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

*Information et documentation — Prescriptions pour le stockage des  
documents d'archives et de bibliothèques*



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Tel. + 41 22 749 01 11  
Fax + 41 22 749 09 47  
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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 11799 was prepared by Technical Committee ISO/TC 46, *Information and documentation*.

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## Introduction

Archives and libraries are institutions established by society in order to collect, preserve and make available documents intended for consultation, by viewing directly or via a screen, or, in the case of sound recordings, by ear.

Archive and library collections normally contain material in a wide variety of formats. These are mainly paper-based books, manuscripts, files, records, maps and graphic collections, but may also include vellum, parchment, papyrus, film, photographic materials, audiovisual material, magnetic and optical media, and machine-readable formats. All these materials ideally require specific storage conditions.

Documents for current use may require different storage conditions from those requiring long-term or indefinite preservation.

This International Standard applies to the long-term storage of archive and library materials, but takes into account that, as the materials are stored to allow current use as well, some compromise with the ideal conditions for long-term storage may be unavoidable.

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

Figures and quantities given in this International Standard are intended for general international guidance. This International Standard presents some facts and general rules which should be considered when a building for the purpose of archival storage is newly constructed, when an old building originally designed for another use is converted, or when a building already in use for this purpose is renovated.