

Preservation Policy

National Library of New Zealand

Te Puna Mātauranga o Aotearoa

1. Introduction

The National Library preserves and protects the collections of the Alexander Turnbull Library for the people of New Zealand to ensure their preservation in perpetuity.

Preservation and protection are achieved through the application of national and internationally sanctioned preservation principles, and the provision of preventive and remedial preservation programmes, services and procedures developed and implemented in accordance with recognised international standards and guidelines.

2. Scope

The Preservation Policy provides a framework for the preservation and protection of the collections of the Alexander Turnbull Library in perpetuity.

The Policy also provides a framework for the preservation of the Dorothy Neal White and Susan Price heritage collections, and facilitates protection and effective ongoing access to the National Library's General and Schools Collections.

3. Mandate

The mandate for the Preservation Policy is established by the National Library of New Zealand Te Puna Mātauranga o Aotearoa Act 2003, in the following clauses:

7 Purpose of National Library

The purpose of the National Library is to enrich the cultural and economic life of New Zealand and its interchanges with other nations as appropriate, -

(a) collecting, preserving, and protecting documents, particularly relating to New Zealand, and making them accessible for all the people of New Zealand, in a manner consistent with their status as documentary heritage and taonga;

and

9 Functions and powers of the National Librarian

(1) The Functions of the National Librarian, in achieving the purpose of the National Library, are-

- (a) to develop and maintain national collections of documents, including a comprehensive collection of documents relating to New Zealand and the people of New Zealand; and
- (b) to make the collections and resources of the National Library accessible in a manner and subject to conditions that the Minister determines, in order to provide for the most advantageous use of those collections and resources.

(2) The National Librarian must take reasonable steps to-

- (b) continue to provide –
- (i) separate and suitable accommodation in a national library building for the collections of the Alexander Turnbull Library;

and

11 Continuation of the Alexander Turnbull Library

(2) The Crown must continue to own the collections of the Alexander Turnbull Library in perpetuity.

and

12 Purposes of the Alexander Turnbull Library

The purposes of the Alexander Turnbull Library are-

(a) To preserve, protect, develop and make accessible for all the people of New Zealand the collections of that library in perpetuity and in a manner consistent with their status as documentary heritage and taonga;

4. Strategic Context

The National Library Statement of Intent states the vision of the Library is that *New Zealanders are connected with information important to all aspects of their lives.*

To do this the Library has identified outcomes:

- New Zealand's documentary heritage is nurtured
- New Zealander's access to information is facilitated
- Relationships are fostered and advanced

Each year the Library will identify a number of interventions to achieve these outcomes. The Preservation Policy should be used to support development of these interventions.

5. Assumptions

It is assumed that:

- 5.1 the development of preservation services will be consistent with the Library's *Collections Policy*.
- 5.2 the development of preservation services will be consistent with the Library's *Access Policy*.
- 5.3 the development of preservation services, standards and criteria will provide the framework under the National Library of New Zealand Act 2003 for the collections of Alexander Turnbull Library to be made available for exhibitions and loans consistent with the Library's *Exhibitions Policy*.
- 5.4 the development of preservation services, standards and criteria will be consistent with *Te Kaupapa Mahi Tahi*, and will support the implementation of that policy
- 5.5 *The Principles for the Care and Protection of Māori Materials Te Mauri o to Mātauranga: Purihia, Tiakina!* are an integral part of the Preservation Policy as well as an essential reference for the development of preservation services standards and criteria.

6. Preservation Principles

The following principles are derived from national and international professional best practice, and underlie the Library's Preservation Policy. They are applicable to all of the collections of the Alexander Turnbull Library regardless of format.

- 6.1 Access should never compromise the preservation of an object requiring permanent preservation.
- 6.2 The observance of the appropriate tikanga is essential for the preservation of collections.
- 6.3 Preservation requires a constant respect for the integrity of the original object.
- 6.4 Preservation recognises the full range of aesthetic, historical, technological, scientific, social, spiritual and other values for future, present and past generations.
- 6.5 Preservation requires the achievement of basic standards of preventive care for all collections to minimise damage and deterioration.
- 6.6 Any remedial treatment, alterations and/or additions to an original object must be documented and identifiable, and should be as minimal and reversible as possible.

Definitions:

Tikanga:

Cultural practice appropriate to the object. Tikanga Māori will be central to preservation of many collections, but it is acknowledged that the understanding and application of other tikanga may be required for the preservation of some objects. An example may be an object coming from a specific religious context.

Original object:

The format and full range of information of the object as accessioned whether in analogue or digital media format. The principles and guidelines in the Collections Policy will define acquisitions criteria.

7. Explanatory Guidelines Supporting the Preservation Principles:

7.1 Application of the Preservation Principles to the management of the Dorothy Neal White and Susan Price heritage collections will recognise that they are built for long-term preservation and permanent retention.

7.2 Application of the Preservation Principles to the management of the General and Schools Collections will recognise that they are built for current use and to maximise access by all New Zealanders.

7.3 The use of preservation considerations to control access to the collections of the Alexander Turnbull Library is intended to enable access to collection items without compromising their preservation in perpetuity. An example of this is providing for use copies of fragile and deteriorated objects that could be damaged by direct access.

7.4 We will observe tikanga, recognising that preservation requires more than the protection of the basic chemical and physical characteristics of an object. For example, the observance of tikanga Māori is essential for preservation of taonga as outlined in *The Care and Protection of Māori Materials Te Mauri o te Mātauranga: Purihia, Tiakina*.

7.5 When an object is accessioned into the collections of the Alexander Turnbull Library the Library has made a commitment and accepted responsibility for the preservation of that object.

7.6 The integrity and meaning of an object should be recognised as the combination of a number of values and types of information; including aesthetic, historical, technological, social, and spiritual. Preservation of the object therefore requires an understanding that these aspects of the object must be considered in the same way as the basic chemical and physical characteristics.

7.7 Maintenance and conservation treatment should always be approached with caution, with the minimum practicable intervention required to promote preservation. Treatment to enhance the appearance or aesthetic presentation of an original object should never be considered if it would compromise the integrity or ongoing preservation of an object.

7.8 Any remedial treatment, alterations or additions should be fully documented in permanent Library records, be readily identifiable, and as minimal and reversible as possible. It is particularly important that alterations or additions are only carried out after consultation with curatorial and conservation staff and others as appropriate, and with the direct or delegated agreement of the Chief Librarian.

7.9 The copying of original objects for either preservation or access should never be carried out in such a way as to compromise the integrity or preservation of the original object, and must always be fully documented in permanent Library records. A copy of an original object must always be recognised as being different from the original object, particularly when a format change has taken place. Therefore when copying for preservation has occurred the original object retains its integrity and meaning, and must continue to be preserved and protected.

7.10 Copies may be used as preservation masters or primary sources, particularly those in electronic or digital format, or when originals are loaned to the Library for copying and the copies accessioned into permanent collections. Comprehensive documentation of such format shifting, migration or other preservation copying will ensure that both actual or potential losses of original information and other characteristics of the original object can be recognised.

7.11 Sections 15 and 18(d) of the National Library of New Zealand Te Puna Mātauranga o Aotearoa Act 2003 specifically allows items from the collections of the Alexander Turnbull Library to be made *'available on a temporary basis for public exhibition in New Zealand or elsewhere on terms and conditions that the Chief Librarian thinks fit,'* and outlines the issues that the Chief Librarian should address. These include the physical condition and rarity of the item, the proposed exhibition environment, and potential risks in transport or out of the direct custody of the Chief Librarian. An appendix to this Policy will outline conditions and procedures of loan for exhibition. These conditions and procedures will also apply to the exhibition of collections within National Library buildings for implementation of the Exhibitions Policy.

7.12 National Library Preservation staff will develop recommendations for the Chief Librarian for guidelines to outline conditions and procedures required by the Chief Librarian for authorisation of outsourced copying and conservation treatment activities. These conditions and procedures will also apply to the copying and conservation of collections within the National Library.

8. PRINCIPLES FOR THE CARE AND PRESERVATION OF MĀORI MATERIALS

Background:

The following set of principles have been designed to give effect to the National Library's commitment to the Treaty of Waitangi as well as to inform operational policies relating to preservation and intellectual and cultural property. It is acknowledged that these same principles apply to the care and preservation of non-Māori materials. The principles are intended to comply with copyright regimes but also to provide a framework to develop the guardianship and partnership roles of the Library.

Te Mauri o te Mātauranga: Purihia, Tiakina! The spirit of knowledge: protect it and take care of it!

Guardianship

The National Library is a guardian of New Zealand's documentary heritage, of taonga or treasures, which have been collected through purchase, donation or deposit. The Library acknowledges that taonga have mauri, a living spirit, that connects a physical object to the kinship group involved in its creation. The mauri is instilled in an item on its creation. It remains an active part of it and links tipuna or ancestors to descent groups.

This concept of guardianship is held parallel to, and in addition to, conventional legislation and intellectual property systems. Guardians take on the responsibility to protect and preserve the physical objects as well as their integrity and significance for future, present and past generations.

Relationships

The National Library seeks collaborative relationships with families and descent groups connected to taonga in its collections. These relationships are drawn on to make decisions about all aspects of the management of these items, including conservation, exhibition and attribution regardless of whether the Library is legally the owner or guardian of the item in the collection.

Attribution

Contextual information and descriptive attributions, which acknowledge the mauri of taonga and their connections to iwi and hapū will be explored and recorded as fully as possible.

When the National Library makes agreements about the use of taonga, it will require appropriate acknowledgement and attribution of taonga. Where such information is not available the Library's commitment and desire to increase knowledge about taonga will be stated. When agreement is given for works to be modified or incorporated into the development of a new work, the Library will require appropriate acknowledgement of source material.

Cultural development

Staff, particularly those with responsibilities for decision making in the areas of conservation and intellectual property, will have access to kaumātua and or Māori staff with the ability to promote effective relationships with iwi and hapū.

Consultation with Māori staff shall not be an acceptable substitute for the development of collaborative relationships with iwi and hapū.

Professional development opportunities, aimed at deepening the cultural understanding of Library staff, will be developed and maintained

Te Mauri o Te Mātauranga: Purihia, Tiakina!

Kaitiakitanga

He kaitiaki a Te Puna Mātauranga o Aotearoa nō ētahi o ngā taonga-ā-tuhi, ā-whakaahua hoki, o Aotearoa. E toru ngā huarahi i riro mai ai ēnei taonga; ko te hoko mai tēnā, ko te hōmai tēnā, ā, ko te waiho mai anō hoki tēnā. Tēnei Te Puna Mātauranga te kī atu nei, āe, he mauri o ēnei taonga, arā he wairua ora e hono ana i te taonga ki te iwi nāna te taonga i waihanganga. He mea whakatō te mauri ki roto i te taonga i te wā o te waihangatanga. Kei te ora tonu te mauri, kei te hono tonu i ngā tīpuna ki ngā iwi hapū.

E noho whakarara ana tēnei kaupapa, arā te kaitiakitanga, ki ngā ture me ngā tikanga mana whakairo hinengaro. Āta whakaae ana ngā kaitiaki ki ngā takohanga o te tiaki me te tohu i ngā taonga, me te pupuri i te āhukatanga kotahi o te taonga me tōna mana, mō ngā rā kei te heke mai, mō nāianei, ā, mō ngā rā kua hori.

Te Mahi Tahitanga

E hiahia ana a Te Puna Mātauranga o Aotearoa ki te mahi tahi ki ngā whānau, ki ngā iwi hapū e whai wāhi ana ki ngā taonga kei Te Puna Mātauranga e puritia ana. Ka noho ēnei mahinga ngātahitanga hei kaupapa whakatau i ngā whiriwhiringa katoa e pā ana ki ngā āhukatanga katoa o te whakahaere i ēnei taonga, tae atu ki ngā mahi tohu, ki ngā whakaaturanga, ki ngā mahi whakaatu anō hoki i ngā kōrero mō te kaituhi. Ka mana tonu tēnei tikanga mehemea nā Te Puna Mātauranga o Aotearoa te taonga, ko ia rānei te kaitiaki o te taonga, ki tā te ture titiro, kāhore kē rānei.

Te Whakaatu i Ngā Kōrero mō te Kaituhi

Tēnā ka rangahaua, ka tuhia iho ngā kōrero, ki ōna taumata e taea ana, mō te kaituhi me tōna ao, me te whakamihī atu ki te mauri o te taonga me ngā iwi hapū e whai wāhi atu ana ki te taonga.

Inā whakatakoto a Te Puna Mātauranga o Aotearoa i ētahi kirimana whakamahi i ngā taonga, me mātua whakauru atu ngā kupu whakamihī e tika ana, me nga kōrero anō hoki mō te kaituhi. Mehemea kāhore i te mōhiotia ēnei kōrero, ka tuhia kētia tētahi kōrero mō te hiahia o Te Puna Mātauranga o Aotearoa ki te whai atu i ēnei kōrero kia mau i a ia. Inā whakaaetia ana te whakarerekē i tētahi taonga, i ētahi taonga rānei hei kaupapa mō tētahi mahi hou, e kī ana a Te Puna Mātauranga o Aotearoa me āta whakamihī mai ki te taonga, te pūtaketanga mai o te mahi hou nei.

Te Whakapakari i ngā Kaimahi

E āwhinatia ai ngā kaimahi e noho takohanga ana ki ngā mahi tohu me ngā tikanga o te mana whakairo hinengaro, me whai wāhi atu rātau ki nga kaumātua, ki ngā kaimahi Māori rānei, e āhei ana ki te whakatakoto huarahi atu ki ngā iwi hapū.

Ehara hoki i te mea ka noho te kōrerotanga ki ngā kaimahi Māori hei whakakapi mō te mahi ngātahitanga ki ngā iwi hapū.

Ka whakaarohia, ka kōkiritia ētahi mahi whakangungu kaimahi, hei whakahōhonu i te mōhio a nga kaimahi o te whare pukapuka ki nga tikanga hāpori a ngā iwi o te motu.

9. Compliance

9.1 National Library preservation standards, guidelines, services and procedures will comply with the principles of the *Health and Safety in Employment Act 1992*, and work within the framework of the *National Library Health and Safety Policy*.

9.2 The Public Service *Code of Conduct*, and the National Library *Code of Conduct* will guide preservation activities in the National Library

10. Development of New Preservation Standards, Guidelines, Services and Procedures

10.1 Ongoing changes and developments in both the formats of objects acquired by the Alexander Turnbull Library, and the type of access demands and possibilities, will require the development of new preservation standards, guidelines, services and procedures.

10.2 Research and development of standards and guidelines should be completed prior to the development of services and procedures to ensure the best preservation outcome.

10.3 All preservation standards, guidelines, services and procedures should be developed in reference to national and international published standards and guidelines, in consultation with national and international experts, and follow national and international best practice.

11. Comments

Comments and questions on the application of the policy are welcome and should be directed to the Chief Librarian, Alexander Turnbull Library.

12. Review

The policy will be reviewed every two years.

APPENDICES

APPENDIX 1: CONDITIONS AND PROCEDURES OF LOAN FOR EXHIBITION

GENERAL LOAN PROCEDURE:

1. All loan requests must be presented in writing to the Chief Librarian, Alexander Turnbull Library.
2. Each request must include a facilities report and must be received well in advance to allow sufficient time for scheduling and preparation. Requests for loans should normally be made at least 12 months in advance with a minimum of six months notice required.
3. After a loan request is considered, a Conditions of Loan statement will be sent to the potential borrowers.
4. The loan request will be granted provided that it meets the provisions requested successively and specifically by the Chief Librarian, the Curator, and the Conservator. However, in any instance the Chief Librarian will make the final decision as to whether or not to grant a loan request.
5. After the loan is granted, the borrower must sign in advance the formal agreement to adhere strictly to the conditions of loan.

SAMPLE LOAN AGREEMENT

THIS DEED OF AGREEMENT made the _____ day of _____ 200__ BETWEEN the ALEXANDER TURNBULL LIBRARY (hereinafter called "the Library") of the one part AND (hereinafter called "the Borrower") of the other part WHEREAS the Borrower wishes to borrow items described in the Schedule ("the item") from the Library and the Library is willing to lend such items to the Borrower for the purpose of public display on the terms and conditions as hereinafter set out NOW IT IS HEREBY AGREED as follows:

1. The Library shall lend to the Borrower from _____ to _____ the item which item will be placed on public display by the Borrower.
2. The Borrower acknowledges that the item was received by it in good condition, except as expressly detailed by the Library, and that it will maintain the item in that condition during the period of loan.
3. The Borrower shall before taking delivery of the item provide proof to the Library that it has taken out in the joint names of the Borrower and the Library an insurance policy with an insurer acceptable to the Library against any loss or damage resulting from any cause whatsoever to the item to the value as specified in the Schedule. Such insurance is to remain on foot until the item is returned to the custody of the Library. The Borrower shall indemnify the Library against all and any costs incurred by the Library in restoring and making good any damage caused to the item together with any loss or diminution in value.

4. The Borrower shall at its own expense arrange for the packing transport and any customs arrangements relating to the item to and from the Library. The Borrower may be required to pay any and all costs that may be incurred by the Library in preparing the item for display or otherwise ensuring its safety and integrity.
5. Any packing, removing or transport of the item will only be permitted to be carried out by persons firms or companies approved by the Library. The Library reserves the right to have its staff at the Borrower's expense unpack and handle or supervise the unpacking and handling of the item at the Borrower's premises.
6. The Borrower shall ensure that the item remains and is maintained in the condition in which it was received and shall in no circumstances permit it to be unframed unmounted disbound cleaned repaired transported or in any other manner altered.
7. The Borrower shall immediately notify the Library if any loss damage or deterioration of or to the item occurs.
8. The Borrower shall whenever requested by the Library give to the Library a written report as to the present condition of the item and shall permit the staff of the Library access to the item for routine examination at all reasonable times.
9. Environmental and security conditions in the area the item is to be displayed must be of a standard approved by the Library. The Borrower shall at all times maintain the approved environmental and security conditions while the item is in its possession.
10. Under no circumstances is the item to be copied or reproduced by the Borrower while in its possession without the express consent of the Library.
11. The Borrower shall provide acknowledgment of the item as stipulated in the Schedule in labels, catalogues and other published materials in a typeface and size no smaller than other descriptive elements relating to the item.
12. This Agreement may be terminated upon either party giving fourteen (14) days notice of termination in writing to the other of them PROVIDED THAT in the event of any breach of the terms and conditions of the agreement by the Borrower the Library may forthwith without further notice terminate this Agreement and recover the item from the Borrower PROVIDED FURTHER THAT such termination shall be without prejudice to any action or remedy which the Library has or might or otherwise could have for any such breach or for damages as a result of any such breach.

IN WITNESS whereof the parties have executed the Agreement as a Deed the day and year first hereinbefore written.

SIGNED for and on behalf of the ALEXANDER TURNBULL LIBRARY by its authorised agent _____ in the presence of _____ (Witness)

SIGNED SEALED AND DELIVERED by the Borrower _____ in the presence of _____ (Witness).

Conditions of Loan:

In order to loan items, the borrower must meet the following conditions. Specific circumstances may oblige the Chief Librarian to require adjustments to the conditions.

Failure to comply with these conditions will result, inter alia, in the immediate recall of all loaned items.

1. Facilities Report

- The facilities report provided should at very least include information about the security, temperature and humidity control, lighting, fire protection and food/drink areas for the building housing the exhibition space.
- This report should also include information regarding all staff who are involved with the entire exhibit process, including security staffing arrangements.

2. Insurance

- Insurance on the borrowed materials shall be carried at the expense of the borrower in the amount specified and under policy terms and conditions acceptable to the Library. Insurance shall cover the items from the time of departure from the Library to the time of return.
- In lieu of insurance, the Library must receive written confirmation of government indemnity.

3. Fees & Copyright

- There shall be no charge for admission for profit levied by the borrower for exhibitions.
- The borrower shall give full credit to the Alexander Turnbull Library in all publicity concerning the exhibition, including descriptive captions and catalogues, and within reason, in press releases and announcements. Reproduction of material, including photographic copying, shall be done only when authorised by the Library, and then only under the conditions specified.
- Unless otherwise agreed and documented citations shall be published as provided by the Alexander Turnbull Library.

4. Photography, Film and TV image capture procedures for loan items

- Increases in overall room illumination or additional light including lamps and flash should not be used where they may affect highly light-sensitive paper, textile, photographic and dyed organic items, and light intensity will exceed specified levels. For items with moderate and low sensitivity, a maximum of 2 minutes additional light is recommended.
- Cold light sources should be used whenever possible with the lamps positioned at least 3 metres away from the items.

- Indirect flashlight is allowed, as long as this light in any way does not illuminate paper, textile, highly light-sensitive photographic material and dyed organic items.
- Items on display should not be handled or moved, and exhibition supports should not be manipulated in the course of filming or photography.
- Crews and presenters should keep at least one metre in front of any exhibition object located behind the photography or film work area to avoid accidents with objects out of the line of sight.
- Technical equipment such as tripods, electrical cords etc. should not be left without supervision in the exhibition area. This particularly applies to lights on tall poles, and where exhibition areas are open to staff not involved with the photography or filming, or the public.

5. Transportation

- A special courier shall be supplied at the expense of the borrower if considered necessary by the Library.
- The borrower shall notify the Library immediately upon receipt of the material.
- The borrower shall pay all charges in connection with the packing and shipment of materials on loan, and the Library will stipulate the form of packaging and transport used.
- The return of loan items to the Library shall be made promptly on the date prescribed; the Library shall receive prior notice of the carrier, dates of travel and estimated time of return of the borrowed material.
- If the material is to be displayed at more than one venue, the Library shall be kept fully informed of the movement of the material.
- As soon as the items are under the responsibility of the borrower, they will be constantly kept under maximum security.

6. Integrity of Loan Items

- Any damage or loss shall be reported immediately to the Alexander Turnbull Library and no repairs or alterations of any kind shall be made on borrowed materials without authorisation from the Library.
- It is the Library's policy to lend only those materials for exhibition purposes which are in good condition or which have received conservation treatment. In certain circumstances, the Library may decide that the cost of conservation treatment shall be borne by the borrower.

7. Exhibition Installation & De-installation

- The Library will prepare condition reports for material on loan. Further condition reports shall be completed by the borrower upon receipt of the items, at each installation & de-installation for touring exhibitions, and prior to packing the material for its final return to the Library. Copies of these reports shall be sent to the Library.
- Installation and dismantling of exhibits and all packing and repacking operations shall be under the supervision of personnel trained and experienced in handling the type of material involved. In cases where the Library specifies a courier, that person will be responsible for such activities where Library material is concerned. Refitting, reframing and restoration are not permitted, unless authorised or carried out by Library staff.
- During installation and de-installation all loan items are to be kept in the specified environmental conditions stated in the conditions of loan. For example, if brighter lighting conditions are needed, items must be shielded.

8. Duration of Exhibition

- The Library will specify the length of exhibition permitted for each loaned item under a stated light intensity, based on light sensitivity of materials and the physical condition.
- The exhibition duration for all light sensitive items (no more than once every 2 years) will not exceed 12 weeks, followed by a minimum of 2 years dark storage.
- To protect the mechanism of certain items, such as bound volumes, permitted exhibition duration may be specified based on structure and condition.

9. Light Intensity

- The Library will specify maximum levels of light intensity permitted for the duration of the exhibition period for each loan item.
- The level of visible light should be kept as low as possible minimise damage but still allow adequate viewing.
- Unless otherwise specified, visible light levels will not exceed:
 - 50 lux (5 footcandles) for very sensitive materials
 - 100 lux (10 footcandles) for moderately sensitive materials
 - 250 Lux (25 footcandles) for materials with low light sensitivity
- During the entire exhibition period, total light levels will not exceed the set values; this period includes after-hours times and general maintenance schedules.

10. Light Exposure

- Unless otherwise specified, ultraviolet levels must be limited to a maximum of 75 microwatts per lumen.

11. Relative Humidity

- The maximum acceptable total relative humidity variation or operating range shall be 5% on either side of the set point of 50%.

12. Temperature

- Environmental temperature shall be set at a value (set point) not to exceed 21°C (72°F).
- A temperature range of 3°C (5°F) on either side of the set point shall be the maximum acceptable total temperature variation.

References to Conservation Standards

The International Standards that the Library uses for its storage environments and display conditions include:

- NISO Technical Report:1 NISO-TR01-1995. Environmental Guidelines for the Storage of Paper Records
- BSI BS 5454: 1989. Recommendations For Storage And Exhibition Of Archival Documents
- ISO/WD 11799 (1999). Document Storage Requirements
- ISO 10214 (1991). Photography - Processed photographic materials - Filing enclosures for storage
- ISO 6051 (1997). Photography - Processed reflection prints - Storage practices
- ISO 3897 (1997). Imaging Materials - Processed Photographic Plates - Storage Practices
- ISO 5466 (1996). Processed Safety Photographic Films - Storage practices
- ANSI/PIMA IT9.23-1998. Imaging Materials - Polyester Base Magnetic Tape - Storage
- ANSI/PIMA IT9.25-1997. Imaging Materials-Optical Disc Media-Storage
- ANSI/NISO Z39.77 - 199x. Preservation Product Information (in preparation)
- ANSI/NISO Z39.79-2001. Environmental Conditions for Exhibiting Library and Archival Materials

APPENDIX 2:

REFERENCES TO NATIONAL AND INTERNATIONAL STATEMENTS OF PRESERVATION PRINCIPLES AND GUIDELINES

These statements have been consulted to identify and document preservation principles. The first four documents have particular relevance for National Library of New Zealand Te Puna Mātauranga o Aotearoa, as they incorporate preservation principles developed by New Zealanders from international models to meet the unique environment of Aotearoa New Zealand.

- New Zealand Professional Conservators Group Pū Manaaki Kahurangi: *Code of Ethics* (adopted 28 February 1985, amended 28 April 1995).
- ICOMOS New Zealand Te Man o Nga Pouwhenua o Te Ao: Charter for the Conservation of Places of Cultural Heritage Value Te Pumanawa o ICOMOS o Aotearoa Hei Tiaki I Nga Taonga Whenua Heke Iho o Nehe (adopted 7 March 1993).
- Library and Information Association of New Zealand Te Rau Herenga o Aotearoa (LIANZA): *Code of Professional Conduct*.
- International Federation of Library Associations (IFLA): *Principles for the care and handling of library materials*. Paris: IFLA/PAC Programme 1998.
- ERPANET: *Principles of Digital Preservation*, draft v. 4.1, 30 October 2002.