

Guidelines for Information About Preservation Products

Abstract: Specifies the information that should be included in advertisements, catalogs, and promotional materials describing products used for the storage, binding or repair of library materials, including books, pamphlets, sound recordings, videotapes, films, CDs, manuscripts, maps and photographs.

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Foreword

(This foreword is not part of the American National Standard Guidelines for Information About Preservation Products, ANSI/NISO Z39.77-2000. It is included for information only.)

This standard specifies the information that should be included in advertisements, catalogs, and promotional material for products used for the storage, binding or repair of library materials, including books, pamphlets, sound recordings, videotapes, films, CDs, manuscripts, maps and photographs. It is not intended to set standards for the products themselves but to provide guidelines for the information that vendors use to describe their products.

The impetus to create this standard came in response to concerns expressed by librarians and archivists of the need for a qualitative means of evaluating preservation products. To address this concern, the NISO Z39.77 Committee was formed and one of their first tasks was to review product literature and catalogs from a wide range of commercial vendors. Following this review, the Committee created a series of data or compositional elements for products made of paper, paper board and card stock, cloth, plastics, adhesives, and paper and board composite products. The data elements are product components that when identified in the context of advertising copy provide the consumer with factual data needed to determine a product's permanence, durability and overall suitability for storage, binding, or repair of library materials. To help the reader use the standard, a glossary is included that defines technical terms. Also included are references to related standards.

The Standard was processed and approved for submittal to ANSI by the National Information Standards Organization. It was balloted by the NISO Voting Members September 1, 1997- November 15, 1997. It is scheduled to be reviewed in 2006. Suggestions for improving this standard are welcome. They should be sent to the National Information Standards Organization, 4733 Bethesda Avenue, Suite 300, Bethesda, MD 20814. NISO approval of this standard does not necessarily imply that all Voting Members voted for its approval. At the time it approved this standard, NISO had the following Voting Members:

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Guidelines for Information About Preservation Products

1. Introduction

1.1 Purpose

The purpose of this standard is to encourage and promote (a) use of consistent language and (b) the provision of accurate information by vendors of preservation products used for storage, binding, and repair of library materials. It is *not* intended to set standards for the products themselves but to provide guidelines for the information that vendors use to describe their products. Providing this information does not guarantee the fitness of such products for preservation use; however users of these products will benefit from the application of this standard as they compare and evaluate products.

Compliance is voluntary. Not all elements of information presented here are applicable to every product, nor is it possible to include all elements in every product description. Some information may be proprietary and unavailable. However, vendors are encouraged to use accurate and consistent language in all product descriptions, to include as much information as is feasible in catalogs, and to make complete specifications and test results available upon request.

1.2 Scope

This standard specifies the information that should be included in advertisements, catalogs, and promotional material for products used for the storage, binding, or repair of library materials, including books, pamphlets, sound recordings, videotapes, films, compact disks, manuscripts, maps, and photographs.

The standard breaks down product information into data elements including composition, description, and performance, for the following six basic types of materials used in preservation products:

- Paper
- Paperboard and card stock
- Cloth
- Plastics
- Adhesives
- Paper and board composite products.

The standard also includes definitions for terms commonly used to describe preservation products.