

POLLY ROSENBAUM ARCHIVES AND HISTORY BUILDING

**RELEVANT STANDARDS AND TECHNICAL INFORMATION
FOR REVIEW**

October 21, 2004

National Fire Protection Association (NFPA)

NFPA 5000: Building, Construction and Safety Code, 2003

NFPA 10 - Standard for Portable Fire Extinguishers 2002

NFPA 11 – Standard for Low, Medium, and High Expansion Foam 2002

NFPA 13 - Standard for the Installation of Sprinkler Systems 2002

NFPA 16 – Standard for the Installation of Foam – Water Sprinkler & Foam Water Spray Systems 2003

*NFPA 40 - Standard for the Storage and Handling of Cellulose Nitrate Film 2001

NFPA 70E – Standard for Electrical Safety Requirements for Employee Work Places 2004

NFPA 72 - National Fire Alarm Code 2002

NFPA 75 – Protection of Electronic Computer/Data Processing Equipment 2003

NFPA 76 – Recommended Practice for the Fire Protection of Telecommunication Facilities 2002

NFPA 101 - Life Safety Code 2003

NFPA 101B – Code for Means of Egress for Buildings & Structures 2002

NFPA 110 – Standard for Emergency and Standby Power System 2002

NFPA 221 - Standard for Fire Walls and Fire Barrier Walls 2000

NFPA 231 - Standard for the Fire Protection of Storage 2003

*NFPA 232 - Standard for the Protection of Records 2000

NFPA 232A - Guide for Fire Protection of Archives and Records Centers 1995

*NFPA 750 -Standard On Water Mist Fire Protection System 2003

NFPA 780 – Standard for the Installation of Lightning Protection 2004

**American Society of Heating, Refrigerating and Air Conditioning Engineers
(ASHRAE)**

ASHRAE Applications Handbook (2003)

- A14. Laboratories
- A16. Clean Spaces
- A17. Data Processing and Electronic Office Areas
- *A20. Photographic Material Facilities
- *A21 Museums, Libraries, and Archives
- A34. Thermal Storage
- A42. New Building Commissioning
- *A45. Control of Gaseous Indoor Contaminants
- A52. Fire and Smoke Management
- A54. Seismic and Wind Restraints

ASHRAE Applications Handbook 2004

- S22. Desiccant Dehumidification Pressure-Drying Equipment
- S24. Air Cleaners for Particulate Contaminants

ASHRAE Handbook Heating, Venting and Air-Conditioning: Fundamentals (2001). Chapter 12. Air Contaminants

Standard 52.2 1999 Method of Testing General Ventilation Air-Cleaning Devices For Removal Efficiency By Particle Size (ANSI Approved)

*Harriman, Lewis *et. al.* 'Dehumidification And Cooling Loads From Ventilation Air. ASHRAE Journal, Nov. 1997. pp 37-45.

*Ayres, J. M. *et. al.* Energy Impact of Various Inside Air Temperatures and Humidities In A Museum When Located in Five U.S. Cities. ASHRAE Transactions, Vol 96, Part 2, 1990.

And other related publications

American Society of Testing and Materials

E119-98 Standard Test Methods for Fire Tests of Building Construction and Materials

Underwriters Laboratory (UL)

UL 611- Central Station Burglar Alarm Systems

UL827- Central Station Alarm Services

UL1076- Proprietary Burglar Alarm Units and Systems

And other related publications

National Archives and Records Service

*Archives II: Using Technology To Safeguard Archival Records, Records Storage Environments, Archival Finishes, High-Density Mobile Shelving, Fire Protection, and Security. Undated. NARA website

*Code of Federal Regulations. Part 1228:/Subpart K: Facilities Standards for Records Storage Facilities. December 30, 2002.

*Agency Records Centers: Final Rule/Request For Comment. National Archives and Records Administration. Federal Register, Vol. 64, No. 231, December 2, 1999, pp. 67634-67668.

*Agency Records Centers: Correction. National Archives and Records Administration. Federal Register, Vol. 64, No. 236, 1999, pp. 68945-68946.

*Learning From The Past: Building For The Future. National Archives at College Park, August 5, 1995

Canadian Conservation Institute

*Michalski, Stefan. Guidelines For Humidity And Temperature For Canadian Archives. Technical Bulletin 23. 2001.

*Tetrault, Jean. Airborne Pollutants in Museum, Galleries, and Archives: Risk Assessment, Control Strategies, and Preservation Management. 2003

*Guild, Sherry and Maureen Macdonald. Mold Prevention and Collection Recovery: Guidelines for Heritage Collections. Technical Bulletin 26. 2004

*Baril, Paul. Fire Prevention Programs for Museums. Technical Bulletin 18. 1997

*Kelly, Wayne. Security Hardware and Security Systems Planning for Museums. Technical Bulletin 19. 1998

*Strang, Thomas. Controlling Museum Fungal Problems. Technical Bulletin 12. 1991

CCNotes:

- *Precautions for Storage Areas
- *Automatic Sprinkler Systems for Museums
- *Ultraviolet Filters
- *Controlling Insect Pests with Low Temperature
- *Storage and Display Guidelines for Paintings
- *Environmental Guidelines for Paintings

Canadian Council On Archives

Lull, William P. and Paul Banks. Conservation Environment Guidelines for Libraries and Archives. 1995.

Image Permanence Institute and New York State Library

- *Reilly, James M. IPI Storage Guide For Acetate Film. 1993.
- *Reilly, James M. Storage Guide for Color Photographic Materials. 1998.

Northeast Document Conservation Center

- *Artim, Nick. An Introduction To Fire Detection, Alarm, and Automatic Fire Sprinklers. Technical Leaflet: Section 3, Leaflet 2. 2004
- *Brown, Karen. Collections Security: Planning and Prevention For Libraries and Archives. Technical Leaflet, Section 3, Leaflet 12. 2003
- *Brown, Karen. Preservation Concerns in Building Design: Select Bibliography. Technical Leaflet. Section 1, Leaflet 7. 2004
- *Ellis, Rebecca Thatcher. Getting Function From Design: Making Systems Work. Technical Leaflet. Section 2, Leaflet 3. 2004
- *Glaser, Mary Todd. Relaxing and Flattening Paper By Humidification. Technical Leaflet. Section 6, Leaflet 4. 1999
- *Glaser, Mary Todd. Storage Solutions For Oversized Paper Artifacts. Technical Leaflet. Section 4, Leaflet 9. 2004
- *Ogden, Sherelyn. Protection From Loss: Water and Fire Damage, Biological Agents and Vandalism. Technical Leaflet: Section 3, Leaflet 1. 2002.

*Ogden, Sherelyn. Temperature, Relative Humidity, Light, and Air Quality: Basic Guidelines For Preservation. Technical Leaflet, Section 2, Leaflet 1. 1999

*Sherelyn Ogden. Storage Furniture: A Brief Review of Current Options. Technical Leaflet. Section 4, Leaflet 2. 2004

*Patkus, Beth Lindblom. Integrated Pest Management. Technical Leaflet: Section 3, Leaflet 11. 2004.

*Patkus, Beth Lindblom. Monitoring Temperature And Relative Humidity. Section 2 Leaflet 2. 2004

* Patkus, Beth Lindblom. Protection From Light Damage. Technical Leaflet. Section 2, Leaflet 4. 2004

American National Standards Institute (ANSI) and International Organization for Standardization (ISO)

ISO 18911: 2000 - Imaging Materials – Processed Safety Photographic Films-Storage

ISO 18918: 2000 - Imaging Materials – Processed Photographic Plates –Storage Practices

ISO 18920: 2000 - Imaging Materials –Processed Photographic Reflection Prints –Storage Practices

ISO 18923: 2000- Imaging Materials – Polyester Base Magnetic Tape-Storage

ISO 18925: 2002 - Imaging Materials – Optical Disc Media –Storage

ISO 18927: 2002 - Imaging Materials- Recordable Compact Disc System Methods For Estimating The Life Expectancy Based On The Effects of Temperature and Relative Humidity.

National Information Standards Organization (NISO)

*Wilson, William K. Environmental Guidelines for the Storage of Paper Records. Bethesda:National Information Standards Organization, Technical Report 1–1995

Commission on Preservation and Access

Reilly, James, Douglas Nishimura, and Edward Zinn. New Tools for Preservation: Assessing Long-Term Environmental Effects on Library and Archives Collections. 1995

Sebera, Donald K. Isoperms: An Environmental Management Tool. Commission on Preservation and Access, 1994

Van Bogart, John W. C. Magnetic Tape Storage and Handling. A Guide For Libraries and Archives. National Media Laboratory and Commission On Preservation and Access, 1995

International Institute for Conservation of Historic and Artistic Works

Thomas, Garry. *The Museum Environment*. Second Edition. London: International Institute for Conservation of Historic and Artistic Works, 1994.

Society of American Archivists

*Ritzenthaler, Mary Lynn. "Creating a Sympathetic Environment." in *Preserving Archives and Manuscripts*. 1993.

American Library Association

Leighton, Philip D. and David C. Weber. *Planning Academic and Research Library Buildings*. 1999

Sannwald, William. *Checklist of Library Building Design Considerations*. Fourth Edition, 2001. (Susan Shearn has)

Council On Library and Information Resources

Porck, Henk J. *Preservation Science Survey: An Overview of Recent Developments and Research on the Conservation of Selected Analog Library and Archival Materials*. 2000.

Library of Congress

*Care, Handling, and Storage of Photographs. Information Leaflet.

National Archives of Australia

*Ling, Ted. *Solid, Safe, Secure: Building Archives Repositories in Australia*. 1998.

Getty Conservation Institute

*Maekawa, Shin and Kerstin Elert. *Use of Oxygen-Free Environments in the Control of Museum Insect Pests*. 2003.

*Selwitz, Charles and Shin Maekawa. *Inert Gases in the Control of Museum Insect Pests*. 1998.

Society For The Preservation Of Natural History Collections

*Burke, John. *Anoxic Microenvironments: A Simple Guide*. 2001

*Rose, Carol *et.al.* *Storage of Natural History Collections: A Preventative Approach*. 2 vols. 1995

National Institute of Building Sciences

Bugs, Mold, Rot II. Proceedings. A Workshop On Control of Humidity for Health, Artifacts, and Buildings 1993

California State Library

*Seismic Safety Standards for Library Shelving. 1997?

Miscellaneous Technical Information

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*Bausch, Douglas B. and David S. Brumbaugh, Arizona Earthquake Information Center, NAU. Phoenix Community Earthquake Hazard Evaluation, Maricopa County, Arizona. Prepared for the State of Arizona Division of Emergency Management – FEMA-NEHRP, June 13, 1994.

*Farshchi, Mike. “Library Archival Facility: A Cool Place.” Engineering Systems, January 2003.

*Flood-Resistant Materials Requirements For Buildings Located In Special Flood Hazard Areas In Accordance With The National Flood Insurance Program. Technical Bulletin 2-93. Federal Emergency Management Agency/Federal Insurance Agency, 1993.

*Huff, C. Preston. Virginia’s New State Records Center and Archives Annex. Richmond: Library of Virginia. Various Documents on a Compact Disk.

*Lull, William. “Further Comments on Climate Control Guidelines.” Abbey Newsletter. Vol 18. No. 7, 1994

*Reilly, James. “Storage – Chapter 6.” Care and Identification of 19th Century Photographic Prints. Kodak Publication # G-2S. 1986. pp. 82-97.

Rose, William. Effects of Climate Control on the Museum Building Envelope. Journal of the American Institute for Conservation. Vol 33, No. 2, Article 11, 1994

*McCormick-Goodhart. Allowable Temperature and Relative Humidity Range for the Use and Storage of Photographic Materials. Journal of the Society of Archivists. Vol. 17. No. 1, 1996, pp 7-21(on ILL order)

*Movable Compact Shelving Systems: Selections and Specifications.” Library Technology Reports, September/October, 1999.

Wilhelm, Henry and Carol Brower. The Permanence and Care of Color Photographs: Traditional and Color Prints, Color Negatives, Slides, and Motion Pictures. Grinnell: Preservation Publishing Company, 1993

* Denotes in possession by DWL