anne et al. The exhibitions of photographs/Les expositions de photographies/Las exposiciones de fotografías, *International preservation news* (Paris, IFLA PAC) 17, 1998, 20-32. Parallel English/French/Spanish texts. Gives specific guidelines for preparing, transporting and mounting exhibitions of photographs,

Exhibit conservation guidelines: incorporating conservation into exhibit planning, design and production, comp. Toby Raphael. Washington, D.C., National Park Service, U.S.



Department of the Interior. CD-ROM (Mac- & PC-compatible and provided with Adobe Acrobat V3.0). US \$49.95 from ICCROM Library, Rome, see <http://www.iccrom.org>.

IFLA. Rare Books & Manuscripts Section. *IFLA guidelines for exhibition loans*. The Hague, 2004. 6pp. Also available at:

<http://www.ifla.org/VII/s18/pubs/GuidelinesExhibitionLoans.pdf>.

- - [Italian ed.] *Linee guida IFLA sui prestiti per mostre*. The Hague, 2004. 3pp. Also available at: <http://www.ifla.org/VII/s18/pubs/GuidelinesExhibitionLoans-it.pdf>.

- - [Spanish ed.] *Directrices de IFLA para préstamos a exposiciones*. The Hague, 2004. 6pp. Also available at:

<http://www.ifla.org/VII/s18/pubs/GuidelinesExhibitionLoans-s.pdf>.

National Information Standards Organization (NISO). *ANSI/NISO Z39.79-2001. Environmental conditions for exhibiting library and archival material*. Bethesda, Md., NISO, 2001. 36pp. ISBN 1880124440. US \$49.00 Also available at:

<http://www.niso.org/standards/resources/Z39-79-2001.pdf?CFID=1297205&CFTOKEN=49991601>

Establishes criteria to minimize the effects of environmental factors on the deterioration of library and archival materials on exhibit. Specific parameters are recommended for exposure to light, relative humidity, temperature, gaseous and particulate contaminants, display techniques, and case and support materials composition.

National Museum Directors' Conference. *Loans between national and non-national museums: new standards and practical guidelines*. London, National Museum Directors' Conference, 2003. 21pp. ISBN 0953604721.

National Preservation Office (NPO), UK. *Guidance for exhibiting archive and library materials*, compiled by members of the UK. Preservation Administrators Panel Working Group. London, NPO, 2000. 12pp. Gratis. Also available at:

<http://www.bl.uk/services/npo/exhib.pdf>.

Sixsmith, Mike. *Touring exhibitions: the Touring Exhibitions Group's manual of good practice*. Oxford, Butterworth-Heinemann Ltd., 1995. xviii, 237pp. ISBN 075062518X.

Stolow, Nathan. *Conservation and exhibitions: packing, transport, storage and environmental considerations*. London, Butterworths, 1987. 266pp illus ISBN 0408014342. Guide to the care, handling and conservation of art and artifacts in transit, on loan and on exhibition. Covers principles, examination procedures and reporting preparation, handling, packing, cases, controlled environments, transportation, loan agreements, and insurance and includes standards and conservation guidelines.

Tétrault, Jean. *Coatings for display and storage in museums*. Ottawa, Canadian Conservation Institute (CCI), 2000. (Technical bulletin, 21). 46pp. ISBN 0662279557. Can \$20.00.

- - [French ed.] *Revêtements pour l'exposition et la mise en réserve dans les musées*. Ottawa, CCI, 2000. (Bulletin technique, 21). 46pp. ISBN 0662838327. Can \$20.00.

See also: BSI. BS5454 under Section 8. **Preventive conservation & storage: general** above.

### ***Handling & moving materials***

Albrecht-Kunszeri, G. & Loescher, M.H. Moving archival records: guidelines for preservation, *Comma: international journal on archives*. Paris, International Council on Archives, 2001 (3/4) 259-284.

National Archives & Records Administration (NARA), USA. At-a-glance guide to document handling and holdings maintenance. Washington, D.C., NARA, 2003. [http://www.archives.gov/preservation/storage/document\\_handling\\_and\\_holding\\_maintenance.html](http://www.archives.gov/preservation/storage/document_handling_and_holding_maintenance.html). A short list of "do's" and "don'ts" for document handling and storage.

National Preservation Office (NPO), UK. *Good handling principles and practice for library and archive materials*. London, NPO, 2000. 11pp. Gratis. Also available at: <http://www.bl.uk/services/npo/practice.pdf>.

National Preservation Office (NPO), UK. *Packing and moving library collections*, comp. Caroline Bendix. London, NPO, 2005. 18pp. Gratis. Also available at: <http://www.bl.uk/services/npo/moving.pdf>

National Preservation Office (NPO), UK. *Photocopying of library and archive materials*. London, NPO, 2003. 6pp. Gratis. Previous ed. 1994. Leaflet with guidelines on selection of photocopying equipment and handling of materials while photocopying. Also available at: <http://www.bl.uk/services/preservation/pcopy.pdf>.

See also Forde under Section 4. **Education & training** above.

### ***Paper-based materials***

#### ***Dictionaries of terminology***

Faudouas, Jean-Claude. *Dictionnaire technique du papier et des encres*. Paris, Eyrolles, 1991. xviii, 118 pp. ISBN 2853192121.

Van Derveer, Paul D. & Haas, Leonard E., eds. *International glossary of technical terms for the pulp and paper industry: terms most commonly used for forestry, wood handling, pulping, papermaking, finishing, converting, testing and research and development: English, svenska, deutsch, français, español*. San Francisco Calif., Freeman publications, 1976. 238pp. ISBN 087930037X.

### ***“Permanent paper”***

American National Standards Institute (ANSI). *ANSI/NISO Z39.48-1992 (R2002). Permanence of paper for publications and documents in libraries and archives*. Washington, D.C., ANSI, 1992. 10pp. ISBN 1880124009. US \$40.00. Also available at: <http://www.niso.org/standards/resources/Z39-48-1992R2002.pdf?CFID=1297205&CFTOKEN=49991601>

Canadian General Standards Board (CGSB). *CAN/CGSB 9.70-2000. Permanence of paper for records, books and other documents*. Ottawa, CGSB, 2000. Also available in French.

IFLA. Section on Conservation. *Preserving our documentary heritage: the case for permanent paper*, comp. Robert W. Frase with the assistance of Jean I. Whiffin. The Hague, 1996. 11pp.

International Organization for Standardization (ISO). *ISO 9706: 1994: Information and documentation: paper for documents: requirements for permanence*. Geneva, ISO, 1994. “Specifies the requirements for permanent paper intended for documents given in terms of minimum strength measured by a tear test, minimum content of substance (such as calcium carbonate) that neutralize acid action measured by the alkali reserve, maximum content of easily oxidized material measured by the kappa number, maximum and minimum pH values of a cold water extract of the paper.” Available in English and French. Also available as: British Standards Institution (BSI) *BS EN ISO 9706:2000*. London, BSI, 2000. 18 pp.

International Organization for Standardization (ISO). *ISO 11798:1999. Information and documentation: permanence and durability of writing, printing and copying on paper: requirements and test methods*. Geneva, ISO, 1999. Available in English & French.

International Organization for Standardization (ISO). *ISO 11108: 1996: Archival paper: requirements for permanence and durability*. Geneva, ISO, 1996. Available in English & French. Also available as: British Standards Institution (BSI). *BS ISO 11108: 1996*. London, BSI. 1996.

National Preservation Office (NPO), UK. *From rags to ruins: why we must use permanent paper*. London, 1995. (Co-sponsored by the Library Association; promotes the adoption of ISO 9706, *see above*).

### ***Non-paper materials***

*See also:* Pennavaria, K. Nonprint media preservation: a guide to resouces on the Web, *C&RL news*, 64(8) 2003; also available at: <http://www.ala.org/ala/acrl/acrlpubs/crlnews/backissues2003/september8/nonprintmedia.htm>

### *Dictionaries of terminology*

International Organization for Standardization (ISO). *ISO 18913:2003. Imaging materials: permanence: vocabulary*. Geneva, 2003. 17pp. Available in English only. "Establishes a vocabulary of terms and definitions used in respect of the permanence of imaging materials and in standards related to permanence."

UNESCO. *UNESCO glossary of terms related to the archiving of audiovisual materials*; prepared by a working group from the IFLA Round Table on Audiovisual Records; comp & ed. Gerald D. Gibson. Paris, UNESCO, 2001.

[http://portal.unesco.org/ci/en/file\\_download.php/68363c356774ce6e7fd80e731b491497glossary.pdf](http://portal.unesco.org/ci/en/file_download.php/68363c356774ce6e7fd80e731b491497glossary.pdf) Explains meaning and usage in English, with almost all terms also explained in French and German and many in Spanish.

### *General*

Adelstein, Peter Z. *Media storage quick reference (MSQR)*. New York, Image Permanence Institute (IPI), 2004. 9pp. Includes 2-sided wheel in pocket. Advice on storage of photographic, magnetic and optical media. Also available at:

[http://www.climatenotebook.org/MSQR/MSQR\\_home.html](http://www.climatenotebook.org/MSQR/MSQR_home.html) together with associated files

Ball, Stephen, et al. *The care of photographic materials and related media: guidelines on the care, handling, storage and display of photographs, film, magnetic and digital media*. London, Museums & Galleries Commission, 1998. 31pp.illus. ISBN 0948630612.

Edmondson, Ray. *Audiovisual archiving: philosophy and principles*. 2nd ed. Paris, UNESCO, 2004. (CI/2004/WS/2). ix, 73pp. (Chapter 5, "Preservation." 1st ed. *Philosophy of audiovisual archiving*. Paris, UNESCO, 1998). Also available at:

<http://unesdoc.unesco.org/images/0013/001364/136477e.pdf>.

-- [French ed.] *Philosophie et principes de l'archivistique audiovisuelle*. Paris, UNESCO, 2004. also available at:

<http://unesdoc.unesco.org/images/0013/001364/136477f.pdf>.

-- [Spanish ed.] *Filosofía y principios de los archivos audiovisuales*. Paris, UNESCO, 2004. Also available at: <http://unesdoc.unesco.org/images/0013/001364/136477s.pdf>.

Gibson, Gerald D. Standards and preservation of A/V media and data, *International preservation news* (Paris, IFLA PAC) 14, 1997, 22-23. Emphasizes the need for any preservation programme for audiovisual materials to adhere to standards, and provides a list of 21 relevant standards produced by the American National Standards Institute (ANSI) in association with the National Association of Photographic Manufacturers (NAPM).

IFLA. Audiovisual & Multimedia Section. *Guidelines for audiovisual and multimedia materials in libraries and other institutions*, comp. James Henri et al. The Hague, IFLA, 2004. (IFLA professional reports, 80). ISBN 9070916959. Also available at:

<http://www.ifla.org/VII/s35/pubs/avm-guidelines04.htm>. Section 8, “Archiving & storage”; Section 9, “Digitizing & preservation.”

- - [French ed.] *Recommandations relatives aux documents audiovisuels et multimédias a l'usage des bibliothèques et autres institutions*. The Hague, 2004. 16pp.

- - [German ed.] *Richtlinien für audiovisuelle und multimedia-Materialien in Bibliotheken und anderen Institutionen*, tr. Moniker Cremer et al. The Hague, 2004. (IFLA professional report, 85). 25pp.

- - [Russian ed.] *Руководство по аудиовизуальным и мультимедийным документам для библиотек и других организаций*, tr Kirill Kolosov. The Hague, 2004. 15pp.

- - [Spanish ed.] *Directrices para materiales audiovisuales y multimedia en bibliotecas y otras instituciones*, tr. Lourdes Feria Basurto & Luis Felipe Medina Alvarez. The Hague, 2004. (IFLA professional report, 84). 14pp.

### ***Film & photographs***

*See also:* The website of SEPIA (Safeguarding European Photographic Images for Access) at <http://www.knaw.nl/ecpa/sepia/linksandlit.html>, which contains an extensive list of sources relating to the conservation of photographic images. These references are also available on the GRIP (Gateway to Resources and Information in Preservation) website at <http://www.knaw.nl/ecpa/grip/>

Further relevant ISO standards can be found by searching the catalogue on the ISO website <http://www.iso.ch> under the terms: Micrographics, Imaging materials, Photography and Cinematography.

### ***Dictionary of terminology***

Conseil international de la Langue française. *Dictionnaire de la photographie. Index anglais - français, allemand - français*. Paris, Conseil international de la langue française, 1990, 255pp. ISBN 2853192121.

### ***General***

American National Standards Institute (ANSI). *ANSI IT9.11-1998. Imaging materials - processed safety photographic film - storage*. New York, ANSI, 1998.

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Clark, Susie & Frey, Franziska. *Care of photographs*. Amsterdam, European Commission on Preservation & Access (ECPA), 2003. 39pp. Produced “in the framework of the SEPIA (Safeguarding European Photographic Images for Access) Project.” Also available at: <http://www.knaw.nl/ecpa/sepia/linksandliterature/CareOfPhotographs.pdf>.

Eastman Kodak Company. Film storage information. Rochester, N.Y., Eastman Kodak. <http://www.kodak.com/US/en/motion/support/storage.jhtml?id=0.1.4.11.12&lc=en>. Includes information on nitrate and acetate film produced by Eastman and Kodak, and on storage in the tropics.

*Faustregeln für die Fotoarchivierung*, 4th ed. comp. Dobrusskin, S. et al. Esslingen, Museumsverband Baden-Württemberg, 2001. (Rundbrief Fotografie; Sonderheft 1). 126pp. ISSN 09450327. Also available at: <http://www.foto.unibas.ch/~rundbrief/sh1.htm>. Includes discussion of digitization.

Hendriks, K.B. et al. *Fundamentals of photograph conservation: a study guide*. Toronto/Ottawa, Lugus Publications & National Archives of Canada, 1991. viii, 560pp. illus. ISBN 0921633807. Detailed technical training manual prepared for conservators at the National Archives of Canada. Covers physical properties of photographic materials, the characteristics and responses of various photographic processes, conventional conservation techniques and the manufacture of photographic materials in relation to their long-term stability and condition assessment.

Hendriks, K.B. *The preservation and restoration of photographic materials in archives and libraries: a RAMP study with guidelines*. Paris, General Information Programme & UNISIST, UNESCO, 1984. (PGI-84/WS/1). viii, 121pp. €16.00. Available from ECPA.  
- - [French ed.] *La conservation et la restauration des documents photographiques dans les institutions d'archives et les bibliothèques: une étude RAMP, accompagnée de principes directeurs*. Paris, UNESCO, 1985. vii, 93, 27pp.

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2000. 18pp. Available in English only. Also available as British Standards Institution (BSI). *BS ISO 18920*. London, BSI, 2000.

Johnsen, Jesper Stub. *Conservation management and archival survival of photographic collections*. Göteborg, Acta Universitatis Gothoburgensis, [1997] (Göteborg studies in conservation). viii, 111, [42]pp. illus. ISBN 9173463183.

Lavédrine, B. et al. *Les collections photographiques: guide de conservation préventive*. Paris, Association pour la recherche scientifique sur les arts graphiques (ARSAG), 2000. 311pp. ISBN 2951610300. €30.00. A detailed guide, also intended for the general public, which incorporates recent research and international standards in the field of photographic conservation. Includes technical and practical information, a basic vocabulary and an extensive bibliography.

- - [English ed.] *A guide to the preventive conservation of photographs*, tr. Sharon Grevet. Los Angeles, Calif., Getty Conservation Institute, 2003. xvi, 286pp. ISBN 0892367016

Library of Congress (LC). Preservation Directorate. *Care, handling and storage of photographs: information leaflet*. rev. ed. Washington, D.C., Library of Congress, 2003. 1st ed., 1992, ed. Mark Roosa, in association with IFLA and Council on Library Resources; 2003 ed. revised & updated by Andrew Robb.

Also available at: <http://www.loc.gov/preserv/care/photolea.html>. See also accompanying bibliography at <http://www.loc.gov/preserve/care/photobib.html> and list of standards at: <http://www.loc.gov/preserv/care/photostn.html>.

- - [Spanish ed.] *El cuidado, manipulación y almacenamiento de fotografías*; trans. Amparo R. de Torres & Martín Salazar. Washington, D.C., Library of Congress, 2003. Also available at: <http://www.loc.gov/preserv/care/photoleaspanish.html>

- - IFLA. Core Activity on Preservation & Conservation. *Care, handling and storage of photographs*, by Mark Roosa; revised & updated by Andrew Robb. Paris, IFLA PAC, 2004. 64pp. Pp. 2-17 reproduce the text of the English version above; pp.19-39 the text of the Spanish version above; pp. 40-61 a French trans. of the text, “Entretien, manipulation et rangement des photographie”, trans. Corinne Koch. Bibliography, pp. 62-64.

McCormick-Goodhart, M. The allowable temperature and relative humidity range for the safe use and storage of photographic materials, *Journal of the Society of Archivists*, (London), 17(1), 1996, 7-21. Based on experience at the Smithsonian Institution.

Memoriav. Association pour la sauvegarde de la mémoire audiovisuelle suisse. *Conservation des photographies; quelques recommandations*. Berne, 2000. 28pp. Also available at: <http://www.memoriav.ch/fr/home/photo/pdf/recommandations.pdf>.

- - German ed. *Die Erhaltung von Fotografien; Empfehlungen*. Berne, 2000. 28pp. Also available at: <http://www.memoriav.ch/de/home/photo/pdf/empfehlungen.pdf>.

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Also available at: [http://www.memoriav.ch/fr/home/film/recommandations\\_texte.htm](http://www.memoriav.ch/fr/home/film/recommandations_texte.htm).

- - German ed. *Empfehlungen für die Erhaltung von Filmen*. Berne, 2001. Also available at: [http://www.memoriav.ch/de/home/film/recommandations\\_texte.htm](http://www.memoriav.ch/de/home/film/recommandations_texte.htm).

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National Preservation Office (NPO), UK. *Preservation of photographic material*, comp. Susie Clark. London, NPO, 1999. 12pp. Gratis. Also available at: <http://www.bl.uk/services/npo/npo3.pdf>.

Pavão, Luis. *Conservação de colecções de fotografia*. Lisbon, Dinalivro, 1997. 356pp. ISBN 9725761306. By the curator of the photographic collection at the Municipal Archives, Lisbon. General guide to photographic techniques, causes of deterioration and recommendations for preservation and collection management. Obtainable from Dinalivro, Travessa do Convento de Jesus 15, 1200 Lisboa, Portugal.

- - [Spanish ed.] *Conservación de colecciones de fotografía*. Granada, Instituto Andaluz del Patrimonio Histórico, Centro Andaluz de la Fotografía /Junta de Andalucía, Consejería de Cultura /Editorial Comares, 2001. 271pp. (Cuadernos técnicos, 5) ISBN 8482661744. To order copy contact [publicaciones.ccul@juntadeandalucia.es](mailto:publicaciones.ccul@juntadeandalucia.es).

Reilly, James M. *IPI storage guide for acetate film*. Rochester, NY, Image Permanence Institute (IPI), 1993. 23pp. illus.

- - [Spanish ed] *Guía del Image Permanence Institute para el almacenamiento de películas de acetato*; trans. Paola Calcaño. Caracas, Biblioteca Nacional de Venezuela, 1999. ISBN 9803191799. Translation made by the National Library of Venezuela in its role as an IFLA PAC Regional Centre for Latin America and the Caribbean.

Riego, Bernardo et al. *Manual para el uso de archivos fotográficos: fuentes para la investigación y pautas de conservación de fondos fotográficos*. Madrid, Ministerio de Educación y Cultura, Dirección General de Libro, Archivos y Bibliotecas, 1997. (Aula fotografía Universidad de Cantabria). 143pp. ISBN 8492324007.

Schmidt, Marjen. *Fotografien in Museen, Archiven und Sammlungen: konservieren, archivieren, präsentieren*: erarbeitet im Rahmen eines zweijährigen restaurierungsprojekts der Landesstelle für die nichtstaatlichen Museen in Bayern und des Münchner Stadtmuseums. Munich, Weltkunst, 1995. 124pp. illus. ISBN 3921669103.

Safeguarding European Photographic Images for Access (SEPIA). To have and to hold: preservation of photographic collections. Available at : <http://www.knaw.nl/ecpa/photo/>. Includes descriptions of photographic processes, advice on preservation and on digitization.

Wilson, D.R. *The care and storage of photographs: recommendations for good practice*. Swindon, National Association of Aerial Photographic Libraries (NAPLIB), 1997. 43pp. ISBN 0953043606. Concerned specifically with aerial photographs but of more general application.



### ***Colour film & photographs***

Reilly, James M. *Storage guide for color photographic materials: caring for color slides, prints, negatives and movie films*. New York, The University of the State of New York, the New York State Education Department & the New York State Library, 1998. iv, 48pp. illus.

Wilhelm, H. *The permanence and care of color photographs: traditional and digital color prints, color negatives, slides and motion pictures*. Grinnell, Iowa, Preservation Publishing Co., 1993. ix, 744pp. ISBN 0911515003. US \$44.95. Also available at: [http://www.wilhelm-research.com/book\\_toc.html](http://www.wilhelm-research.com/book_toc.html).

### ***Microforms***

American National Standards Institute (ANSI). *ANSI/AIIM MS45-1990. Recommended practice for inspection of stored silver-gelatin microforms for evidence of deterioration*. Silver Spring, Md., Association for Information and Image Management (AIIM), 1990. 27pp. ISBN 0892582030

American National Standards Institute (ANSI). *ANSI/AIIM TR13-1998 Preservation of microforms in an active environment: guidelines*. Silver Spring, Md., Association for Information and Image (AIIM), 1998. 30pp. ISBN 0892583428. General guidance for the storage, handling, and use of microforms.

British Standards Institution (BSI). *BS 1153:1992. Recommendations for the processing and storage of silver-gelatin type microfilm*. London, BSI, 1992.

Horder, Alan. *Guidelines for the care and preservation of microforms in tropical countries* [a RAMP study]. Paris, General Information Programme & UNISIST, UNESCO, 1990. (PGI-90/WS/17). 20pp.

International Organization for Standardization (ISO). *ISO/TR 12031:2000. Micrographics: inspection of silver-gelatin microforms for evidence of deterioration*. Geneva, ISO, 2000. Available in English & French.

Justrell, B. et al. *Guidelines for the preservation of microforms*. rev. ed. Paris, International Council on Archives (ICA), 1996. (ICA studies, 2). 19pp. ISBN 9289100230.

See also Saffady (1997) under “Magnetic & optical media” below.

### ***Moving image film***

*See also:* Moving Image Collections (MIC): a window to the world’s moving image collections. Preservation portal at:  
[http://mic.imtc.gatech.edu/preservationists\\_portal/preserv\\_index.htm](http://mic.imtc.gatech.edu/preservationists_portal/preserv_index.htm)

Eastman Kodak Company. *Safe handling, storage and destruction of cellulose nitrate based motion picture films*. Rochester, N.Y., Eastman Kodak, 1998. (Publication H-182).

Fédération Internationale des Archives du Film (FIAF). *Handling, storage and transport of the cellulose nitrate film*. Brussels, FIAF, 1992. 20pp. Guidelines produced with the help of the FIAF Preservation Commission.

Fédération Internationale des Archives du Film (FIAF). *Technical manual of the FIAF Preservation Commission*. Brussels, FIAF, 1993. 192pp. A user's manual on practical film and video preservation procedures containing articles in English and French.

International Organization for Standardization (ISO). *ISO 10356:1996. Cinematography: storage and handling of nitrate-base motion picture films*. Geneva, ISO, 1996. 9pp. Available in English only. Also available as: British Standards Institution (BSI). *BS ISO 10356: 1996*. London, BSI, 1996.

Library of Congress (LC). Preservation Directorate. Specifications for plastic containers for long-term storage of motion picture film and magnetic tape media. Specification Number 800-852-1/14/03. <http://www.loc.gov/preserv/supply/specs/800-852.html>.

Library of Congress (LC). Preservation Directorate. Specifications for stainless steel cans for long-term storage of motion picture film. Specification Number 800-851-6/16/03. <http://lcweb.loc.gov/preserv/supply/specs/800-851.html>.

National Film Preservation Foundation. *The film preservation guide: the basics for archives, libraries, and museums*. San Francisco, 2003. 138pp. ISBN 0974709905. Also available at: [http://www.filmpreservation.org/preservation/fpg\\_1.pdf](http://www.filmpreservation.org/preservation/fpg_1.pdf). Designed "to introduce film preservation concepts and techniques to librarians, archivists and curators without prior moving image experience." Covers handling, copying and storage and making material available for consultation.

Society of Motion Picture & Television Engineers (SMPTE). *RP 131-2002: Recommended practice: storage of motion-picture films*. White Plains, N.Y., SMPTE, 2002. US \$24.00.

### ***Magnetic & Optical Media***

*See also:* Gibson, Gerald D. *Bibliography on the preservation of magnetic media*. Washington, D.C., Library of Congress, Preservation Research & Testing Division, 2002. (Report no.9).

### ***General***

Bogart, John W.C. van. *Magnetic tape storage and handling: a guide for libraries and archives*. Washington, D.C., Commission on Preservation and Access (CPA), 1995. (CPA Report 54). i, 34pp. illus. ISBN 1887334408.

British Standards Institution (BSI). *BS 4783: 1972. Recommendations for the care and transportation of magnetic tape; BS 4783: 1988. Recommendations for storage, transportation and maintenance of magnetic media for use in data processing and information storage; Part 2: Recommendations for magnetic tape on open spools; Part 3: Recommendations for flexible disk cartridges; Part 4: Recommendations for magnetic tape cartridges and cassettes.* London, BSI, 1972, 1988. 4 parts.

Byers, Fred R. *Care and handling of CDs and DVDs: a guide for librarians and archivists.* Washington, D.C., Council on Library and Information Resources (CLIR), 2003. (Publications, 121). 48pp. ISBN 1932326049. US \$15.00. Describes in non-technical language various types currently in use, (CD-ROM, CD-R, CD-RW, DVD-ROM, DVD-RAM, DVD-R, DVD-RW, DVD+R, and DVD+RW), with a summary of the current industry knowledge about disc longevity and conditions that affect life expectancy. Glossary and bibliography. Reviewers have expressed concern at the absence of emphasis on the importance of the original recording process being performed to the highest standards. Also available at:

<http://www.clir.org/pubs/reports/pub121/contents.html>

Gaustad, L. Some guidelines for the preservation of video recordings, *IASA journal* (Milton Keynes, International Association of Sound Archives), 19, 2002, 6-12.

Hunter, Gregory S. *Preserving digital information: a how-to-do-it manual.* New York, Neal-Schuman, 2000. (How-to-do-it manuals for librarians, 93). xvii, 169pp illus. ISBN 1555703534. US \$65.00.

International Organization for Standardization (ISO). *ISO 18933. Imaging materials: magnetic tape: care and handling.* Geneva, ISO. "in preparation," December 2004.

International Organization for Standardization (ISO). *ISO 18925. Imaging materials: optical disc media: storage practices.* Geneva, 2002. 13pp. Available in English only.

International Organization for Standardization (ISO). *ISO 18923. Imaging materials: polyester-base magnetic tape: storage practices.* Geneva, ISO, 2000. 17pp. Available in English only. Relevant to medium-term and long-term storage of magnetic tape.

Jones, H. & Beagrie, Neil. *Preservation management of digital materials: a handbook.* London, British Library (BL) for Re:source, the Council for Museums, Libraries & Archives, 2001. vi, 139pp. ISBN 0712308865. A regularly updated version maintained by the Digital Preservation Coalition (DPC), UK in collaboration with the National Library of Australia (NLA) and the Preserving Access to Digital Information (PADI) Gateway at: <http://www.dpconline.org/graphics/handbook/index.html>.

Kahn, Miriam B. *Protecting your library's digital resources: the essential guide to planning and preservation.* Chicago, Ill., American Library Association (ALA), 2004. 120pp. ISBN 083890873X. US \$40.00.

Library of Congress (LC). Preservation Directorate. *Cylinder, disc and tape care in a nutshell*. Revised July 2002. Washington, D.C., Library of Congress, 2002. Also available at: <http://www.loc.gov/preserv/care/record.html>. Covers handling, storage and cleaning.

National Archives of Australia (NAA). Protecting and handling magnetic media. (Archives advice, No. 5). Issued 1999, revised June 2002. <http://www.aa.gov.au/recordkeeping/rkpubs/advice5.html>. A brief overview explaining the basics of care and handling of magnetic media. Also covers the principles of refreshment and migration.

National Library of Australia (NLA). Digital preservation policy. <http://www.nla.gov.au/policy/digpres.html>. The Library's own policy for its digital holdings.

National Library of Australia (NLA). First steps in preserving digital publications. <http://www.nla.gov.au/pres/epupam.html>. "The purpose of this brochure is to assist libraries to manage their collections of physical format digital publications."

Saffady, W. Stability, care and handling of microforms, magnetic media and optical disks, *Library technology reports* (Chicago, Ill., American Library Association), 33(6), 1997.

UNESCO. Memory of the World Programme. *Guidelines for the preservation of the digital heritage, prepared by the National Library of Australia, March 2003*, ed. Colin Webb. Paris, UNESCO, 2003. (CI-2003/WS/3). 176pp. Also available at: <http://unesdoc.unesco.org/images/0013/001300/130071e.pdf>. English & French eds. also available on UNESCO. Memory of the World Programme. Preserving documentary heritage: a tutorial. Version 1, May 2004. CD-ROM. "Intended as a companion sourcebook to the UNESCO Draft Charter," see below in Section 10 ***Reformatting/Creation of surrogates: digitization***.

Vogt-O'Conner, D. *Care of archival compact discs*. Washington, D.C., National Park Service, 1996. 4pp. Also available at: <http://www.cr.nps.gov/museum/publications/conserveogram/19-19.pdf>. Leaflet summarizing the essentials relating to handling and care of CDs.

Wheeler, Jim. *Videotape preservation handbook*. Hollywood, Calif., Association of Moving Image Archivists (AMIA), 2002. 28pp. Also available at: <http://www.amianet.org/publication/resources/guidelines/WheelerVideo.pdf> "Intended to answer the questions of librarians, archivists and others who have a collection of videotapes they wish to keep for many years."

## *Sound Recordings*

*See also:* Association for Recorded Sound Collections (ASRC). "Education & Training in Audiovisual Archiving and Preservation" at <http://www.arsc-audio.org/ETresources.html>, which has numerous useful links.

Association for Library Collections & Technical Services (ALCTS), Preservation and Reformatting Section, Photographic and Recording Media Committee, Audio Preservation Task Force. *Audio preservation: a selective annotated bibliography and brief summary of current practices*, comp. R. Dale, et al. Chicago, Ill., American Library Association (ALA), 1998. vii, 46pp. ISBN 0838979599. Also available at: <http://www.ala.org/ala/alctscontent/alctspubsbucket/webpublications/alctspreservation/audiopreservatio/audiopres.pdf>

Audio Engineering Society (AES). *AES22-1997 (r2003). AES recommended practice for audio preservation and restoration: storage and handling: storage of polyester-base magnetic tape*. New York, AES, 2003. 20pp. The latest revision of the 1997 standard. Covers storage conditions, storage facilities, enclosures, and inspection for recorded polyester-base magnetic tapes in roll form. Includes analog and digital tape and includes tape made for audio, video, instrumentation, and computer use. Also available at: [http://www.aes.org/standards/b\\_pub/aes-standards-in-print.cfm](http://www.aes.org/standards/b_pub/aes-standards-in-print.cfm).

Calas, Marie-France & Fontaine, Jean-Marc. *La conservation des documents sonores*. Paris, Centre national de la recherche scientifique (CNRS), 1996. 203pp. illus. ISBN 2271053188.

International Association of Sound Archives (IASA). The safeguarding of the audio heritage: ethics, principles and preservation strategy. Version 2, September 2001 (Standards, Recommended Practices and Strategies IASA-TC 03). <http://www.iasa-web.org/iasa0013.htm>. A revision of TC-03, Version 1, which was issued in February 1997. "The present document identifies problem areas and proposes recommended practices for sound and AV archives for today's technical environment. These recommendations are a balance between the ideal situation and the real world that we inhabit. They are intended to help the reader to focus on the various issues relating to responsible audio archiving practice."

International Organization for Standardization (ISO). *ISO 12606:1997. Cinematography: care and preservation of magnetic audio recordings for motion pictures and television*. Geneva, ISO, 1997. Available in English & French. Also available as: British Standards Institution (BSI). *BS ISO 12606:1997*. London, BSI, 1997.

Paton, Christopher Ann. Preservation re-recording of audio recordings in archives: problems, priorities, technologies, and recommendations, *American archivist* (Chicago, Ill., Society of American Archivists), 61, 1998, 188-219.

Pickett, A.G. & Lemcoe, M.M. *Preservation and storage of sound recordings*. Washington, D.C., Library of Congress (LC), 1959. Reprinted, Association for Recorded

Sound Collections (ARSC), 1991. 75pp. US \$25.00. A classic work, many of whose recommendations remain valid.

St-Laurent, Gilles. The care and handling of recorded sound materials. Compiled January 1996. <http://palimpsest.stanford.edu:80/byauth/st-laurent/care.html>. Includes discs, tapes, CDs. English and French versions available.

Society of Motion Picture & Television Engineers (SMPTE). *RP 103, 1995. Care, storage, operation, handling and shipping of magnetic recording tape*. White Plains, N.Y., SMPTE, 1995. US \$13.00.

Society of Motion Picture & Television Engineers (SMPTE). *RP 190-1996: Care and preservation of audio magnetic recordings*. White Plains, N.Y., SMPTE, 1996. US \$24.00. Specifies desirable storage conditions for audio magnetic recordings of continuing value, as they may remain in storage between periods of intermittent reproduction or duplication. Covers Medium-term storage: storage conditions suitable for the preservation of recorded information for a minimum of ten years, and Extended-term storage : storage conditions suitable for the preservation of recorded information having permanent value. The categories are in agreement with those defined by ANSI/NAPM IT9.11-1993.

## 9. Preservation treatment/ Restoration & Repair

Note that many of the references in Section 1, “Preservation & conservation in general,” also contain discussion of treatment and repair. Accounts of current practice and leading research can often best be found in the major professional journals and conference proceedings.

### *Ethics*

American Institute for the Conservation of Artistic and Historic Works (AIC). *Code of ethics and guidelines for practice*. Washington, D.C., AIC, 1995. Also available at: <http://aic.stanford.edu/about/coredocs/coe/index.html>.

Canadian Association for Conservation of Cultural Property (CAC) & Canadian Association of Professional Conservators. *Code of ethics and guidance for practice*. 3rd edition. Ottawa, 2000.

European Confederation of Conservator-Restorer’s Organizations. ECCO professional guidelines: code of ethics. Adopted Brussels, March 2003. <http://www.encore-edu.org/encore/documents/ecco2.html>.

### *Selection of a conservator*

American Institute for Conservation of Historical and Artistic Works (AIC). Guidelines for selecting a conservator. <http://aic.stanford.edu/public/select.html>. Originally prepared 1991, revised in 2000.

## *Treatment & repair of paper-based documents*

### *General*

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### ***Digitization***

See also: PADI (Preserving Access to Digital Information) <http://www.nla.gov.au/padi/> an extensive subject gateway to digital preservation resources maintained by the National Library of Australia. See especially sections for “Digital preservation topics: data documentation & standards” and “Policies, strategies and guidelines.”



### ***Guides to standards***

[California Digital Library - standards documents](#) (Last updated: 4 October 2001) This site, the publications page of the California Digital Library, contains links to guidelines for metadata, content and encoding, digital image formats and image capture, as used by the CDL. Other guidelines and activities are also listed. <http://www.cdlib.org/about/publications/>.

Digital Library Federation (DLF), USA. Digital library standards and practices. <http://www.diglib.org/standards.htm>. Includes “Standards and practices endorsed by the DLF” and information on other work in progress by the organization.

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### ***Copyright & Intellectual Property Rights (IPR)***

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<http://www.clir.org/pubs/reports/pub112/contents.html>

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## ***Technology***

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### **ALA. Association of College & Research Libraries (ACLS)**

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### **ALA. Association for Library Collections & Technical Services (ALCTS) Preservation & Reformatting Section (PARS)**

URL: <http://www.ala.org/alcts/organization/pars>

### **American National Standards Institute (ANSI)**

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URL: <http://www.ahds.ac.uk>

(Printed versions of AHDS "Guides to good practice" are available from Oxbow Books, Park End Place, Oxford OX1 1HN, U.K. <http://www.oxbowbooks.com>)



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**Association for Recorded Sound Collections (ARSC)**

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**Association Française de Normalisation (AFNOR)**

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**Canadian Culture Online (CCO)**

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URL: <http://www.canadianheritage.gc.ca/ccop-pcce>

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URL: <http://www.diglib.org/dlfhomepage.htm>

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**European Committee for Standardisation (CEN)**

Members include the national standards bodies of 28 European countries. CEN website gives quick access to their addresses and websites.  
URL: <http://www.cenorm.be/cenorm/index.htm>

**European Network for Conservation-Restoration Education (ENCoRE)**

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URL: <http://www.fiafnet.org>

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E-mail: [marie-therese.varlamoff@bnf.fr](mailto:marie-therese.varlamoff@bnf.fr)

**PAC Regional Centres**

*Asia*

Acquisitions Department

National Diet Library

10-1 Nagatacho I -chome, Chiyoda-ku,

Tokyo 100-8924

JAPAN

Phone: 81 3 3581 2331

Fax: 81 3 3592 0783

E-mail: [pacasia@ndl.go.jp](mailto:pacasia@ndl.go.jp)

*Eastern Europe & the CIS*

Library for Foreign Literature (M.I. Rudomino)

Nikolo-Jamskaya Street 1

109 189 Moscow

RUSSIAN FEDERATION

Phone: 7 095 915 3621

Fax: 7 095 915 3637

*Latin America & the Caribbean*

Centro Nacional de Conservacion Nacional,

Biblioteca Nacional de Venezuela

Apartado Postal 6525

Carmelitas

Caracas 1010,

VENEZUELA

Phone: 58 2 941 4070

Fax: 58 2 941 4070

URL: <http://www.bnv.bib.ve>

E-mail: [dservtec@bnv.bib.ve](mailto:dservtec@bnv.bib.ve)

Fundação Biblioteca Nacional de Brasil

Av. Rio Branco 219/39

20040-0008 Rio de Janeiro

BRAZIL

Phone: 55 21 22201976  
Fax: 55 21 25448596  
E-mail: [czaher@bn.br](mailto:czaher@bn.br)

Biblioteca Nacional de Chile  
Av. Libertador Bernardo O'Higgins N°651  
Santiago  
CHILE  
Phone: 56 2 3605239  
Fax: 56 2 6380461  
E-mail: [ximena.cruzat@bndechile.cl](mailto:ximena.cruzat@bndechile.cl)

National Library and Information System Authority (NALIS)  
PO Box 547  
Port of Spain  
TRINIDAD & TOBAGO  
Phone: 868 6243075  
Fax: 868 6243120

*Oceania & South East Asia*

Preservation Services Branch  
National Library of Australia  
Canberra, ACT 2600  
AUSTRALIA  
Phone: 61 2 6262 1571  
Fax: 61 2 6273 4535  
E-mail: [cwebb@nla.gov.au](mailto:cwebb@nla.gov.au)

*USA & Canada*

Preservation Directorate  
Library of Congress  
101 Independence Ave., SE  
Washington, DC, 20540-4500,  
USA  
Phone: 1 202 707 7423  
Fax: 1 202 707 3434  
E-mail: [mroo@loc.gov](mailto:mroo@loc.gov)

**International Organization for Standardization (ISO)**

1, rue de Varembé  
Case Postale 56  
CH - 1211 Genève 20  
SWITZERLAND  
Phone: 41 22 7490111  
Fax: 41 22 7333430  
URL: <http://www.iso.ch/iso/en/ISOOnline.frontpage>

**Library Binding Institute (LBI)**

70 East Lake Street, #300,  
Chicago IL 60601  
USA  
Phone: 312 704-5020  
Fax: 312 704-5025  
Email: [info@lbibinders.org](mailto:info@lbibinders.org)  
URL: <http://www.lbibinders.org/>

**Library of Congress (LC), Preservation Directorate**

LM-G21, Washington DC 20540  
USA  
Phone: 1 202 707 5213  
Fax: 1 202 707 3434  
URL: <http://www.locweb.loc.gov/preserv>

**Ligue des Bibliothèques Européennes de Recherche (LIBER)**

URL: <http://www.kb.dk/guests/intl/liber/>  
Chairman of Preservation Division: Ms Helen Shenton  
The British Library  
96 Euston Road  
London NW1 2DB  
UK  
Phone: 44 0207 412 7594  
Fax: 44 0207 412 7778  
email: [helen.shenton@bl.uk](mailto:helen.shenton@bl.uk)

**Museums, Libraries and Archives Council (MLA), UK**

*Until February 2004 : Re:source: the Council for Museums, Archives and  
Libraries*  
16 Queen Anne's Gate  
London SW1H 9AA  
UK  
Phone: 44 0207 273 1444  
URL: <http://www.resource.gov.uk/>

**National Archives (formerly Public Record Office)**

Kew, Richmond, Surrey TW9 4DU  
UK  
Phone 44 020 8876 3444  
Fax 44 020 8392 5286  
URL: <http://www.nationalarchives.gov.uk>

**National Archives of Australia (NAA)**

PO Box 7425

Canberra BC

ACT 2610

AUSTRALIA

Phone: 61 2 6212 3900

Fax: 61 2 6212 3999

URL: <http://www.naa.gov.au/recordkeeping/preservation>

**National Film Preservation Foundation**

870 Market Street, Suite 1113

San Francisco, CA, 94102

USA

Phone: 415 392 7291

Fax: 415 392 7293

E-mail: [info@filmpreservation.org](mailto:info@filmpreservation.org)

URL: <http://www.filmpreservation.org>

**National Fire Protection Association (NFPA), USA**

1 Batterymarch Park

Quincy, MA, 02169-7471

USA

Phone: 1 617 770 3000

Fax: 1 617 770 0700

URL: <http://www.nfpa.org>

**National Information Standards Organisation (NISO), USA**

4733 Bethesda Avenue, Suite 300

Bethesda, MD 20814

USA

Phone: 1 301 654 2512

Fax: 1 301 654 1721

URL: <http://www.niso.org/>

**National Initiative for a Networked Cultural Heritage (NINCH)**

21 Dupont Circle, NW

Washington, DC, 20036

USA

Phone: 202 296 5346

Fax: 202 872 0886

E-mail: [ninch@ninch.org](mailto:ninch@ninch.org)

URL: <http://www.ninch.org/>

**National Library of Australia (NLA)**

National Preservation Office  
NIAC, Canberra ACT 2600  
AUSTRALIA  
Phone: 61 6 262 1571  
Fax: 61 6 273 4535  
URL: <http://www.nla.gov.au/npo/>

**The National Preservation Office (NPO), UK**

The British Library, 96 Euston Road  
London NW1 2DB  
UK  
Phone: 44 0207 412 7612  
Fax : 44 0207 412 7768  
E-mail: [npo@bl.uk](mailto:npo@bl.uk)  
URL: <http://www.bl.uk/>

**National Records & Archive Administration (NARA), USA**

700 Pennsylvania Road, NW  
Washington DC 20408  
USA  
Phone: 1 866 272 6272  
Fax: 301 8370483  
URL: <http://www.archives.gov/>

**Northeast Document Conservation Center (NEDCC)**

100 Brickstone Square  
Andover, MA 01810-1494  
USA  
Phone: 978 470 1010  
Fax: 978 475 6021  
URL: <http://www.nedcc.org>

**Research Libraries Group (RLG)**

330 Madison Avenue, Floor 6  
New York, NY 10017-5041  
USA  
Phone:  
Fax: 1 646 495 5333  
URL: <http://www.rlg.org>

**Re:source: the Council for Museums, Archives and Libraries, UK**

*See* Museums, Libraries and Archives Council (MLA)

**Safeguarding European Photographic Images for Access (SEPIA)**

c/o European Commission on Preservation and Access  
P.O. Box 19121  
NL-1000 GC Amsterdam  
THE NETHERLANDS  
URL: <http://www.knaw.nl/ecpa/sepia/>

**Society of American Archivists (SAA)**

527 S. Wells St.  
5th Floor  
Chicago, IL 60607  
USA  
Phone: 312 922 0140  
Fax: 312 347 1452  
URL: <http://www.archivists.org>

**Society of Motion Picture and Television Engineers (SMTE)**

595 West Hartsdale Avenue  
White Plains, New York  
USA  
Phone: 914 761-1100  
Fax 914 761-3115  
E-mail: [smpte@smpte.org](mailto:smpte@smpte.org)  
URL: [http://www.smpte.org/smpte\\_store/standards/](http://www.smpte.org/smpte_store/standards/)

**Special Libraries Association (SLA)**

1700 Eighteenth Street, NW  
Washington, DC 20009-2514  
USA  
Phone: 1 202 234 4700  
Fax: 1 202 265 9317  
E-mail: [sla@sla.org](mailto:sla@sla.org)  
URL: <http://www.sla.org/>

SLA Disaster planning portal.

<http://www.sla.org/content/resources/inforesour/sept11help/disip/index.cfm>

**Technical Advisory Service for Images (TASI)**

Institute for Learning and Research Technology  
University of Bristol  
8-10 Berkeley Square  
Bristol, BS8 1HH  
UK  
Phone: 0117 928 7091  
Email: [info@tasi.ac.uk](mailto:info@tasi.ac.uk)  
URL : <http://www.tasi.ac.uk>

**UKOLN (until 2002, “U.K. Office for Library Networking”)**

c/o The Library,  
University of Bath,  
Bath, BA2 7AY  
UK  
Phone: 44 (0) 1225 386580  
Fax: 44 (0) 1225 386838  
URL: <http://www.ukoln.ac.uk>

**UNESCO**

1, rue Miollis  
F-75732 Paris cedex 15  
FRANCE  
Phone : 33 1 45 68 44 96  
Fax : 33 1 45 68 55 83  
URL: <http://www.unesco.org>

UNESCO Archives Portal: Preservation and Conservation  
[http://www.unesco.org/webworld/portal\\_archives/pages/Preservation\\_and\\_Conservation/](http://www.unesco.org/webworld/portal_archives/pages/Preservation_and_Conservation/)

UNESCO Libraries Portal: Preservation and Access Initiatives  
[http://www.unesco.org/webworld/portal\\_bib/Preservation\\_and\\_Access\\_initiatives/](http://www.unesco.org/webworld/portal_bib/Preservation_and_Access_initiatives/)

UNESCO Memory of the World Programme  
[http://www.unesco.org/webworld/mdm/index\\_2.html](http://www.unesco.org/webworld/mdm/index_2.html)

**World Standards Services Network (WSSN)**

“a network of publicly accessible World Wide Web servers of standards organizations around the world”. Searchable by country or region.  
URL: <http://www.wssn.net/WSSN/>