

Recommendations for

Repair and allied processes for the conservation of documents —

Part 2: Archival binding

UDC 025.85:686.1:930.251

NO COPYING WITHOUT BSI PERMISSION EXCEPT AS PERMITTED BY COPYRIGHT LAW



Document Sharing Hub

Cooperating organizations

The Documentation Standards Committee, under whose direction this British Standard was prepared, consists of representatives from the following:

Aslib*	Department of Industry (Research and Development Contractors)
Biological Council	Her Majesty's Stationery Office*
Bodleian Library*	Inspec
Booksellers' Association of Great Britain and Ireland	Institute of Information Scientists
British Council	Institute of Scientific and Technical Communicators
British Library — Bibliographic Services Division	Library Association*
British Library — Department of Printed Books	Ministry of Defence
British Library — Lending Division*	National Library of Scotland
British Library — Reference Division	National Library of Wales
British Library — Research and Development Department	National Reprographic Centre for documentation
British Library — Science Reference Library	Patent Office
Committee of London Clearing Bankers on behalf of the Committee of Scottish Clearing Bankers, Co-operative Bank, Central Trustee Savings Bank and Yorkshire Bank	Periodical Publishers' Association
Commonwealth Agricultural Bureaux	Permanent Committee on Geographical Names (Royal Geographical Society)
Construction Industry Research and Information Association	Publishers Association
Council of Polytechnic Librarians	Royal Institute of British Architects
	Royal Society
	Science Museum Library*
	Society of Indexers
	Standing Conference of National and University Libraries*

The organizations marked with an asterisk in the above list, together with the following, were directly represented on the Technical Committee entrusted with the preparation of this British Standard:

Antiquarian Booksellers' Association	Private Libraries Association
Association of British Library and Information Studies Schools	Public Record Office
British Museum	Royal Commission on Historical Manuscripts
British Records Association	Scottish Record Office
Business Archives Council	Society of Antiquaries of London
Cambridge University Library	Society of Archivists
Greater London Record Office	Storage Equipment Manufacturers' Association
House of Lords Record Office	University College London, School of Library Archive and Information Studies
London College of Printing	Individual experts
Museums Association	
Pira — Research Association for the Paper and Board, Printing and Packaging Industries	

This British Standard, having been prepared under the direction of the Documentation Standards Committee, was published under the authority of the Executive Board and comes into effect on 31 October 1980

© BSI 07-1999

The following BSI references relate to the work on this standard:
Committee reference DOS/9
Draft for comment 77/62791 DC

ISBN 0 580 11604 2

Amendments issued since publication

Amd. No.	Date of issue	Comments

Contents

	Page
Cooperating organizations	Inside front cover
Foreword	ii
1 Scope	1
2 References	1
3 Definitions	1
4 Preparation for binding	1
5 Methods of binding	2
6 Forwarding	3
Appendix A Paper	5
Appendix B Threads, cords, tapes and webbing	5
Appendix C Millboard	5
Appendix D Skins (leather and vellum)	5
Publications referred to	Inside back cover

Foreword

Most archival documents are best preserved by binding, i.e. fastening them within flat covers, which both protects the documents and keeps them in proper sequence.

A few documents, such as some maps and plans, are not suited to this treatment because of their size and shape. If an original binding is in poor repair, boxing may be preferable to rebinding. If the original binding is replaced, the historical evidence that its physical properties convey will be destroyed and should be recorded before rebinding.

For several centuries it was customary to bind archival documents by sewing and securing them within stiff or limp covers. If stiff boards were used, they were usually wholly or partially covered with vellum, parchment or leather. Limp covers might be made of any of these three materials. During the last century and a half, cloth-covered boards became the material predominantly used for such bindings.

Formerly, archival documents, other than those on single sheets, were frequently created on quires of folded leaves and then bound by sewing. During the nineteenth century it became common practice to write in ready-bound volumes.

Increasingly in the twentieth century, there has been a reversion to the practice of creating records on separate sheets of paper following the widespread use of the typewriter and the duplicating machine. Today therefore the majority of archival material created requires once again some form of binding between protective covers for its better preservation.

The form that this binding should take presents those responsible for the preservation of large quantities of unbound material with a major problem. The ever-increasing volume of papers that require protection within covers has made binding by sewing and fastening within cloth-covered or leather-covered boards too slow and too expensive for many organizations. Acceptable standards for simpler and quicker methods of securing documents within protective covers are therefore required.

These recommendations are published as an introduction to archival binding for those who are new to the subject. Information about methods of binding is available in text books.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 6, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.