

ICS 01.140
CCS A 14



**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 27703-2011

**Information and documentation -- Document storage
requirements for archive and library materials**

信息与文献 图书馆和档案馆的文献保存要求

(English Translation)

Issued on: December 30, 2011

Implemented on: May 1, 2012

Issued by: Standardization Administration of China

Table of Contents

Foreword

Introduction

1 Scope

2 Normative references

3 Terms and Definitions

Foreword

This standard was drafted in accordance with GB/T 1.1-2009 given rules.

This standard uses redrafted Law Amendment uses ISO 11799:2003 "Information and Documentation Document save to libraries and archives begging".

Compared to 2003, mainly in the following technical differences. This standard and ISO 11799.

--- The standard according to our seismic design of buildings, increased the Archive seismic requirements;

--- This standard is based on air pollution situation in major cities, the air quality requirements of the Archive made appropriate adjustments;

--- This standard is based on the standard of architectural lighting design and lighting design museum, exhibition hall and on the Archive and ultraviolet illumination Limits were modified.

This standard made the following editorial changes.

--- Some of the statements apply to international standards to apply to our standard formulation;

--- Delete foreword international standards;

--- Delete international standards of Annex A, Annex B and Annex C.

This standard and ISO 11799:2003 reg number control list and technical differences and the reasons are in Appendix A and Appendix B Listed.

This standard by the National Information and Documentation Standardization Technical Committee (SAC/TC4) and focal points.

Drafting of this standard. National Library, the Central Archives, Shanghai Library, Tianjin Library, First Historical Archives of China.

Introduction

Library and Archives is to collect, collate, books and archival collections and provide people with social welfare institutions viewed services. Map Libraries and archives bear the storage of human cultural heritage, development of information resources, education and participation in society for the country's political, economic, and scientific research Multiple functions and services. Maintain the integrity and safety literature, of the carrier to obtain long-term or permanent protection, the library and archives into Row material basis of the work is undertaken by libraries and archives and history of social responsibility.

Save the cultural heritage of mankind is an important function libraries and archives. How to make literature has precious historical value of a permanent retention Care, so that they are always the service of humanity, it has been the subject of various libraries and archives long-term thinking and research internationally. According to domestic and text Long-term studies offer proof protection technology personnel carrier literature --- paper shelf life, in addition to the fibers of the paper type, paper work Arts, related, but also the preservation of documentary and environmental conditions --- there is a close relationship between the paper acidic temperature, humidity, light and air quality. suitable the temperature and humidity, light and air quality in favor of long-term preservation literature, the literature and can extend shelf life. Paper Document Storage Environment Temperature, humidity, air quality and light conditions, is an important factor affecting the quality of documentation and preservation of shelf-life; Archive of the fire and security facilities, it is an important measure to protect document security; and Archive building is to establish the conditions and measures for the protection of all foundation. This standard from the building the location, structure of the building and seismic requirements and other aspects of the provisions of the basic features of the Archive; Archive storage conditions --- from temperature, humidity, Aspects of air quality and lighting requirements and fire protection, security facilities and other provisions of the basic conditions to be met Archive. This standard is a recommended standard Accurate, can be used as libraries and archives literature preservation conditions improve guidance document.

Information and Documentation document libraries and archives preservation requirements

1 Scope

This standard specifies the basic characteristics of libraries and archives Archive of paper documents and save, protection requirements.

This standard applies to require long-term or permanent storage of paper documents.

This standard does not include the non-paper document retention requirements, such as film, optical and magnetic and other electronic documents.

This standard does not include Archive manager.

2 Normative references

The following documents for the application of this document is essential. For dated references, only the dated version suitable for use herein Member. For undated references, the latest edition (including any amendments) applies to this document.

GB 8978 Integrated Wastewater Discharge Standard GB 16297 Air Pollutant Emission Standards GB/T 16571 cultural museums security engineering design specifications GB/T 18883 indoor air quality standards GB/T 24423 Information and documentation - Paper durability requirements (GB/T 24423-2009, ISO 9706:1994, MOD) GB 50011 Seismic Design of Buildings GB 50016 architectural design code for fire protection GB 50019 Heating, ventilation and air conditioning design GB 50034 architectural lighting design standards GB 50098 fire protection design of civil air defense works GB 50108 Technical code for waterproofing of underground works GB 50140 Building fire extinguishers configuration design specifications GB 50176 civil thermal design GB 50223 standard classification of seismic construction engineering GB 50225 civil air defense engineering design specifications GB 50348 security engineering and technical norms

3 Terms and Definitions

The following terms and definitions apply to this document.

Document documents

Text, symbols, graphics, images, audio, video recording and other technical means or curing of knowledge and information on a certain carrier materials.

Paper documents paper-baseddocuments Paper as a carrier of literature.