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

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
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

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

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

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

*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

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

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

ICA Study n°17: Archive buildings in a tropical climate and with low resources
Asociación Latinoamericana de Archivos (ALA)
1 September 2011

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
Section 8 Building risks and security

The International Council on Archives Expert Group on 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/
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

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

Preservation; environmental impacts – dew point (previously preservation) calculator
http://www.dpcalc.org/
Section 11 Insects and pests

Snake in Indian Archive

What’s Eating your Collection website
https://www.whatseatingyourcollection.com

Introduction to Integrated Pest Management
2 hour online class from National Museums Scotland

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
Section 14 Specifying shelving

*Shelving for Archival Storage – Key Issues*
International Council on Archives’ Committee on Archival Buildings in Temperate Climates
22 September 2011

*Storing collections: shelving*
Norfolk Record Office

Section 15 Packaging

Some UK sites to provide examples of packaging:

Conservation by Design
[www.cxdinternational.com](http://www.cxdinternational.com)

Conservation Resources (UK) Ltd.
[www.conservation-resources.co.uk](http://www.conservation-resources.co.uk)

Preservation Equipment Ltd.
[www.preservationequipment.com](http://www.preservationequipment.com)

National Archives of the USA boxing video:
[https://www.youtube.com/watch?v=NbnanuMhErU](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](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](https://siarchives.si.edu/what-we-do/preservation/conservation)

Paper Conservation at the (US) National Archives: A Brief Overview
[https://youtu.be/KS52uRLSrP8](https://youtu.be/KS52uRLSrP8)

Paper Conservation, Iowa Libraries, USA
Section 17 Collection surveys

*Benchmarks 3.0 – A conservation planning tool*
National Conservation Service UK

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

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

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

urls reviewed and updated March 2023

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