ANNEX 1: Conditions for the preservation of archives in depots and on exhibitions

CONDITIONS FOR THE PRESERVATION OF ARCHIVES IN DEPOTS AND ON EXHIBITIONS

Presentation of values of temperature (T), relative humidity (RH) and light required for the storage of archives

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| **TYPE OF ARCHIVES** | **T**  **± 1 °C per day** | **RH**  **± 5 % per day** | **LIGHT** |
| paper archives frequently in use | 16−19°C | 45–60 % | permanent:  darkness  temporary light:  local lighting permitted for work in a depot −  between 300 and 500 lux |
| paper archives rarely in use | no more than 15°C | 45–60 % |
| parchment archives | no more than 15°C | 50–60 % |
| black and white photographic positives | no more than 18°C | 30–40 % |
| microfilms and photographic negatives (black and white) | no more than 16°C | 30–40 % |
| nitrate photographs | no more than 11°C | 30–40 % |
| colour photographs | no more than 2°C | 30–40 % |
| black and white acetate and polyester film | no more than 16°C | 30–40 % |
| nitrate film | no more than 4°C | approximately 50% |
| colour film | up to 5°C | 30–40 % |
| machine-readable (optic, magnetic and digital) media frequently in use | 16−19 °C | 30–40 % |
| machine-readable (optic, magnetic and digital) media rarely in use | no more than 15°C | 30−40 % |

The permitted annual quantity of received light dose for high-sensitivity materials with temporary illumination (lx - h) is 12,000 lux (lx).

If the temperature in the storage is considerably lower than the temperature in the space where archives are used, such archives must be acclimatised in an antechamber, which prevents the influence of condense on archives.

CONDITIONS FOR LENDING ARCHIVES FOR EXHIBITION PURPOSES

- archives selected for exhibitions should be well-preserved or restored; if damaged, they must undergo prior conservation;

- a written and photographic report on the condition of all lent objects before and after lending must be made;

- archives must be insured against any accident;

- a backup copy or lent archives is made for security reasons;

- the safety of exhibits during transport and exhibition must be ensured;

- archives must be accompanied by a professional (archivist or conservator) during transfer in both directions;

- the installation of exhibits and climatic conditions at the exhibition must be supervised and checked by a professional;

- exhibition cases must be functional, durable and safe;

- climatic conditions (temperature, relative humidity, light) must be closely monitored and recorded at all times;

- all materials used for glass cases, display boards, rests, fixing etc. must be chemically stable and must not pose a risk to exhibited objects;

- when bound archives – books – are exhibited, supports (rests) must be adapted to their size, shape, weight and whether a book is open or closed.

When archives are used for exhibition purposes, premises with appropriate microclimatic conditions and equipment that are safe from fire, water and theft should be provided.