

Imaging materials — Processed imaging materials — Albums, framing and storage materials

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National foreword

This British Standard is the UK implementation of ISO 18902:2007, incorporating corrigendum April 2009. It supersedes BS ISO 18902:2001 which is withdrawn.

The start and finish of text introduced or altered by corrigendum is indicated in the text by tags. Text altered by ISO corrigendum April 2009 is indicated in the text by AC1 AC1.

The UK participation in its preparation was entrusted to Technical Committee CPW/42, Photography.

A list of organizations represented on this committee can be obtained on request to its secretary.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

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Imaging materials — Processed imaging materials — Albums, framing and storage materials

*Matériaux pour image — Matériaux pour image après traitement —
Albums, cadrage et matériaux d'archivage*



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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 18902 was prepared by Technical Committee ISO/TC 42, *Photography*.

This second edition cancels and replaces the first edition (ISO 18902:2001), which has been technically revised.

Introduction

Black-and-white and colour photographic materials, including traditional silver halide, inkjet, dye sublimation, and electrophotography, have become increasingly important as documentary and pictorial reference materials for consumers and in archives, libraries, government, commerce and academia. This importance has focused attention on the preservation of such materials to ensure their longest possible life.

The stability and useful life of processed imaging materials depends on their physical and chemical properties, as well as on the conditions under which they are stored and used. The important elements affecting the useful life of imaging materials are as follows:

- humidity and temperature of the storage environment;
- hazards of fire, water and light exposure;
- fungal growth;
- contact with certain chemicals in solid, liquid or gaseous form;
- physical damage;
- proper processing;
- enclosures and containers in contact with the imaging material.

International Standards have been written specifying the stability requirements for different types of photographic film: ISO 18901^[13], ISO 18905^[14], ISO 18912^[16] and ISO 18919^[18].

Recommended storage conditions are given in the following International Standards for different photographic materials: ISO 18911^[15], ISO 18918^[17] and ISO 18920^[19].

This International Standard is an auxiliary document and deals specifically with the enclosure materials used in storage. It pertains to the materials used in filing enclosures, containers, albums and frames, as well as to construction details used in folders, sleeves, jackets, envelopes, pocket pages and slide mounts. In addition, ISO 18916 describes the test method used to evaluate materials for photo-reactivity, referred to in this International Standard.

The term “archival” is no longer used in International Standards for imaging materials for defining optimum storage conditions and enclosures, because the meaning of “archival” has become too ambiguous. In common usage, “archival” has been used to mean that documents can be preserved “forever.” The new terms, when applied to the storage standards mentioned above are “extended-term” and “medium-term.” Likewise, enclosure materials should not be referred to as “archival,” but rather as meeting the specifications of this International Standard and ISO 18916.

When filing processed imaging materials, it is customary and good practice to enclose these materials in envelopes, sleeves, folders or other forms of enclosure in order to exclude dirt, protect them against mechanical damage, and facilitate identification and handling.

Storage conditions for visual records can be designed for extended-term preservation or for preservation for moderate periods of time. The storage protection required in each case will differ in degree according to the inherent stability of the visual records, the cost of providing storage facilities, the desired record life, and the frequency of record use. Storage conditions shall be chosen within specified limits in order to obtain a satisfactory compromise between the degree of protection required and the practical consideration of immediate availability.

Specifying the chemical and physical characteristics of the enclosure materials does not, by itself, ensure satisfactory storage behaviour. It is also essential to provide proper storage temperature and humidity, as well as protection from the hazards of fire, water and fungal growth, from contact with certain chemicals in solid, liquid or gaseous form (e.g., atmospheric pollutants) and from physical damage.

Furthermore, different types of imaging materials may respond uniquely to varying storage conditions. Clean, dust-free storage areas are essential because dust particles can be chemically destructive to images and base materials. In addition, solid particles can abrade photographic prints and negatives when these items are slid in and out of filing enclosures or when stacked items are sorted. Atmospheric conditions, natural and man-made, must be controlled since paper and plastic enclosures are permeable and they do not protect the photograph from environmental effects. Such effects include non-recommended relative humidities or atmospheric pollutants such as hydrogen sulfide, sulfur oxides, nitrogen oxides, peroxides and ozone.

Frames and framing material are included in this International Standard since it is realistic to assume that photographs will be viewed or displayed at some point during their lifetime. In addition, the photograph may be housed in the frame even when not on display. The lifetime of photographs on display is beyond the scope of this International Standard, however in general, long-term display is not recommended for photographs since colour and appearance may change over time.