International Standard

ISO 11799

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

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

Third edition
2024-09

Reference number
ISO 11799:2024(en)

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Published in Switzerland

Contents

Page

Foreword ..... **v**

Introduction ..... **vi**

1 Scope **1**

2 Normative references **1**

3 Terms and definitions **1**

4 Sustainability — Collections storage and preservation **2**
4.1 General 2
4.2 Specifying storage spaces/conditions 3

5 Design planning **3**
5.1 Identify design participants 3
5.2 Establish design priorities 4
5.3 Establish design specifications 4
5.4 Risk assessment 5
5.4.1 General 5
5.4.2 Hazards to collections 5
5.4.3 Site risk assessment 6
5.5 Location of repository within structure 7
5.6 Subgrade storage considerations 7

6 Building materials and assembly **8**
6.1 Building fabric and environmental protection 8
6.1.1 General 8
6.1.2 Insulation and thermal stability (Thermal) 8
6.1.3 Airtightness 9
6.1.4 Hygroscopicity/permeability (Vapor) 9
6.1.5 Air pressurization and repositories 9
6.1.6 Modelling 10
6.2 Building materials and stability 10
6.2.1 General 10
6.2.2 Foundations and ground-bearing slabs 10
6.2.3 Exterior 11
6.2.4 Roof 11
6.2.5 Interior — General 12
6.2.6 Interior finishes 12
6.2.7 Off gassing of construction materials 12
6.2.8 Building equilibration 13
6.2.9 Floors 13
6.3 Mechanical/HVAC systems 14
6.3.1 General 14
6.3.2 Equipment location 14
6.3.3 Design considerations 14
6.4 Security 17
6.4.1 General 17
6.4.2 Protection against intruders 17
6.4.3 Doors and circulation routes 17
6.4.4 Services 18
6.4.5 Windows 18

7 Furniture and lighting considerations **18**
7.1 Furniture 18
7.1.1 General 18
7.1.2 Material requirements 18
7.1.3 Furniture configuration in the repository ambient conditions 18
7.1.4 Types of storage furniture 19

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7.1.5 Mobile shelving systems 20
7.2 Lighting 20
7.2.1 General 20
7.2.2 Repository 21
7.2.3 Artificial light sources 21
7.2.4 Natural light sources 22
7.2.5 Collection-level mitigation strategies for reducing light exposure in existing repositories 22

8 Environmental monitoring 23
8.1 General 23
8.2 Methodology 23
8.2.1 General 23
8.2.2 Equipment 23
8.2.3 Deployment and sample rates 23
8.2.4 Data retention and analysis 24
8.2.5 Other data sources 24

9 Building-related hazards to collections 25
9.1 Pest considerations 25
9.2 Water considerations 25
9.3 Fire protection and prevention 25
9.3.1 General 25
9.3.2 Fire risk assessment 26
9.3.3 Structural fire protection 26
9.3.4 Minimizing fire hazard in an electrical system 27
9.3.5 Minimizing fire hazards in ventilation plant and equipment 28
9.3.6 Fire detection and firefighting 28
9.4 Seismic 29
9.5 Power/Emergency power 30
9.5.1 General 30
9.5.2 Emergency power 30

10 Facility records and maintenance 30
10.1 Facility records 30
10.2 Maintenance 30

Annex A (informative) **Automatic fire-fighting systems 32**

Annex B (informative) **Recommended climatic conditions for the long-term storage of archive and library materials 34**

Annex C (informative) **Environmental transitions for materials 37**

Bibliography 38

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Foreword

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

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

ISO draws attention to the possibility that the implementation of this document may involve the use of (a) patent(s). ISO takes no position concerning the evidence, validity or applicability of any claimed patent rights in respect thereof. As of the date of publication of this document, ISO had not received notice of (a) patent(s) which may be required to implement this document. However, implementers are cautioned that this may not represent the latest information, which may be obtained from the patent database available at www.iso.org/patents. ISO shall not be held responsible for identifying any or all such patent rights.

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For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation* Subcommittee SC 10, *Requirements for document storage and conditions for preservation*.

This third edition cancels and replaces the second edition (ISO 11799:2015), which has been technically revised.

The main changes are as follows:

— updated content to reflect ISO standards/technical reports published after the second edition, including ISO/TR 19814 and ISO/TR 19815;

— increased detail and guidance on facility requirements and considerations.

Any feedback or questions on this document should be directed to the user’s national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

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

Archive and library collections, wherever they are stored, normally contain a wide variety of materials and formats. These are mainly documents on paper, parchment, palm leaves, papyrus and generally also include photographic, audio-visual documents and digital formats on diverse types of carriers (mechanical, photographic, magnetic, optical). All these materials ideally require specific storage conditions to ensure their long-term preservation and access. Note that separation by media type is rarely possible in archive and library storage settings, and that most collections will include a variety of materials.

NOTE See ISO 18934[3] and ISO 18911[1] on storage of specific materials.

In a number of fields, national or local building regulations can encompass such matters as construction, safety and security for public buildings and buildings in which valuable objects are stored (fire precautions, emergency exits, security against earthquakes, theft, burglary, terrorist acts, etc.), as well as services and equipment in professional use. This document therefore avoids detailed rules and regulations in these fields, except when recommending what can be added to these requirements.

This document presents some facts and general rules to be considered when a purpose-built repository is designed, when an old building originally designed for another use is converted, or when a building already in use as repository is renovated, with respect to energy efficiency and sustainable development. The same applies for underground storage facilities which are intended to function as or are already in use as storage facilities.

This document applies to the long-term storage of archive and library materials. It takes into account that the materials are stored and must allow active usage as well. Note that this document is about the design and construction requirements for archive and libraries storage spaces. ISO/TR 19814[7] and ISO/TR 19815[8] serve as companion documents which guide program activities and operations once the physical structure of the store is in place. As such, this document also does not specifically address the design or construction requirements of support spaces to collections storage areas (e.g. supplies storage, receiving areas, and quarantine spaces). Throughout this document, the term “repository” is used to refer specifically to a collection’s storage space, as opposed to a broader facility which may include a repository as well as other support spaces.

Depending on the climate and economic situation of individual institutions, it can be difficult to create and maintain optimal conditions for the long-term storage of archive and library materials. In these cases, it is expected that the institution will choose a path that meets the most appropriate compromise given needs and resources. Information that factors into these decisions should be documented with overall project documentation (see 5.3) to inform future professionals as to the decisions made and why.

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

1 Scope

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

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

This document does not specify exhibition or display guidelines.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

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

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at https://www.electropedia.org/

3.1
archive and library material
all types of documents kept in archives and libraries regardless of their physical format, mainly books, manuscripts, files, maps, graphic collections and other documents consisting of paper, but also parchment, papyrus, films, photographic materials, audiovisual recordings, magnetic and optical media, as well as bindings and protective material

3.2
building fabric
materials that enclose the interior of a building, separating the interior from the exterior (walls, floor and roof) and includes a number of different materials that collectively form the external envelope of the building

3.3
document
recorded information or material object which can be treated as a unit in a documentation process

3.4
environmental monitoring
recording and analysis of various environmental conditions – including temperature, relative humidity, light, vibration, or other factors – which impact the long-term preservation of collections materials

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