

Collection Care Resources List

General

Preserving archives section of the ICA's Online Resource Centre

<https://www.ica.org/en/preserving-archives>

ICA Bibliography of Books, Journal Articles, Conference Papers and Other Printed Sources Relating to Archival Buildings and Equipment - Updated

Expert Group on Archive Buildings and Environments

25 November 2017

<https://www.ica.org/en/ica-bibliography-of-books-journal-articles-conference-papers-and-other-printed-sources-relating-to>

The British Library's Preservation Guides

<https://www.bl.uk/conservation/guides>

The Smithsonian Institute's work and guidance on preservation management

<https://siarchives.si.edu/what-we-do/preservation/introduction>

Northeast Document Conservation Center

<https://www.nedcc.org/>

Preserving Archives

Forde, H. and Rhys-Lewis, J., 2nd edition, Facet Publishing (2013)

<https://www.facetpublishing.co.uk/page/detail/preserving-archives/?k=9781856048231>

Section 2 Terminology and ten agents of deterioration

The Canadian Conservation Institute; Ten agents of deterioration

<https://www.canada.ca/en/conservation-institute/services/agents-deterioration.html>

Notable thefts from the National Archives

NARA (US National Archives)

<https://www.archives.gov/research/recover/notable-thefts.html>

Section 3 Risk

Collection management using preservation risk assessment in *Journal of the Institute of Conservation*; Anna E. Bülow

<https://www.tandfonline.com/doi/full/10.1080/19455220903509960>

Preventive conservation & risk management; Canadian Conservation Institute

<https://www.canada.ca/en/services/culture/history-heritage/museology-conservation/preservation-conservation/preventive-conservation.html>

Section 4 Archival media and formats

The Paper Project website

<https://paperproject.org/>

Papermaking video from the University of Iowa's Center for the Book

https://www.youtube.com/watch?v=e-PmfdV_cZU

Machine-made paper video from the Sappi company

<https://www.youtube.com/watch?v=E4C3X26dxbM>

Japanese traditional papermaking video from the Iwami region of Shimane Prefecture

<https://www.youtube.com/watch?v=p2WXBZQ3S18>

ICA's Photographic and Audiovisual Archives Working Group (PAAG) webpages

<https://www.ica.org/en/about-photographic-and-audiovisual-archives-working-group>

Audio-visual and photographic archives management section of the ICA's Online Resource Centre

<https://www.ica.org/en/audio-visual-and-photographic-archives-management>

Photographic storage materials – what should you use?

Preservation Equipment blog

<https://www.preservationequipment.com/Blog/Blog-Posts/Photograph-storage-materials-What-should-you-use>

Section 5 Decay in physical archives

The Deterioration and Preservation of Paper: Some Essential Facts

Library of Congress

<https://www.loc.gov/preservation/care/deterioratebrochure.html>

6 Specifying Archive Buildings

Using Shipping Containers for Record Storage Specification and Description

Ted Ling, National Archives of Australia

November 2002

<https://www.ica.org/en/using-shipping-containers-record-storage-specification-and-description>

This resource was applied in the Canadian province of Saskatchewan

<https://saskmuseums.org/blog/entry/metal-shipping-containers-as-additional-storage>

“New Zealand Archives building setting world standards” Flash article

<https://www.ica.org/en/flash-may-2022-ndeg43>

ISO 11799:2015 Information and documentation — Document storage requirements for archive and library materials [under review; new version to be published in 2024]

<https://www.iso.org/standard/63810.html>

BS EN 16893:2018 Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections

<https://knowledge.bsigroup.com/products/conservation-of-cultural-heritage-specifications-for-location-construction-and-modification-of-buildings-or-rooms-intended-for-the-storage-or-use-of-heritage-collections/standard>

ICA Study n°17: Archive buildings in a tropical climate and with low resources

Asociación Latinoamericana de Archivos (ALA)

1 September 2011

<https://www.ica.org/en/ica-study-n%C2%B017-archive-buildings-tropical-climate-and-low-resources>

Section 7 Managing the building - fire

Section 6 of *BS EN 16893:2018 Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections*

<https://knowledge.bsigroup.com/products/conservation-of-cultural-heritage-specifications-for-location-construction-and-modification-of-buildings-or-rooms-intended-for-the-storage-or-use-of-heritage-collections/standard>

Section 8 Building risks and security

The International Council on Archives Expert Group on Theft, Trafficking and Tampering (EGATTT)

<https://www.ica.org/en/expert-group-against-theft-trafficking-and-tampering-egattt>

Section 9 Sustainable Building Options

The Passive House Institute (PHI), an independent research institute that has played an especially crucial role in the development of the Passive House concept

<https://passivehouse.com/>

Passivhaus that produces a low ecological footprint.

Herefordshire County Archives is the first example of a passivhaus archive building in the UK.

<https://www.architype.co.uk/project/hereford-archive-and-records-centre/>

<http://www.elementalsolutions.co.uk/wp-content/uploads/2012/08/Hereford-PH-Iss-10.pdf>

The Imperial War Museum in the UK recently commissioned a passivhaus paper store

<https://www.passivhaustrust.org.uk/projects/detail/?cId=105>

The Carrick Branch of the Carnegie Library of Pittsburgh is the first Passive House certified library in North America

https://passivehouse-database.org/index.php?lang=en#d_6072

The Kunstmuseum in Ravensburg is another example of passivhaus technology

<https://www.ribaj.com/buildings/kunstmuseum-ravensburg>

Green Archives: Applications of green construction to archival facilities

Sarah Kim, Doctoral student, School of Information, The University of Texas at Austin

<https://repositories.lib.utexas.edu/handle/2152/4011>

Section 10 Environmental monitoring

Environment

The British Library's guide to managing the library and archive environment

<https://www.bl.uk/britishlibrary/~media/bl/global/conservation/pdf-guides/library-archive-environment-preservation-guide.pdf>

Preservation; environmental impacts – dew point (previously preservation) calculator

<http://www.dpcalc.org/>

Section 11 Insects and pests

Snake in Indian Archive

<https://www.telegraphindia.com/bihar/snake-seen-slithering-among-files-at-secretariat/cid/1671179>

What's Eating your Collection website

<https://www.whatseatingyourcollection.com>

Introduction to Integrated Pest Management

2 hour online class from National Museums Scotland

<https://www.nms.ac.uk/about-us/our-services/training-and-guidance-for-museums/collections-care-training/integrated-pest-management/>

Chethams School of Music blog post about vermin eating their rare book

<https://library.chethams.com/blog/whos-been-eating-my-book/>

Information about carpenter ants from an American pest control company

<https://www.americanpest.net/blog/post/why-silverfish-invade-homes-in-the-fall>

Section 12 Mould

The Canadian Conservation Consortium's Resources on mould in heritage collections

<http://canadianconservationconsortium.ca/en/resources-mould-heritage-collections/>

Section 13 Handling and cleaning

British Library videos on handling archives in various formats

<https://www.bl.uk/help/how-to-handle-archives>

<https://www.bl.uk/help/how-to-handle-prints-drawings-and-photographs>

<https://www.bl.uk/help/how-to-handle-folded-items>

US National Archives Preservation Guidelines for Vendors Handling Records and Historical Materials

<https://www.archives.gov/preservation/technical/vendor-training.html>

New South Wales State Archives' guidance on handling and moving archives

<https://archivesoutside.records.nsw.gov.au/moving-and-handling-archives-the-basics/>

Section 14 Specifying shelving

Shelving for Archival Storage – Key Issues

International Council on Archives' Committee on Archival Buildings in Temperate Climates
22 September 2011

<https://www.ica.org/en/shelving-archival-storage-%E2%80%93-key-issues>

Storing collections: shelving

Norfolk Record Office

<https://www.archives.norfolk.gov.uk/community-archives/preservation/storing-collections-shelving>

Section 15 Packaging

Some UK sites to provide examples of packaging:

Conservation by Design

www.cxdinternational.com

Conservation Resources (UK) Ltd.

www.conservation-resources.co.uk

Preservation Equipment Ltd.

www.preservationequipment.com

National Archives of the USA boxing video:

<https://www.youtube.com/watch?v=NbnanuMhErU>

ISO 18916:2007 Imaging materials – Processed imaging materials – Photographic activity test for enclosure materials

<https://www.iso.org/standard/31940.html>

Section 16 Conservation

The Smithsonian Institute's Conservation programme

<https://siarchives.si.edu/what-we-do/preservation/conservation>

Paper Conservation at the (US) National Archives: A Brief Overview

<https://youtu.be/KS52uRLSrP8>

Paper Conservation, Iowa Libraries, USA

https://www.youtube.com/watch?v=epg_b3XdV4c

Columbia University conservation department

https://www.youtube.com/watch?v=zkl_uvFc1u4

The UK Institute of Conservation

<https://www.icon.org.uk/>

Section 17 Collection surveys

Benchmarks 3.0 – A conservation planning tool

National Conservation Service UK

<http://www.ncs.org.uk/benchmarks3.php>

Brokerhof, A. W. & Bülow, A. E, *The QuickScan – a quick risk scan to identify value and hazards in a collection*

<https://www.tandfonline.com/doi/full/10.1080/19455224.2016.1152280>

Section 18 Disaster planning

ICA's Expert Group on Emergency Management and Disaster Preparedness

<https://www.ica.org/en/expert-group-on-emergency-management-and-disaster-preparedness-empdp>

Vital Records and Records Disaster Mitigation and Recovery: An Instructional Guide
Expert Group on Emergency Management - EMDP

<https://www.ica.org/en/vital-records-and-records-disaster-mitigation-and-recovery-instructional-guide-0>

The International Blue Shield

<https://theblueshield.org/>

UNESCO website on post-conflict and post-disaster responses

<https://whc.unesco.org/en/reconstruction/>

Archives Damage Atlas

A tool for assessing damage to archive materials published by Metamorfoze, the Netherlands' national programme for the preservation of paper heritage.

<https://www.metamorfoze.nl/paper-conservation/archives-damage-atlas>

Disaster Planning: Foundation of the American Institute for Conservation of Historic & Artistic Works

https://www.youtube.com/watch?time_continue=2&v=jiSCr4HaaN0&feature=emb_logo

Section 19 Preservation policy

Building a preservation policy

British Library

https://www.bl.uk/britishlibrary/~/_media/bl/global/conservation/pdf-guides/building-a-preservation-policy.pdf

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