
INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES

BIBLIOGRAPHY OF BOOKS, JOURNAL ARTICLES, CONFERENCE
PAPERS AND OTHER PRINTED SOURCES RELATING TO
ARCHIVAL BUILDINGS AND EQUIPMENT

*BIBLIOGRAPHIE DES LIVRES, ARTICLES DE REVUES,
COMMUNICATIONS ET AUTRES SOURCES IMPRIMEES
CONCERNANT LES BATIMENTS D'ARCHIVES et leurs
EQUIPEMENTS*

EXPERT GROUP ON ARCHIVE BUILDINGS
AND ENVIRONMENTS
GROUPE D'EXPERTS POUR LES BATIMENTS D'ARCHIVES ET LEUR
ENVIRONNEMENT

VOLUME 3

2017

BIBLIOGRAPHY OF BOOKS, JOURNAL ARTICLES, CONFERENCE PAPERS AND OTHER PRINTED SOURCES RELATING TO ARCHIVAL BUILDINGS AND EQUIPMENT

BIBLIOGRAPHIE DES LIVRES, ARTICLES DE REVUES, COMMUNICATIONS ET AUTRES SOURCES IMPRIMEES CONCERNANT LES BATIMENTS D'ARCHIVES et leurs EQUIPEMENTS

This bibliography, Volume 3, is the work of the International Council on Archives Expert Group on Archive Buildings and Environments.

Cette bibliographie a été réalisée par le Comité sur les bâtiments d'archives dans les climats tempérés du Conseil International des Archives.

Chairman / Président
Jonathan Rhys-Lewis

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DISTRIBUTION

ICA Bibliography 3 is freely available on the ICA web site.

La Bibliographie no. 3 du CIA est gratuitement accessible sur le site internet du CIA.

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Bibliography of Books, Journal Articles, Conference Papers and Other Printed Sources relating to Archival Buildings and Equipment

Bibliographie des livres, articles de revues, communications et autres sources imprimées concernant les bâtiments et équipements d'archives

Introduction

This bibliography provides a list of sources about archival buildings published between 2000 and 2017. It continues the work of the International Council on Archives Committee on Archival Buildings in Temperate Climates and the Bibliography that they issued in 2003 as Volume 2.

This latest edition is meant to supplement the 2003 edition and contains bibliographic citations dating from 2000 to 2017. Some new classifications related to archival facilities have been added and some classifications have no citations at this time.

A few older citations are repeated in this volume because they are still considered current. When available, this edition provides a link to the online publication. Other sources that are related to archive buildings and that are not included in this Bibliography can be found in numerous other publications on cultural heritage institutions, museums and libraries.

Volume 3 of the ICA Bibliography on Archival Buildings and Equipment was completed by the ICA Expert Group on Archive Buildings and Environments from 2015 to 2017. Michele F. Pacifico, an Archival Facility Consultant in the United States, largely compiled it with assistance from Jonathan Rhys-Lewis. France Saïe-Belaïsch from the Directorate of the French Archives has worked on the French

It has been decided that, as far as possible, the bibliography will adhere to the ICA's principal languages of English and French, though clearly the titles of some articles are in other languages. It is our intention to periodically add to the bibliography, with the prospect of additions from a wider variety of countries.

If you have any queries about the bibliography, or would like to see specific items added to it, or are aware of any errors that may be present, please email Michele F. Pacifico directly at martinpacifico@comcast.net.

Introduction

Cette bibliographie offre une liste de sources concernant les bâtiments d'archives, publiées entre 2000 et 2011. Elle prolonge le travail du comité de l'ICA concernant les bâtiments d'archives en climats tempérés et la bibliographie élaboré par ce comité en 2003 qui constituait le volume 2.

Cette nouvelle édition se propose de compléter l'édition de 2003 et présente des sources bibliographiques datant de 2000 à 2017. Certaines nouvelles classifications relatives aux services d'archives ont été ajoutées et quelques classifications n'ont pas été citées dans cette édition.

Quelques citations plus anciennes sont citées à nouveau dans ce volume car elles sont considérées comme encore d'actualité. Quand il est disponible, cette édition offre un lien vers une publication en ligne. D'autres sources relatives à notre sujet, non incluses dans cette bibliographie peuvent être trouvées dans les nombreuses autres publications concernant les institutions patrimoniales, les musées et les bibliothèques.

Le volume 3 de cette bibliographie a été rédigé par le groupe des experts sur les bâtiments d'archives et leur environnement de 2015 à 2017. Michele F. Pacifico, consultante en équipement des services d'archives a compilé les données, avec l'assistance de Jonathan Rhys-Lewis. France Saïe-Belaïsch du Service Interministériel des Archives de France, à Paris, a assuré la traduction en français.

Il a été décidé que dans la mesure du possible cette bibliographie serait établie dans les principales langues de l'ICA à savoir le français et l'anglais bien que clairement les titres de quelques articles soient dans une autre langue. Nous avons l'intention de compléter périodiquement cette bibliographie avec des données d'un plus large éventail de pays.

Si vous avez des questions sur cette bibliographie, si vous souhaitez la compléter, ou si vous avez noté des erreurs, s'il vous plait veuillez contacter directement par mail Michele F. Pacifico à l'adresse martinpacifico@comcast.net

Classification System/Le Système de classification

The classification system used in this bibliography is as follows:

Le système de classification utilisé dans cette bibliographie est le suivant :

1. Whole Buildings/ *Bâtiments pris dans leur ensemble*

- 1.1 General/*Généralités*
- 1.2 Standards/*Normes*
- 1.3 Planning, Design, Layout/*Programmation, design, disposition des bâtiments*
- 1.4 Liaison with Architects, Builders and Engineers/*Dialogue avec les architects, les entrepreneurs et les ingénieurs*
- 1.5 Construction Techniques/*Construction des bâtiments*
- 1.6 Adaptation of existing buildings/*Adaptation de bâtiments existants*
- 1.7 Occupational Health and Safety Issues/*Santé du personnel et du public*
- 1.8 Particular Buildings/*Bâtiments particuliers*
- 1.9 Issues Affecting Tropical Countries/*Problèmes des pays tropicaux*
- 1.10 Moving Archives/*Déménager les archives*
- 1.11 Sustainability /*Durabilité*
- 1.12 Accessibility/ *Accessibilité*

2. Parts of Buildings/ *Parties de bâtiments*

- 2.1 Repositories/*Magasins d'archives*
- 2.2 Storage Equipment (including shelving and boxes)/ *Équipement des magasins*
- 2.3 Conservation and Technical Laboratories/*Conservation et ateliers techniques*
- 2.4 Accommodation for Staff/*Bureaux*
- 2.5 Areas Open to the Public/*Locaux ouverts au public*
- 2.6 Materials and Finishes *Matériaux et finitions*

3. Environmental Conditions, Air Control and Conditioning/ *Conditions climatiques, conditionnement de l'air*

- 3.1 General, All Types of Materials/*Généralités, tous les types de matériaux*

3.2 Paper, Parchment, Binding Materials/*Le Papier, le parchemin, les matériaux de reliure*

3.3 Photographic Materials/*Les matériaux photographiques*

3.4 Audiovisual and Digital Materials/*Les matériaux audiovisuels et numériques*

4. Fire/*L'incendie*

4.1 Fire Safety/*L'incendie sécurité*

4.2 Fire Suppression Systems (water, foam, gas, reduced oxygen, etc)/*Systèmes d'extinction incendie (l'eau, le gaz, la mousse)*

4.3 Reports about Fires/*Rapports sur les Incendies*

5. Security/*Sécurité*

5.1 All types of Danger/*Tous les dangers*

5.2 Theft and Other Kinds of Threats Posed by Humans/*Le vol et les autres dangers causés par l'homme*

6. Lighting / *Eclairage*

6.1 General/*Généralités*

7. Building Maintenance / *Gestion des bâtiments*

7.1 General/*Généralités*

8. Integrated Pest Management/ *Application de la lutte intégrée contre les agents de détérioration biologique*

8.1 General/*Généralités*

9. Disaster Preparedness and Recovery/ *Prévision des sinistres et sauvetage*

9.1 General/*Généralités*

1. Whole Buildings/ *Bâtiments pris dans leur ensemble*

1.1 General/ *Généralités*

Classification: 1.1.01
Author: Banks, Paul N.
Title: Environment and Building Design
Series: Preservation: Issues and Planning
Place, Year: Chicago, IL: American Library Association, 2000
Pages:
Other remarks:

Classification: 1.1.02
Author: Hughes, S.
Title: Preserving Library and Archive Collections in Historic Buildings
Series:
Place, Year: Council of Museums, Archives and Libraries, 2001
Pages:
Other remarks:

Classification: 1.1.03
Author: Jost, Hans-Peter
Title: Conceive an Archives Building: A Method
Series:
Place, Year: ICA, 2003
Pages:
Other remarks:

Classification: 1.1.04
Author: Ling, Ted
Title: Building a Low-Cost Archives in the Tropics: Specification and Description
Series:
Place, Year: PARBICA: Pacific Regional Branch of the ICA, May 2003
Pages:
Other remarks: http://www.parbica.org/content/BuildingLowCostAchivesBuildingsReport_tcm50-74758.pdf

Classification: 1.1.05
Author: Kurtz, Michael

Title: Managing Archival and Manuscript Repositories
Series:
Place, Year: Chicago, IL: Society of American Archivists, 2004
Pages:
Other remarks:

Classification: 1.1.06
Author: Wilsted, Thomas P.
Title: Planning New and Remodeled Archival Facilities
Series:
Place, Year: Chicago, IL: Society of American Archivists, 2006
Pages:
Other remarks:

Classification: 1.1.07
Author: Kitching, C.S.
Title: Archives Building in the United Kingdom, 1993-2005
Series:
Place, Year: Phillimore & Co., Ltd., 2007
Pages:
Other remarks:

Classification: 1.1.08
Author: Thickett D., Rhee, S, and Lambarth S.
Title: Libraries and Archives in Historic Buildings
Series:
Place, Year: Museum Microclimates, 2007
Pages:
Other remarks:

Classification: 1.1.09
Author: American Alliance of Museums (AAM)
Title: National Standards and Best Practices for U.S. Museums
Series:
Place, Year: Arlington, VA: AAM Press, 2008
Pages:
Other remarks:

Classification: 1.1.10
Author: Pacifico, Michele F. and Wilsted, Thomas P., editors
Title: Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers
Series:
Place, Year: Chicago, IL: Society of American Archivists, 2009
Pages:
Other remarks: Society of American Archivists Approved Standard. Revised edition will be published as a joint U.S.-Canadian standard in 2018.

Classification: 1.1.11
Author: Callister, T. and Blake, R.
Title: Identifying and Specifying Requirements for Offsite Storage of Physical Records
Series:
Place, Year: London: The National Archives, 2009
Pages:
Other remarks:

Classification: 1.1.12
Author: Herskovitz, R., Glines, T., and Grabitske, D
Title: Building Museums : A Handbook for Small and Midsize Organizations
Series:
Place, Year: St. Paul, MN: Minnesota Historical Society Press, 2012
Pages:
Other remarks:

Classification: 1.1.13
Author: Ivovic, Svetlana Perovic
Title: Archival Building Design Challenge: Architects, Archivists, and Conservators and the Same Task in Order to Ensure Protection of Archives
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 111-120
Other remarks

Classification: 1.1.14
Author: Usprcova, Svetlana
Title: Archival Buildings in General and the Case with the Archival Buildings of the State Archives of the Republic of Macedonia
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 89-96
Other remarks:

Classification: 1.1.15
Author: Duranti, Luciana and Franks, Pat, Editors
Title: Encyclopedia of Archival Science
Series:
Place, Year: Lanham, MD: Rowman & Littlefield Publishing Group, June 2015
Pages:
Other remarks: Has numerous entries related to archival facilities.

Classification: 1.1.16
Author: Northeast Document Conservation Center
Title: Preservation Publications
Series: Preservation Leaflet Series
Place, Year: Andover, MA: continually updated
Pages:
Link: <https://www.nedcc.org/free-resources/preservation-leaflets/>
Other remarks: Leaflets available on the following subjects: Planning, Environment, Emergency Management, Photographs, Reformatting, and Conservation Procedures.

1.2 Standards/Normes

Classification: 1.2.01
Author: National Archives and Records Administration
Title: Architecture and Design Standards for Regional Archives
Series:
Place, Year: College Park, MD: 2000

Pages:
Other remarks:

Classification: 1.2.02
Author: Kitching, Christopher
Title: BS 5454: a commentary on the revised 2000 edition
Series: Journal of the Society of Archivists 21
Place, Year: London: October 2000, vol. 21, no. 2
Pages: 159-167
Other remarks:

Classification: 1.2.03
Author: National Archives and Records Administration
Title: NARA 1571: Archival Storage Standards
Series:
Place, Year: College Park, MD: 2002
Pages:
Other remarks:

Classification: 1.2.04
Author: National Archives.
Title: Standard for Record Repositories
Series:
Place, Year: London: 2004
Pages:
Link: <http://www.nationalarchives.gov.uk/documents/information-management/standard2005.pdf>
Other remarks:

Classification: 1.2.05
Author: Archives New Zealand
Title: Storage Standard
Series:
Place, Year: Wellington: 2007
Pages:
Link: <http://www.archives.govt.nz/continuum/documents/publications/s2>
Other remarks:

Classification: 1.2.06
Author: Cassar, M
Title: Environmental Management of Performance Standards: Guidelines for Historic Buildings
Series:
Place, Year: English Heritage, 2009
Pages:
Other remarks:

Classification: 1.2.07
Author: Parks, Canada
Title: Standards and Guidelines for the Conservation of Historic Places in Canada
Series:
Place, Year: Quebec: 2010
Pages:
Other remarks: 2nd edition

Classification: 1.2.08
Author: British Standards Institute
Title: PAS 198: Specification for Managing Environmental Conditions for Cultural Collections
Series:
Place, Year: London: BSI, 2012
Pages:
Other remarks:

Classification: 1.2.9
Author: British Standard Institution
Title: PD 5454 Guide for the Storage and Exhibition of Archival Documents
Series:
Place, Year: London: BSI, 2012
Pages:
Other remarks: Earlier editions were published in 1977, 1989, 2000

Classification: 1.2.10
Author: United States Department of Defense
Title: Facilities Criteria: Navy Museums and Historic Resource Facilities
Series:

Place, Year: Washington, DC: 2013
Pages:
Link: http://www.wbdg.org/ccb/DOD/UFC/fe_4_760_10n.pdf
Other remarks:

Classification: 1.2.11
Author: National Archives and Records Administration
Title: Architecture and Design Standards for Presidential Libraries
Series:
Place, Year: College Park, MD: 2014
Pages:
Other remarks:

Classification: 1.2.12
Author: International Organization for Standards
Title: ISO 11799: Information and Documentation-Documentation
Storage Requirements for Archive and Library Materials
Series:
Place, Year: Geneva: ISO, 2015
Pages:
Other remarks:

Classification: 1.2.13
Author: British Standards Institution
Title: BS 4971: Conservation and Care of Archive and Library Collections
Series:
Place, Year: London: BSI, 2017
Pages:
Other remarks:

1.3 Planning, Design, Layout/Programmation, design, disposition des bâtiments

Classification: 1.3.01
Author: Kozar, Azem
Title: Location Characteristics of Archival Buildings in Bosnia and Herzegovina
Series: Atlanti: Review for Modern Archival Theory and Practice

Place, Year: State Archives of Trieste: International Institute for Archival
Science of Trieste and Maribor, 2015, Volume 25, Number 2
Pages: 15-24
Other remarks:

1.4 Liaison with Architects, Builders and Engineers/*Dialogue avec les architectes, les entrepreneurs et les ingénieurs*

Classification : 1.4.01
Author: Jost, Hans-Peter
Title: La collaboration entre archivistes et concepteurs au cours des études
et de la réalisation de bâtiments d'archives
Series: Janus
Place, Year: 1997
Pages: 125-132
Other remarks:

Classification: 1.4.02
Author: Ivovic, Svetlana Perovic
Title: Archival Building Design Challenge: Architects, Archivists, and
Conservators and the Same Task in Order to Ensure Protection of
Archives
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival
Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 111-120
Other remarks

1.5 Construction Techniques/*Construction des bâtiments*

Classification: 1.5.01
Author: Gerard Ermisse, Elsa Marguin-Hamon, France Saïe-Belaïsch
Title: Bâtiment d'archives - 1986, 2003
Series:
Place, Year: Direction des Archives de France, Paris, 2004
Pages: 125
Other remarks:

Classification: 1.5.02
Author: Padfield, T. and Aasbjerg, Jensen L.
Title: Humidity Buffering of Building Interiors by Absorbent Materials
Series: Proceedings of the 9th Nordic Symposium on Building Physics
Place, Year: Tampere, Finland: May 2011
Pages:
Link: <http://www.conservationphysics.org>
Other remarks:

Classification: 1.5.03
Authors: France Saïe-Belaïsch, Marie-Dominique Parchas, Geneviève Etienne, Françoise Banat-Berger et Claire Sibille
Title: Les archives dans la cité, architecture d'archives, 2004 à 2012.
Place, Year: Service Interministériel des Archives de France, Paris, 2013
Pages: 238
Other remarks:

1.6 Adaptation of Existing Buildings/*Adaptation de bâtiments existants*

Classification: 1.6.01
Author: Gerard Ermisse, Elsa Marguin-Hamon, France Saïe-Belaïsch
Title: Bâtiment d'archives - 1986, 2003
Series:
Place, Year: Direction des Archives de France, Paris, 2004
Pages: 125
Other remarks:

Classification: 1.6.02
Author: Wilsted, Thomas P.
Title: Renovating Special Collections Facilities
Series: Journal of Library Administration, Number 53
Place, Year: 2012
Pages: 3-4
Other remarks:

Classification: 1.6.03

Authors: France Saïe-Belaïsch, Marie-Dominique Parchas, Geneviève Etienne, Françoise Banat-Berger et Claire Sibille
Title: Les archives dans la cité, architecture d'archives, 2004 à 2012.
Place, Year: Service Interministériel des Archives de France, Paris, 2013
Pages: 238
Other remarks:

1.7 Occupational Health and Safety issues/*Santé du personnel et du public*

No citations for Volume 3.

1.8 Particular Buildings/*Bâtiments particuliers*

Classification: 1.8.01
Author: Carmichael, David
Title: Building on the Past: Construction of the New Georgia Archives
Series: Provenance, Journal of the Society of Georgia Archivists, Volume 23, Issue 1
Place, Year: Atlanta, GA: 2005
Pages: 5-20
Other remarks:

Classification: 1.8.02
Author: Enos, C., Donato, M., and Strong, K.
Title: Protecting the Past for The Library of Congress
Series: Engineered Systems Magazine
Place, Year: 2005
Pages:
Link: <http://www.esmagazine.com>
Other remarks:

Classification: 1.8.03
Author: Adams, Jeanette
Title: Fort Meade is Cool, CALM, and Collected
Series: Library Services Journal, Volume I, No. 3
Place, Year: Fall, 2008
Pages: 21-28

Other remarks:

Classification: 1.8.04
Author: Al Hinai, Abdulmohsin Said
Title: Building of the National Records and Archives Authority (NRAA) in the Sultanate of Oman: the Establishment, Designing, and Magnificence Construction
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 11-14
Other remarks:

Classification: 1.8.05
Author: Pozgan, Jasna
Title: Buildings in the Northern Croatia: Conditions and Possibilities
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 45-52
Other remarks

Classification: 1.8.06
Author: Reisz, T. Csaba
Title: The History of the NAH Central Building's Construction
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 71-82
Other remarks

Classification: 1.8.07
Author: Ryantova, Marie
Title: Archive Buildings in the Czech Republic After 1990: the "Czech Archival Wonder" and the Present Situation
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 53-60

Other remarks

Classification: 1.8.08
Author: Usprcova, Svetlana
Title: Archival Buildings in General and the Case with the Archival Buildings of the State Archives of the Republic of Macedonia
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 89-96
Other remarks:

1.9 Issues Affecting Tropical Countries/*Problèmes des pays tropicaux*

Classification: 1.9.01
Author: King, Steve., Daniel Vinod., Pearson, Colin., Cole, Ivan and Ganther, Wayne
Title: Behaviour of museum buildings in tropical climates
Series: Tradition and Innovation: Advances in Conservation, Proceedings of the Melbourne IIC Congress
Place, Year: London: 2000
Pages: 45-50
Other remarks:

Classification: 1.9.02
Author: King, Steve., Daniel, Vinod and Pearson, Colin
Title: Air conditioning small tropical museums: a technical note
Series: AICCM Bulletin
Place, Year: December, 2000
Pages: 33-36
Other remarks:

Classification: 1.9.03
Author: Teygeler, Rene
Title: Preservation of Archives in Tropical Climates: an annotated bibliography
Series:

Place, Year: Paris: 2001
Pages:
Other remarks: International Council on Archives publication

Classification: 1.9.04
Author: Ling, Ted
Title: Building a Low-Cost Archives in the Tropics: Specification and Description
Series:
Place, Year: PARBICA: Pacific Regional Branch of the ICA: May 2003
Pages:
Link: http://www.parbica.org/content/BuildingLowCostAchivesBuildingsReport_tcm50-74758.pdf
Other remarks:

Classification: 1.9.05
Author: Maekawa, S. and Toledo, F.
Title: "Sustainable Climate Control for Historic Buildings in Subtropical Climates"
Series: Management of Environmental Quality: An International Journal
Place, Year: Volume 14, Issue 3, 2003
Pages: 369-382
Link: <https://doi.org/10.1108/14777830310698321>
Other remarks:

1.10 Moving Archives/ *Déménager les archives*

Classification: 1.10.01
Author: Ling, Ted
Title: Shifting the Sands of Time: Moving an Archive
Series: Journal of the Society of Archivists 23
Place, Year: Vol. 21, no. 2, October 2000
Pages: 169-181
Other remarks:

Classification: 1.10.02
Author: Albrecht-Kunszeri, Gabriella and Loescher, Maida H.

Title: Moving Archival Records: Guidelines for Preservation
Series: Comma 2001.3-4
Place, Year: 2001
Pages: 259-282
Other remarks:

Classification: 1.10.03
Author: Newman, John and Jones, Walter, editors
Title: Moving Archives: The Experiences of Eleven Archivists
Series:
Place, Year: Lantham, MD: 2002
Pages:
Other remarks:

Classification: 1.10.04
Author: Fortriede, S
Title: Moving Your Library: Getting the Collection From Here to There
Series:
Place, Year: Chicago, IL: American Library Association, 2010
Pages:
Other remarks:

Classification: 1.10.05
Author: Bendix, Caroline
Title: Moving Collections
Series:
Place, Year: London: British Library, Preservation Advisory Centre, revised 2013
Pages:
Link: http://www.bl.uk/aboutus/stratpolprog/collectioncare/publications/booklets/moving_library_and_archive_collections.pdf
Other remarks: Originally published in 2005.

1.11 Sustainability/*Durabilité*

Classification: 1.11.01
Author: IFLA PAC

Title: Library and Archives: Facing the Challenges of Sustainable Development
Series: International Preservation News, Number 44
Place, Year: 2008
Pages:
Other remarks:

Classification: 1.11.02
Author: Museums Association
Title: Sustainability and Museums: Your Chance to Make a Difference
Series:
Place, Year: 2008
Pages:
Link: <http://www.museumassociation.org/sustainability>
Other remarks:

Classification: 1.11.03
Author: Wilsted, Thomas P.
Title: Green is Great: Planning and Developing an Environmentally Friendly Building
Series:
Place, Year: Chicago, IL: Society of American Archivists, 2009
Pages:
Other remarks:

Classification: 1.11.04
Author: Westerkamp, Thomas
Title: Facility Managers Lead the Move to Green with Improvements in Energy Efficiency
Series: Papyrus: Journal of International Association of Museum Facility Administrators
Place, Year: USA: Summer-Fall 2010
Pages: 30-33
Other remarks:

Classification: 1.11.05
Author: Image Permanence Institute (IPI)
Title: IPI's Guide to Sustainable Preservation Practices for Managing Storage Environments
Series: Rochester, NY: Rochester Institute of Technology, 2012

Pages:

Other remarks:

Classification: 1.11.06
Author: Anderson, Kevin and Overfelt, Donald
Title: U.S National Archives and Records Administration:
Sustainability...and Beyond!
Series: Papyrus: Journal of International Association of Museum Facility
Administrators
Place, Year: USA: Winter 2012-2013
Pages: 14-16
Other remarks:

Classification: 1.11.07
Author: Hirsch, Jeffrey; Jarema, William; Klein, Dan
Title: Preserving America's Treasures: Designing Energy Efficient
Archival Storage Facilities
Series: Papyrus: Journal of International Association of Museum Facility
Administrators
Place, Year: USA: Winter 2012-2013
Pages: 47-49
Other remarks:

Classification: 1.11.08
Author: Grzywacz, Cecily; Matthews, David; Huynh, Ted; Samec, David
Title: Reducing Energy Consumption and Greenhouse Emissions at the
National Gallery of Art in Washington, DC
Series: Papyrus: Journal of International Association of Museum Facility
Administrators
Place, Year: USA: Summer-Fall 2013
Pages: 4-5
Other remarks:

Classification: 1.11.09
Author: Sutton, Sarah and Wylie, Elizabeth
Title: The Green Museum: A Primer for Environmental Sustainability
Series:
Place, Year: Lantham, MD: 2013
Pages:

Other remarks:

Classification: 1.11.10
Author: Sutton, Sarah
Title: Environmental Sustainability at Historical Sites and Museums
Series:
Place, Year: Lanham, MD: 2015
Pages:
Other remarks:

Classification: 1.11.11
Author: Pacifico, Michele; Ellis, Rebecca; Linden, Jeremy; Sutton, Sarah;
Xu, Shengyin
Title: Achieving Competing Goals: Cold Storage and Energy Efficiency
Series: Papyrus: Journal of International Association of Museum Facility
Administrators
Place, Year: USA: Spring 2016
Pages:
Other remarks:

1.12 Accessibility/Accessibilité

Classification: 1.12.01
Author: SAA, ARMT/RMRT Joint Working Group on Access in Archives
and Records Management
Title: "Best Practices for Working with Archives Employees with
Physical Disabilities"
Series:
Place, Year: Chicago, IL, Society of American Archivists, 2010
Pages:
Link: <https://www2.archivists.org/groups/amrtrmrt-working-group-on-accessibility/best-practices-for-working-with-archives-employees-with-physical-disabilities>
Other remarks:

Classification: 1.12.02

Author: SAA, ARMT/RMRT Joint Working Group on Access in Archives and Records Management

Title: "Best Practices for Working with Archives Researchers with Physical Disabilities"

Series:

Place, Year: Chicago, IL, Society of American Archivists, 2010

Pages:

Link: https://www2.archivists.org/sites/all/files/BestPract-Disabilities_Researchers_0.pdf

Other remarks:

Classification: 1.12.03

Author: SAA, ARMT/RMRT Joint Working Group on Access in Archives and Records Management

Title: "Accessibility is for Everyone-A Quick Guide to Accessibility and Archives"

Series:

Place, Year: Chicago, IL, Society of American Archivists, 2011

Pages:

Link: <https://www2.archivists.org/groups/amrtrmrt-working-group-on-accessibility/a-quick-guide-to-accessibility-and-archives>

Other remarks: Available in English and Spanish.

Classification: 1.12.04

Author: Kosi, Mojca

Title: Disabled Persons in Slovenian Archives Reading Rooms: The Problem of Accessibility

Series: Atlanti: Review for Modern Archival Theory and Practice

Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015

Pages: 129-134

Other remarks:

2. Parts of buildings/*Parties de bâtiments*

2.1 Repositories/*Magasins d'archives*

No citations for Volume 3.

2.2 Storage Equipment (including shelving and boxes)/ *Équipement des magasins*

Classification: 2.2.01
Author: Nitecki, Danuta A and Kendrick, Curtis L.
Title: Library Off-Site Shelving: Guide for High-Density Facilities
Series:
Place, Year: Santa Barbara, CA: 2001
Pages:
Other remarks:

Classification: 2.2.02
Author: Ling, Ted
Title: Using Shipping Containers for Archival Storage
Series:
Place, Year: Paris: ICA 2002
Pages:
Other remarks:

Classification: 2.2.03
Author: International Council on Archives
Title: Shelving for Archival Storage – Key Issues
Series:
Place, Year: Paris: 2004
Pages:
Other remarks:

Classification: 2.2.04
Author: Ogden, Sherelyn
Title: Storage Furniture: A Brief Review of Current Options

Series: Northeast Document Conservation Center Preservation Leaflets,
Number 4.2
Place, Year: Andover, MA: 2007
Pages:
Other remarks:

2.3 Conservation and Technical Laboratories/*Conservation et ateliers techniques*

No citations for Volume 3.

2.4 Accommodations for Staff/*Bureaux*

Classification: 2.4.01
Author: SAA, ARMT/RMRT Joint Working Group on Access in Archives
and Records Management
Title: “Best Practices for Working with Archives Employees with
Physical Disabilities”
Series:
Place, Year: Chicago, IL, Society of American Archivists, 2010
Pages:
Link: <https://www2.archivists.org/groups/amrtrmrt-working-group-on-accessibility/best-practices-for-working-with-archives-employees-with-physical-disabilities>
Other remarks:

2.5 Areas Open to the Public/*Locaux ouverts au public*

No citations for Volume 3.

2.6 Materials and Finishes/*Matériaux et Finitions*

Classification: 2.6.01
Author: Tetreault, Jean
Title: Guidelines for Selecting and Using Coatings
Series:

Place, Year: Ottawa: Canadian Conservation Institute, 2002
Pages:
Other remarks:

Classification: 2.6.02
Author: Glaser, Mary Todd
Title: Protecting Paper and Book Collections during Exhibition
Series:
Place, Year: Andover, MA: Northeast Documentation Conservation Center
Preservation Leaflets, Number 2.5, 2007
Pages:
Other remarks:

Classification: 2.6.03
Author: Ogden, Sherelyn
Title: Storage Furniture: A Brief Review of Current Options
Series: Andover, MA: Northeast Documentation Conservation Center
Preservation Leaflets, Number 4.2, 2007
Pages:
Other remarks:

Classification: 2.6.04
Author: Pacifico, Michele F. and Wilsted, Thomas P., editors
Title: Archival and Special Collections Facilities: Guidelines for
Archivists, Librarians, Architects, and Engineers
Series:
Place, Year: Chicago, IL: Society of American Archivists, 2009
Pages:
Other remarks: Society of American Archivists Approved Standard. Revised
edition will be published as a joint U.S.-Canadian standard in 2018.

3. Environmental Conditions, Air control and Conditioning/ *Conditions climatiques, contrôle et conditionnement de l'air*

3.1 General, all types of materials/ *Généralités, tous les types de matériaux*

Classification: 3.1.01
Author: Michalski, Stefan W.
Title: Guidelines for Humidity and Temperature for Canadian Archives
Series: Canadian Conservation Institute, Technical Bulletin 23
Place, Year: 2003
Pages:
Other remarks:

Classification: 3.1.02
Author: Mecklenburg, Marion F.
Title: "Determining the Acceptable Ranges of Relative Humidity and Temperatures in Museums and Galleries."
Series:
Place, Year: Washington, DC: Smithsonian Museum Conservation Institute, 2007
Pages:
Link: <http://www.si.edu/mci/downloads/reports/Mecklenburg-Part1-RH.pdf>
<https://www.si.edu/mci/downloads/reports/Mecklenburg-Part2-Temp.pdf>
Other remarks:

Classification: 3.1.03
Author: Cassar, M
Title: Environmental Management of Performance Standards: Guidelines for Historic Buildings
Series:
Place, Year: English Heritage, 2009
Pages:
Other remarks:

Classification: 3.1.04
Author: Adelstein, Peter Z.

Title: Image Permanence Institute (IPI) Media Storage Quick Reference
Series:
Place, Year: Rochester, NY: Rochester Institute of Technology, 2009
Pages:
Link: http://www.imagepermanenceinstitute.org/webfm_send/301
Other remarks: 2nd edition

Classification: 3.1.05
Author: Muller, Chris
Title: Air-Quality Standards for Preservation Environments:
Considerations for Monitoring and Classification of Gaseous
Pollutants
Series: Papyrus: Journal of International Association of Museum Facility
Administrators
Place, Year: USA, Winter 2010-2011
Pages: 45-50
Other remarks:

Classification: 3.1.06
Author: Padfield, Tim; Rhyll-Svendsen; Jakobsen, Mette; Jensen, Lars
Aasbjerg
Title: Climate Control of the Arnamagnaean Archive
Series: Papyrus: Journal of International Association of Museum Facility
Administrators
Place, Year: USA, Winter 2014-2015
Pages: 33-36
Other remarks:

Classification: 3.1.07
Author: International Organization for Standards
Title: ISO 11799: Information and Documentation-Documentation
Storage Requirements for Archive and Library Materials
Series:
Place, Year: Geneva: ISO, 2015
Pages:
Other remarks:

Classification: 3.1.08

Authors: Soret, Alain. Avec la collaboration de Bruno Bonandrini, Thi Phuong Nguyen, Stéphanie Roussel, France Saïe-Belaïsch, Claire Sibille de Grimouard, Hélène Zettel and others

Title: Traitement de l'air dans les bâtiments d'archives. Conception et gestion des équipements.

Place, Year: Service Interministériel des Archives de France, Paris, 2017

Pages: 159

3.2 Paper, Parchment, Binding Materials/ *Le Papier, le parchemin, les matériaux de reliure*

No citations for Volume 3.

3.3 Photographic Materials/*Les matériaux photographiques*

Classification: 3.3.01

Author: Canadian Conservation Institute

Title: Canadian Conservation Institute Notes

Series: Care of Photographic Materials

Place, Year: Ottawa, Ontario: 2007

Pages:

Link: [N16/1 Care of Encased Photographic Images \(2007\)](#)
[N16/2 Care of Black-and-White Photographic Glass Plate Negatives \(2007\)](#)
[N16/3 Care of Black-and-White Photographic Negatives on Film \(2007\) \(PDF Version, 160 KB\)](#)
[N16/4 Care of Black-and-White Photographic Prints \(2007\) \(PDF Version, 164 KB\)](#)
[N16/5 Care of Colour Photographic Materials \(2007\)](#)
[N16/6 Processing contemporary black-and-white photographic films and papers for maximum permanence \(2007\)](#)

Other remarks:

Classification: 3.3.02
Author: Levedrine, Bertrand
Title: Photographs of the Past: Process and Preservation

Series:
Place, Year: Los Angeles: Getty Conservation Institute, 2009
Pages:
Other remarks:

Classification: 3.3.03
Author: International Organization for Standards
Title: ISO 18911: Imaging Materials – Processed Safety Photographic
Films – Storage Practices

Series:
Place, Year: Geneva, ISO 2010
Pages:
Other remarks:

Classification: 3.3.04
Author: Burse, Daniel
Title: Image Permanence Institute (IPI) Guide to the Preservation of
Digitally Printed Photographs

Series:
Place, Year: Rochester, NY: Rochester Institute of Technology, 2014
Pages:
Other remarks:

3.4 Audiovisual and Digital Materials/*Les matériaux audiovisuels et numériques*

Classification: 3.4.01
Author: Cocciolo, Anthony
Title: Moving Images and Sound Collections
Series:
Place, Year: Chicago, IL, Society of American Archivists: 2017
Pages:
Other remarks:

4. Fire/ *L'incendie*

4.1 Fire Safety/ *La sécurité incendie*

Classification: 4.1.01
Author: National Fire Protection Association, USA
Title: NFPA 232, Standard for the Protection of Records
Series:
Place, Year: Quincy, MA: 2012
Pages:
Other remarks:

Classification: 4.1.02
Author: National Fire Protection Association, USA
Title: NFPA 909, Standard for the Protection of Cultural Resources
Libraries, Museums, Places of Worship and Historic Properties
Series:
Place, Year: Quincy, MA: 2013
Pages:
Other remarks:

4.2 Fire Suppression Systems (water, foam, gas, reduced oxygen etc)/ *Systèmes d'extinction incendie (l'eau, le gaz, la mousse)*

Classification: 4.2.01
Author: de Lucy, John and Taylor, Julian
Title: Air Tightness Strategies – The British Library Additional Storage
Program Construction Project
Series: Papyrus: Journal of International Association of Museum Facility
Administrators
Place, Year: USA, Summer 2006
Pages: 4-10
Other remarks:

Classification: 4.2.01
Author: Davis, Hal
Title: The “Russian Doll“ and other Unique Fire Protection Approaches
for Irreplaceable Collections

Series: Papyrus: Journal of International Association of Museum Facility
Administrators
Place, Year: USA, Winter 2014-2015
Pages: 31-32
Other remarks:

4.3 Reports about Fires/*Rapports sur les Incendies*

No citations for Volume 3.

5. Security/ *Sécurité*

5.1 All types of danger/ *Tous les dangers*

Classification: 5.1.01
Author: US Federal Emergency Management Agency
Title: Risk Assessment: A How-To Guide to Mitigate Potential Terrorist Attacks Against Buildings
Series: FEMA Report 452
Place, Year: Washington, DC: 2005
Pages:
Other remarks:

Classification: 5.1.02
Author: Knight, B.
Title: Assessing New Developments in Collection Security
Series: LIBER Quarterly, Volume 18, No. 2
Place, Year: 2008
Pages:
Other remarks:

Classification: 5.1.03
Author: IFLA PAC
Title: The Collections Security: Access versus Protection
Series: International Preservation News, No. 45
Place, Year: August 2008
Pages:
Other remarks:

Classification: 5.1.04
Author: Benny, Daniel J.
Title: Cultural Property Security: Protecting Museums, Historic Sites, Archives and Libraries
Series:
Place, Year: Boca Raton, Florida: CRC Press, 2012
Pages:
Other remarks:

5.2 Theft and Other Kinds of Threats Posed by Humans/*Le vol et les autres dangers causés par l'homme*

Classification: 5.2.01

Authors: Brun, Yann. Avec la collaboration de France Saïe, et de Françoise Banat-Berger, Geneviève Etienne, Catherine Oudin, Marie-Dominique Parchas, Isabelle Rouge-Ducos

Title: La sûreté du Patrimoine Archivistique

Place, Year: Service Interministériel des Archives de France, Paris, 2014

Pages: 114

Other remarks:

Link:

http://francearchives.fr/file/4b10a4c3bfd14251231fa72461f225b9db06ef81/static_8813.pdf

6. Lighting/*Eclairage*

6.1 General/*Généralités*

Classification: 6.1.01
Author: Kane, Ken
Title: LED Use in the Museum Environment
Series: Papyrus: Journal of International Association of Museum Facility Administrators
Place, Year: USA, Winter 2010-2011
Pages: 51-52
Other remarks:

Classification: 6.1.02
Author: Druzik, James R. and Michalski, Stefan W.
Title: Guidelines for Selecting Solid-State Lighting for Museums
Series:
Place, Year: Los Angeles, CA: J. Paul Getty Trust and Canadian Conservation Institute, 2012
Pages:
Other remarks:

7. Building Maintenance/ *Gestion des bâtiments*

7.1 General/ *Généralités*

No citations for Volume 3.

8. Integrated Pest Management/ *Application de la lutte intégrée contre les agents de détérioration biologique*

8.1 General/Généralités

Classification: 8.1.01
Author: Pinniger, David
Title: Pest Management in Museums, Archives and Historic Houses
Series:
Place, Year: London: 2007
Pages:
Other remarks:

Classification: 8.1.02
Author: Pinniger, David
Title: Pest Management: A Practical Guide
Series:
Place, Year: London, Collections Trust: 2009
Pages:
Other remarks:

Classification: 8.1.03
Author: Collections Trust
Title: What's Eating Your Collection - website
Series:
Place, Year: London, Collections Trust: n.d.
Pages:
Link: <http://www.collectionstrust.org.uk/pest-management>
Other remarks:

9. Disaster Preparedness and Recovery/ *Prévision des sinistres et sauvetage*

9.1 General/Généralités

Classification: 9.1.01
Author: US Federal Emergency Management Agency
Title: Communicating with Owners and Managers of New Buildings on Earthquake Risk
Series: FEMA Report 389
Place, Year: Washington, DC: 2004
Pages:
Other remarks:

Classification: 9.1.02
Author: US Federal Emergency Management Agency
Title: Design Guide for Improving Critical Facility Safety from Flooding and High Winds
Series: FEMA Report 543
Place, Year: Washington, DC: 2007
Pages:
Other remarks:

Classification: 9.1.03
Author: Bianchi, Cristina
Title: Emergency Planning in Switzerland
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 25-34
Other remarks

Classification: 9.1.04
Author: Harris, Tim
Title: Strategic Positioning of Archives in Disaster Recovery Procedures
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 149-154
Other remarks

Classification: 9.1.05
Author: Hanus, Josef
Title: Archival Buildings in Terms of Responding to the Emergencies
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 155-162
Other remarks

Classification: 9.1.06
Author: Kruse, Christian
Title: Preparing for an Emergency: Building and Organisational Measures
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 61-70
Other remarks

Classification: 9.1.07
Author: Qovanaj, Habibe
Title: Emergency Planning for Records and Archives Service
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 83-88
Other remarks

Classification: 9.1.08
Author: Sabotic, Izet
Title: Archival Building: the Condition of Safeguarding Archival Material in Extraordinary Circumstances
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 35-44
Other remarks:

Classification: 9.1.09
Author: Tato, Grazia
Title: Keep Calm: Archives Between Disasters and Prevention
Series: Atlanti: Review for Modern Archival Theory and Practice
Place, Year: State Archives of Trieste: International Institute for Archival
Science of Trieste and Maribor, Volume 25, Number 2, 2015
Pages: 11-14
Other remarks: