

Preservation Policy

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1. Preface

I am pleased to present the preservation policy document for the National Library of New Zealand Te Puna Mātauranga. This comprehensive policy reinforces the National Library's continuing commitment to the care and preservation of its collections. It is the outcome of an extensive process of research and consultation, bringing together a body of knowledge that has not previously been published as a formal document.

Preservation policy is critical to the continued availability of unique and significant collections. The National Library has a statutory responsibility to preserve recorded knowledge. As the formats in which knowledge is made available change, so too does the nature of the National Library's collections. This policy document provides a framework for the preservation of all library materials now and in the future.

As the National Library enters the twenty-first century, its commitment to best practice in preservation policy and procedures will play an important role in the achievement of its purpose Informing New Zealand: forging links between information and people.

Christopher Blake
Chief Executive

2. Introduction

This document presents the scope and methodology for the National Library of New Zealand Te Puna Mātauranga's preservation activities. The National Library Act 1965 states that the Library's purpose is: "to acquire, preserve, and make available recorded knowledge, particularly that relating to New Zealand ..."

The National Library of New Zealand Preservation Policy complements the National Library of New Zealand Collections Policy (1996). Decisions about what is to be permanently retained are made in the context of collections policy work. The Preservation Policy addresses how retention policies will be achieved, and how other collections will receive the optimum care appropriate to their status.

The National Library gratefully acknowledges the contribution of the preservation policy developed by the National Library of Australia to the documentation of a preservation policy

for the National Library of New Zealand. The policy overview sections of this document are modelled on the framework developed by the National Library of Australia.

This document draws on preservation activities undertaken by the National Library in the past, and is also a guide for its long-term preservation planning. Like the Collection Policy, the Preservation Policy serves as a framework for the monitoring role performed by the Trustees of the National Library.

3. Background to the Preservation Policy

The materials that make up library collections are composed primarily of organic materials which are subject to natural deterioration. In addition, much paper made since the beginning of the nineteenth century has been manufactured by processes which leave harmful components in the paper, giving it a much reduced useful life.

Most of the National Library's collections are currently based on paper - either in book or sheet form - bound volumes, newspapers, serials, manuscripts, maps, watercolours, prints and drawings. The National Library also has an important collection of oil paintings, a small collection of objects and a large collection of photographic materials, including negatives, prints, glass negatives and photographic albums. Its collections include modern materials such as sound tapes and electronically stored information such as CD ROMs, and it is anticipated that these and other electronic forms will be increasingly important in the future.

Library materials are preserved to be used. They are vital sources of information which cannot be conserved and stored away in an ideal and secure environment to arrest their decay. A preservation policy for library materials needs to take account of

- the aims and objectives of the library
- its collection development policy
- its strategic and operational plans
- the needs of the users
- the significance of the individual items
- the place of the library within the national and international framework
- tikanga Māori.

4. The Strategic Environment

The core function of the National Library of New Zealand is to collect, preserve and make available the documentary record of the New Zealand experience, which includes aspects of our inherited cultures.

In 1998, the National Library adopted as one of its strategic goals to the year 2003: New Zealand's documentary heritage will be the primary focus for the National Library's collection, preservation and access activities.

5. Preservation Principles

The National Library's preservation activities are informed by the principles adopted by professional conservators which include

- respect for the integrity of the original object
- reversibility of treatment
- a minimal approach to intervention
- technical documentation of treatment
- maintenance of cultural values
- a balanced approach to aesthetic, historic, technological, scientific, social and spiritual values.

The protection of unique Māori materials in the care of the National Library is a major priority. The partnership responsibilities of the Treaty of Waitangi have significant implications for the preservation and use of recorded knowledge in institutions such as the National Library. The National Library is developing guidelines on the care and preservation of Māori materials. A copy of the Recommended Principles on the Care and Preservation of Māori Materials is attached to this document (see Appendix 3A).

6. Collections Retention Policy

The National Library has three broad collections:

- The Heritage Collections, which comprise the published and unpublished collections of the Alexander Turnbull Library together with the Dorothy Neal White Collection of children's books.
- The General Collections, which are published items available for reference and lending purposes.
- The Schools Collection, consisting of published items lent to schools to support the New Zealand National Curriculum.

The National Library's Heritage Collections are built to serve the research community as well as for long-term preservation and permanent retention. The Alexander Turnbull Library's collections are the property of the Crown, and a capital grant is applied to them.

The current use collections - i.e. the General and Schools Collections - from time to time have material selected for disposal. The power to dispose of library material is vested in the National Librarian as part of his or her responsibility for the development and maintenance functions of the National Library.

The National Library retains New Zealand material in the General Collections on a long-term basis, including material published for schools and children. Such material provides an alternative to accessing copies held in the Alexander Turnbull Library, thereby reducing wear and tear on permanently preserved items.

Other materials in the General Collections are given an assigned life. The appropriate level of preservation for such materials is decided by collection managers, in consultation with Conservation Services. Appendix 1 describes the National Library's collections.

7. Who the Preservation Policy is for

The National Library of New Zealand Preservation Policy is addressed to:

- Government - The policy supports the National Library's responsibilities in respect of the collections managed on behalf of the Crown and the collections belonging to the Library as a government department.
- The National Library - The policy informs the National Library's strategic planning and management process and forms the basis for staff practice in collections care.
- Other institutions - The policy gives other institutions such as libraries and galleries information about the National Library's preservation standards and procedures.

8. Purpose

The purpose of the National Library of New Zealand Preservation Policy is to provide a comprehensive statement on the preservation of the National Library's collections, dealing with all aspects of preservation and applying to its heritage and other collections.

It provides direction to staff in carrying out their collection management responsibilities relating to preservation. It forms the basis of communications about internal preservation policies and activities and the National Library's national and international responsibilities with respect to preservation.

Implementation of this policy is achieved through the National Library's management and planning processes.

9. Explanation of Terms

Preservation is the goal of the National Library in its retention of heritage collections. It encompasses the issue of why the Library collects material and is informed by the Collection Policy which indicates what resources should be selected for retention. In addition, the Preservation Policy addresses the issue of how the preservation is to be achieved and who is responsible for the process.

Conservation is the professional application of practical and scientific methods for extending the life of heritage material and specifically addresses the issue of how the Library cares for its collections. The Conservation Services Section employs conservators to treat individual items, to collect information on care of collections and to advise on systems for care and the maintenance of a safe environment. Copying Services are linked to Conservation Services because the provision of user copies is one of the ways in which original collection items are conserved.

10. Authorities

The functions and powers of the National Library are defined by the National Library Act 1965. This policy has been accepted by the Chief Executive for implementation throughout the Library.

11. Related Documents

This policy should be read in conjunction with

- the National Library of New Zealand Collections Policy (1996).
- the Strategic Framework for 1998-2003.

Other related documents are

- The Risk Management Plan
- The Business Interruption Plan
- The Disaster Salvage Plan
- The Emergency Plan
- The Security Policy.

12. Distribution of Policy

The policy is to be available to all staff and will also be made available electronically to other libraries and interested parties.

13. Preservation Policy Issues

1) Roles and Responsibilities

The Chief Executive has overall responsibility for the care of the collections, including their preservation. The Chief Executive is also responsible for the framework in which the policy is monitored and reviewed. The monitoring and review framework will address corporate accountability requirements, and developments in the areas of National Library policy and strategy in the light of environmental changes.

Curators and Conservation staff are responsible to the Chief Librarian, Alexander Turnbull Library, for the management and security of the collections. In consultation with Curators, Conservation and other specialist staff will devise appropriate handling, security, conservation and repair processes and methods.

Conservation Services Conservators are assigned to object types - paper, book, photographic and sound. Day to day responsibilities for the care of the collections are shared among the business units which manage the collections and the buildings which house them, i.e. the Alexander Turnbull Library, Collection Management and Delivery, and Property and Services.

All staff have a responsibility to implement preservation policies and directives approved by the Library's Executive Group. Conservation Services staff will take an active role in assisting and encouraging the implementation of the preservation policy.

2) Relationships - National and International

The National Library's National Preservation Office is responsible for building relationships with other institutions in New Zealand in order to foster the preservation of documentary heritage collections throughout the country.

Conservation Services and National Preservation Office staff participate in Australian initiatives in establishing standards appropriate to Australasian conditions as well as participating through national and international professional organisations in the development of new standards especially for recently devised formats.

3) Library Preservation

The aim of the preservation programme is to maintain and preserve items consistent with their use and significance as identified in the collections policy. This may require the preservation of the physical format of the item, the preservation of the intellectual content in another format, or the preservation of both the information and the physical format.

Preservation activities include selection of the most appropriate format for acquisition, conserving and repairing the collections, creating user copies, controlling the environment, and establishing conditions of use.

Broadly, preservation includes the following functions:

- Setting broad policy for the environment in which collections are stored and used.
- Development and application of procedures and guidelines for selection, handling, housing, storage, security measures, disaster response, exhibition/display, staff and user education.
- The treatment of library materials by repair, conservation, restoration or substitution; testing and research on treatment procedures and materials.
- Recording of information about preserved items.

Specific preservation guidelines and procedures for the National Library are detailed in Appendix 2.

4) Physical Environment

Accommodation

The National Library of New Zealand building on Molesworth Street, Wellington, built in the mid-1980s, was designed and constructed to provide an optimal environment for the long-term preservation of the collections. With environmental impact on the preservation of collections accorded high priority, acceptable to exemplary environmental controls exist throughout the building. Similar controls have also been established to manage storage areas in the Library's Palmerston North and Whanganui buildings.

The Property and Services section is responsible for maintaining the accommodation at optimal levels for preservation and for meeting all relevant specifications.

Refer to Appendix 2, Preservation Procedure 3: Environment and Preservation Procedure 6: Housing and Storage.

Security

The Director, Property and Services is responsible for providing the security framework that ensures the protection of the collections during use within National Library premises and while in storage.

All staff must be familiar with the National Library's Safety, Emergency and Security Procedures for Staff document which gives detailed guidance on procedures to be followed in the event of emergencies, including antisocial and criminal activities.

Disaster Salvage

Conservation Services is responsible for coordinating the salvage response after a disaster and for ensuring that teams of staff are available and have the skills to handle collections needing to be salvaged. Property and Services have overall responsibility for ensuring that contingency plans and procedures are in place to prevent, react to and recover from emergency situations.

Use of the Collections

The National Library recognises that use of its collections is a prime purpose of its existence. However, the manner of use will be managed according to the nature of the collections and their specific role in delivering the Library's information services. Refer to Appendix 2, Preservation Procedure 4: Access and Use.

- The collections of the Alexander Turnbull Library are available on site to all who need access to research level collections and services in the areas of the Turnbull's specialisation.
- The National Library, in principle, obtains one or more service copies or creates user copies for service in order to preserve original copies.
- The National Library encourages the use of user copies rather than originals as a general principle of preservation, particularly in respect of rare or fragile items, or material in special formats, such as sound tapes. Using the provisions of s55 of the Copyright Act 1994, copies may be created using microforms, photocopies, photographs, transcripts, video and other technologies, where it is not reasonably practicable to purchase a second copy to save wear and tear on the original item. Some items are available for use on site only.
- The general printed materials monograph collections, including lending copies of New Zealand materials, are available in original format for on-site use and for off-site use through Interloan.
- Printed serial collections are available for on-site use and by the provision of photocopies for off-site use by Interloan, within the provisions of the Copyright Act.

- Collection items are available for exhibition, subject to appropriate conditions being met. Refer to Appendix 2, Preservation Procedure 9: Exhibitions and Requests for Loan for Exhibition.

Handling and Transportation

The National Library encourages careful handling of collection items by staff and users. Conservation Services provides preservation training and advice on handling collection materials to staff, and provides handling guidelines to users.

Because photocopying is a major source of damage to bound materials, restrictions apply to the copying of at-risk materials, and guidelines have been developed for the safe copying of other materials. Copies of these guidelines are available for users. For current use collections, the usual standards of copying procedures apply in order to minimise harm.

Procedures have been developed to ensure that collection material in transit within or between buildings, on loan to external users, or on loan for exhibition, is well protected and carefully handled. Refer to Appendix 2, Preservation Procedure 4: Access and Use and , Preservation Procedure 9: Exhibitions and Requests for Loan for Exhibition.

Training

The National Library provides preservation training to its own staff to maintain high standards of care of collections. Conservation Services provides the in-house preservation training.

Exhibitions and Loan for Exhibitions

The National Library includes preservation considerations in determining the selection of items and the frequency and duration of their use for exhibitions, or for loan for exhibition to other institutions. Material is prepared for exhibition and displayed in accordance with accepted national and international standards, including tikanga Māori, as expressed in the National Library's Recommended Principles on the Care and Preservation of Māori Materials. (See Appendix 3A.)

Borrowing institutions are required to sign a condition of loan agreement with the National Library.

Acquisition

The National Library considers physical condition as one criterion in the acquisition of single items or collections intended for long term retention.

- The National Library's ability to preserve single items or collections is a factor considered when an acquisition is offered.
- The costs of preserving an acquisition are considered as part of the total cost.
- For material required for long-term preservation, the National Library acquires the best quality copy available.

5) Collections Maintenance

Ongoing and routine collections maintenance will reduce the likelihood of serious damage to its collections. Collections maintenance includes

- providing appropriate storage for the collections

- monitoring the condition of collections on an ongoing basis and taking action to treat, replace, or reformat, as appropriate, individual items identified as being damaged
- using protective enclosures made of approved materials for items within the collections.

6) Conservation Treatments

The National Library of New Zealand demonstrates its commitment to high quality collections care by employing professional Conservators.

Conservation treatments are undertaken to prolong the useful life of material or the information it contains by stabilisation, repair, or the creation of user copies when collection material is at risk, damaged or deteriorated. All treatments are undertaken in accordance with the New Zealand Professional Conservators' Group Code of Ethics, and are undertaken by conservators or, under supervision, by persons who have been given appropriate training. All treatments involve minimal sacrifice of bibliographic, historic or aesthetic integrity, in accordance with the principles outlined in Preservation Principles.

Appropriate measures carried out at the National Library include

- cleaning and repair of individual items, when required to halt degradation
- minimal treatment for exhibition items, when required
- commercial binding for heavily used General Collections reference items
- the provision of user copies.

Conservation contractors may be employed on specialist work for which there is a limited requirement.

Preservation Research

The National Library applies appropriate preservation standards for materials and procedures where they already exist. Conservation Services tests materials when necessary in order to determine best practice for the storage and choice of safe materials for treatment.

7. National Responsibilities

The National Library of New Zealand promotes preservation and preservation initiatives related to New Zealand's recorded documentary heritage on a national basis.

The National Library's National Preservation Office, a joint initiative of the National Library and the National Archives, is the primary source for preservation-related information and for assistance in preservation programme development for libraries, archives, iwi and other caretakers of New Zealand's recorded heritage information. It aims to strengthen the delivery of outreach programmes to Māori.

The specific goals of the National Preservation Office are

- to encourage and co-ordinate preservation initiatives and provide a focus for national preservation issues
- to raise both public and institutional awareness of preservation issues
- to improve conditions of heritage collections in New Zealand
- to actively participate in already established preservation networks in the Pacific, and develop new partnerships in the Pacific as opportunities arise.

The National Preservation Office is available to provide limited assistance to other organisations, business and individuals in order to foster high standards of care of significant collections held elsewhere. Occasional informal training is provided to library interns and visiting scholars who are interested in information on good storage and treatment of collections.

Appendix 1 - The National Library Collections and their Preservation Significance

1. The Heritage Collections

The Alexander Turnbull Library, which became part of the National Library of New Zealand at the establishment of the latter in 1966, houses the documentary heritage collections of the National Library. These constitute the world's pre-eminent research collection of New Zealand resources and have strengths also in Pacific Island nation resources.

The purpose of the Alexander Turnbull Library is to enrich public understanding of the present and past of the land and peoples of New Zealand through the comprehensive collection, preservation and documentation of recorded information regardless of format, and through the promotion and support of research on, publication from, and creative use of the collections.

The National Library's policy for the Alexander Turnbull Library Collections is to

- retain, preserve and make available the existing research level published and unpublished documentary record of the New Zealand experience
- continue to collect, preserve and make available, at the research level
 - ❖ published New Zealand and Pacific Island nation resources across all subjects, in the most suitable formats
 - ❖ unpublished New Zealand and Pacific Island nation recorded information across all subjects
 - ❖ resources relating to the history of the book and to John Milton, his life and times, for the "inherited culture" collections bequeathed by Alexander Turnbull.

The National Library acknowledges the existence of other collections of both national and local significance and recognises that the continuing needs of researchers will best be served by institutions continuing to cooperate in the collecting and preservation of these resources.

Published Heritage Collections

The Alexander Turnbull Library holds the world's pre-eminent research level collection of published New Zealand resources, and other significant collections of international interest. The emphasis is on preservation of the collection of recorded information, to promote and support research on, publication from, and creative use of the resources. The format of the resources includes: monographs, serials, microforms, video and sound recordings, cartographic materials, ephemera, grey literature, music, newspapers and electronic resources.

- The main metropolitan and provincial newspapers are collected and copied on microfilm, and local community papers in paper copy. The Library has a current and retrospective microfilming programme for newspapers.
- The John Milton collection forms one of the world's major resources relating to Milton.
- The research level collection of first and special editions of literature in English and history from the 16th to the 19th centuries includes works by many influential writers, from Spencer to the Brontes.
- A representative collection demonstrating the history of the book and the arts of the designer, typographer, illustrator and binder includes incunabula (books printed before 1501) rare and early printed books in all the principal European languages; rare and early periodicals and newspapers; a representative collection of overseas fine printing; the Archive of New Zealand Fine Printing; and supporting monographs and serials.
- The Alexander Turnbull Library holds a comprehensive collection of New Zealand children's literature in English and Māori, and editions of works by New Zealand children's writers in languages other than English; and a strong representative collection of Pacific Island language children's literature.
- The Ephemera Collection contains pamphlets, propaganda, programmes, posters and sales catalogues primarily published in New Zealand, and with a focus on New Zealand culture and history, collected to illuminate the past through a glimpse of its everyday life.
- The Cartographic Collection contains printed and manuscript charts, atlases and maps of all kinds. Highlights include rare early atlases; historic maps, especially related to the mapping and charting of New Zealand and the Pacific; and early New Zealand manuscript maps showing the first charting of several New Zealand harbours.

There are two specialist collections of children's literature which have heritage status but are administered by the Collection Development unit. The Dorothy Neal White Collection is a 7,000-volume reference collection of English language children's books and serials read by young New Zealanders during the century before 1940. The Susan Price Collection is a private collection of English language books written for children from 1930 to the present day. While it has been given to the National Library, and will at a future date be housed in the Library building, it is currently housed and cared for by Susan Price.

Unpublished Heritage Collections

The unpublished sections of the Alexander Turnbull Library are maintained at a research level.

- The Manuscripts and Archives collection includes papers of individuals and records of organisations of national and international standing in all aspects of New Zealand life, and of individuals who are representative of the New Zealand experience. The collection reflects the widest range of points of view, attitudes and experiences. The collection also includes microfilm copies of major New Zealand and Pacific manuscripts held elsewhere.
- The Oral History Centre holds an extensive collection of oral history recordings in New Zealand, on disc, reel, video and cassette tape. It supports research in all aspects of New Zealand studies, with emphasis on activities, people and community groups of national significance. The distinctive nature of sound recordings allows the Centre to provide a record of areas and aspects of society not usually covered by other forms. The current formats are audio and video cassettes, but formats will be those that are the most appropriate and that take advantage of technological developments.
- The Archive of New Zealand Music collects all styles of music composed and performed by New Zealand musicians in whatever format they are produced, whether traditional paper scores, computer disc or other electronic format. Unpublished sound recordings are collected in the best available format for preservation.
- The Drawings and Prints Collection contains original documentary paintings, drawings and prints. There are 60,000 items that depict New Zealand, the Pacific and Antarctica up to approximately 1880.
- The Cartoon Archive, founded in 1992, collects original cartoons and copies in the form of bromides, photocopies and dye sublimation prints supplied by New Zealand's major daily and weekly newspapers.
- The Photographic Archive is a photographic record of New Zealand from the 1850s to the present. Highlights include a collection of fine photographs and negatives of Wanganui and Auckland from the 1860s to the early 1900s, and a large collection of panoramic negatives; photographs and negatives of Māori and settler life from the 1860s to the 1900s; and photographs and negatives of the New Zealand Wars.

2. General Collections

The National Library's policy for New Zealand published resources is to collect, retain and make available for interloan and on-site use a collection of New Zealand published resources - monographs, serials, microforms, video and sound recordings, music and electronic publications - in English, the Māori language and Pacific Island languages, in the following collections: the Māori Collection, New Zealand and Pacific Collection, Family History Collection, General Serials Collection, General Lending Collection, National Children's Collection. A Print Disabilities Collection of audio books is also part of the General Collection. (Copies of all New Zealand audio books are added to the Alexander Turnbull Library Collections.)

The availability of the General Collection for use assists the preservation of the Alexander Turnbull Library collection.

Serials can be used in the Reading Room. Photocopies are made for interloan purposes.

3. Schools Collection

The National Library's policy for New Zealand published resources is to collect and make available New Zealand published resources in English, the Māori language and Pacific Island languages to support the New Zealand National Curriculum and to retain those resources while they are current and in demand.

The curriculum areas are supported by the collecting of non-fiction and fiction in book, video, kit, poster and CD-ROM formats, and by facilitating access to online electronic information.

Over time the emphasis of the collection will change to electronic information provision and the collecting of paper-based resources will correspondingly decrease.

Resources must be made to last while they are still relevant to the curriculum, but their treatment will be based on financial considerations rather than on preservation principles.

4. Access to the Collections

Details of access to the collections are provided in the National Library of New Zealand Collections Policy (1996).

Appendix 2 - Preservation Strategies and Procedures

The strategies and procedures outlined below apply to all collection materials which fall within the scope of the National Library Preservation Policy, regardless of their format - i.e. photographs, electronic, video and sound recordings, paper and books. Strategies and procedures which apply only to materials intended for long term retention are specially identified below. Specific procedures for electronic formats will be added as they are developed in alignment with collection policy decisions.

1. Preventative Conservation

In preserving collections it makes economic sense to spend resources on strategies which halt or slow the degradation of the maximum number of items at once. The Library takes a preventative approach to the conservation of collections because resources are better spent on achieving a good storage environment and good handling than remedying damage caused by bad conditions. This approach also reduces the need for costly and time-consuming interventive treatment. Treatment is carried out when an item displays inherent instability (i.e. is likely to be damaged by its own chemical or physical structure) or where interpretation of an item is hindered by its poor condition.

2. Preservation Strategies and Procedures

- a. Programme Development
- b. Acquisitions
- c. Environment

- d. Access and Use
- e. Disaster Preparedness and Response
- f. Housing and Storage
- g. Staff and User Education
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- i. Exhibitions and Requests for Loan for Exhibitions
- j. Conservation and Repair
- k. Creating User Copies
- l. Recording of Information about Preserved Items
- m. Testing of Materials

Preservation Procedure a): Programme Development

01. Annual conservation programmes for collection treatment and preservation priorities are negotiated between Conservation Services and the curatorial sections.
02. Final approval of the annual conservation programmes rests with the Chief Librarian, Alexander Turnbull Library.
03. Any preservation-based work for the General Collections is negotiated between Conservation Services and the appropriate individual/area of the General Collections as part of the formulation of annual conservation programmes.
04. Conservation Services oversees advice and training programmes related to General Collections preservation and care as part of the preservation-based work for the General Collections.

Preservation Procedure b): Acquisitions

01. Where a choice of publication formats is an option, issues of permanence and durability will be taken into account when selecting formats for the Heritage Collections.
02. The Turnbull's Curator of Published Collections and the Acquisition Librarian will consult Conservation Services staff as needed, to make the best informed decisions regarding format choices.
03. Incoming collections or individual collection items (acquisitions, donations) not acquired through publishers will be inspected for contaminants (physical, biological, chemical) which could be harmful if introduced into the National Library's collections, and will be given appropriate treatment by Conservation Services before entry of the items into collection areas.
04. Responsibility for carrying out the inspection of incoming collections or individual collection items for contaminants will be negotiated between the Coordinator, Conservation Services, and the Curator or staff member responsible for overseeing the safe arrival of incoming collections.
05. It is the responsibility of Conservation Services to carry out the stabilisation of incoming collections as described above, as well as any temporary rehousing of those collections as needed before processing.
06. It is the responsibility of the curator to carry out the appropriate long-term rehousing of incoming collections as needed before those collections are placed in the permanent collections.
07. Where appropriate, the Coordinator, Māori Language Collections, will be consulted about the handling of incoming materials of significance to Māori, and will advise on

relevant aspects of the National Library's protocols on the care and preservation of Māori materials.

Preservation Procedure c): Environment

National Library Building Environment

01. Climate - Collections housed in the National Library's Molesworth Street building will be maintained at standard, acceptable temperature and relative humidity levels, which take account of staff and patron comfort levels. With the exception of routine maintenance, or in situations beyond the National Library's control, (for instance, when external temperatures exceed 24°C it is likely that part of the building will be between 22-23°C +/- 2 degrees) the National Library's temperature and humidity control systems will be maintained at 20 degrees Centigrade and 50% relative humidity, during all times at which the building is open to the public. The National Library's physical fabric ensures that temperature and humidity levels remain within acceptable tolerance levels (18-22 degrees Centigrade, and 40-60% relative humidity) 24 hours a day.
02. Light - Wherever possible, exposure of collections to light will be minimised, in order to prevent degradation of materials. Overhead lights in stack and other collection storage areas not generally accessible to the public, or not regularly used by National Library staff, will remain turned off. Window blinds in collection storage areas not generally accessible to the public, or not regularly used by National Library staff, will remain in the closed position. Ultraviolet-absorbing glass in windows will be supplemented with infra-red absorbing films to control heat gain where necessary.
03. Air Quality - The National Library building's air filtration systems minimise particulate matter within collection areas. A programme of filter replacements based on sample analysis will be maintained by Property and Services.
04. Cleaning - A programme of dusting and cleaning shelf and stack collection areas will be maintained by Property and Services staff. Conservation Services staff will provide instruction in handling and moving procedures as needed.
05. Pest Control - The National Library building's stable environment removes the need for routine pest control programmes. Any problems with pests will be dealt with by external pest control specialists as needed, arranged by Property and Services in consultation with Conservation Services.
Collections Housed in the Library's Special Controlled Atmosphere Rooms (2W101, LW148, LW109, B21C, BW101, BW102, BW104, BW105, BW105A; Palmerston North Vault; Wairere House, Wanganui)
06. Collections are maintained at temperature and relative humidity levels as near to optimum storage conditions as can be achieved for long-term preservation of the collections stored within each controlled atmosphere room. See Appendix 3D: Environmental Standards Within the Library's Controlled Atmosphere Rooms.
07. The relative humidity and temperature levels for each of the controlled atmosphere rooms will be agreed by Conservation Services in consultation with the Director, Property and Services, the relevant curator/Section head, and the Chief Librarian, Alexander Turnbull Library.
08. With the exception of routine maintenance and upgrades to physical plant or space, or in situations beyond the Library's control, the temperature and humidity control systems which regulate the Library's controlled atmosphere rooms will be maintained at the established levels 24 hours a day, 365 days a year.

09. Overhead lights within controlled atmosphere rooms will remain off unless the room is being used by a staff member.
10. In controlled atmosphere rooms equipped with window blinds, those blinds will remain in a closed position.
11. Air filters and air purification media in controlled atmosphere rooms fitted with secondary air filtration and purification systems will be changed at regular intervals by Property and Services, with need determined by their programme of filter sample analysis.
12. The need for dusting/cleaning of shelf and stack collections within controlled atmosphere rooms is minimal. Dusting/cleaning needs will be assessed by the appropriate curator and reported to Conservation Services, who will make arrangements with the Cleaning Supervisor, Property and Services.
13. Controlled atmosphere rooms will be used for the storage of Alexander Turnbull Library collections only, unless approved in writing by the Chief Librarian, Alexander Turnbull Library.
14. Because of the risk of mechanical stress caused by sudden changes in temperature and relative humidity levels, the need for collection items to acclimatise slowly will be taken into account when vulnerable items are moved away from controlled atmosphere rooms.

Preservation Procedure d): Access and Use

01. Food and drink will not be permitted in the public or collection areas within the National Library, nor in any areas where library materials are temporarily housed or through which they are being transported (eg. elevators). It is the responsibility of all staff to enforce this. Staff and users are required to handle all materials with care. Alexander Turnbull Library Collections and other restricted use collections
02. Use of the Alexander Turnbull Library Collections is restricted, because of the heritage status of the materials. Original material is available for use on site only, and special conditions of use may be imposed where required.
03. Collection items which are fragile or in poor physical condition, and which are at risk of damage due to handling and use, will usually not be available to patrons in original format. Accessibility by way of user copies will be the preferred option, and will be provided wherever possible. Decisions on the availability to the public of any particular item within the collections, based on the physical condition of the item, will be the responsibility of the Curator/Research staff member who oversees the collection item, in consultation with Conservation Services as needed. Access conditions will be in accordance with the National Library's principles for the care and preservation of Māori materials.
04. Copying (including photocopying, microfilming, dubbing, photography, and digital imaging) will only be carried out if no harm can be guaranteed. Note: conservation considerations may prevent one form of copying, but permit another. The Curators and Research Librarians, in consultation with Conservation and Copying Services staff, will have responsibility for decisions regarding the safe copying of individual collection items, with final responsibility resting with the appropriate Curator.
05. Only pencils and lap top computers will be used by patrons for notetaking within the Library. The use of pens and ink will not be permitted in collection areas or reading rooms of the Library. It is the responsibility of all staff to enforce this. (Note: Pens are used by patrons at reference and enquiry desks for signing copyright declarations related to photocopying and for other legal documents.)

06. All Library materials will be handled with care. White gloves may be required for use with some materials, at the discretion of a Curator or Research Librarian. Likewise, book supports, and felt mats may be issued with some collection items within reading rooms and curatorial sections. Special handling advice will be provided to patrons by Library staff as needed.
07. Restricted use collections (the Dorothy Neal White Collection, National Children's Collection, General Reference Collection, New Zealand and Pacific Reference Collection, General Serials Collection, Official Publications) may, on occasion, have limitations placed on their availability for certain purposes (eg. photocopying) if there are concerns about potential damage. National Library Reference staff and Document Supply staff will be responsible for decisions about how items from the General Collections may be used.

Preservation Procedure e): Disaster Preparedness and Response

The National Library's disaster preparedness and salvage efforts will be focused on its trained staff. Disaster response teams will be organised throughout the National Library's Molesworth Street building.

The Library's Disaster Salvage Plan, a resource guide for disaster salvage team leaders, provides information and guidelines needed for the timely response and management of a disaster which affects National Library collections. This includes information on contacts, emergency supplies, salvage procedures, and training.

Conservation Services updates the Disaster Salvage Plan, as well as organising staff training related to disaster response, as needed.

Schools Collections which are housed in regional centres are not covered by the National Library's Disaster Salvage Plan. However, in the event of a disaster which affects Schools Collections, Conservation Services will advise as required.

Preservation Procedure 6): Housing and Storage

01. Materials acquired for the Alexander Turnbull Library, both published and unpublished, will generally receive additional protective housing before they are stored. Protective housing consists of an individual folder, envelope, sleeve, slipcover, box, or other protective enclosure to extend long term preservation.
02. The choice of the best protective housing for any particular collection item is a Conservation Services responsibility, made in consultation with appropriate Curatorial and Section Heads.
03. All items in the collections will be housed and stored in a manner which minimises potential damage to those items.
04. Individually housed materials will be stored in drawers, cabinets, boxes, and other "larger" storage units as deemed necessary for preservation and accessibility. The design and/or purchase choice for such units is a joint Curatorial or Section Head and Conservation Services decision.
05. Books, sound recordings, and other materials shelved adjacently in stack areas will be given adequate support to ensure their positions on the shelves remain secure.
06. Moveable, compact shelving may present special storage problems related to the shifting of collection materials stored on them. Modifications to moveable, compact shelving (eg. lining shelving with polyethylene foam) will be made as needed through consultation between Curators and Conservation Services.

07. The use of protective enclosures in lieu of conservation treatment or repair may be the best available option for a particular fragile/damaged collection item. In other instances, the use of protective enclosures may be incorporated into a given conservation treatment when deemed a necessary part of a collection item's long term storage and preservation needs.

General and Schools Collection acquisitions may receive additional protection (eg. protective covers) before being added to the collections, to minimise damage through handling and use.

Preservation Procedure 7): Staff and User Education

01. The Conservation Services staff will provide instruction to the staff working with the Heritage Collections on proper handling and shelving of collection materials, and to designated other National Library staff as need arises or upon request.
02. Staff are responsible for informing patrons as to the appropriate handling and use of library materials, particularly materials which are most at risk from unsafe handling. The need for instruction to any particular patron in handling library materials is at the discretion of the staff member.
03. Conservation Services will be responsible for the production of Fact Sheets and other written information relating to the preservation of the collections. This material will be distributed to users and staff.
04. Conservation Services staff will provide in-house workshops on selected conservation topics as the need arises.

Preservation Procedure 8): Security

A. Security of Collections During the Acquisitions/Accessioning Processes

01. Security of collection materials from the time they arrive in the building, through cataloguing and accessioning processes, and until they are shelved or housed in storage areas, is ensured by a combination of staff responsibility and standardised work procedures.
02. For published materials, the National Library Catalogue and Te Puna are the primary record-keeping and temporary location identifiers of a newly acquired collection item throughout the acquisitions and accessioning processes.
03. For unpublished materials, it is the responsibility of the curator who oversees the collection materials, or Acquisitions staff who may be temporarily in possession of them, to ensure that secure, temporary location arrangements for new acquisitions are made during the initial acquisitions and accessioning processes.
04. For unpublished materials, an accession record is entered onto TAPUHI by Curatorial staff upon ordering or receipt of the material in the National Library building.
05. For materials donated to the Alexander Turnbull Library, whether published or unpublished, a donations receipt is completed upon arrival of the donation in the Library, and a copy of the donation receipt is placed on file.
06. Materials donated to the Dorothy Neal White Collection are recorded in a Donations Book, and a letter of acknowledgment is sent to the donor.
07. Donations to the General Collections are entered upon a computer database upon arrival. The subsequent decision to accept the donation, offer it back to the donor or put it on the Disposal List is also recorded on the database, for tracking purposes. The item is the responsibility of Collections Development/Collection Services until

it reaches the collection, where its ongoing responsibility then lies with Document Supply.

B. Security of Collections Stored at National Library Wellington

01. Collections are housed in areas accessible only by means of magnetic security systems, with the exception of the Reference Collection, the Users' Newspaper Microfilm Collection, and Turnbull Library Pictures File Prints (see 8C).
02. Staff access to collections storage areas will be on a "needs only" basis.
03. Individual staff access to storage areas of specific Alexander Turnbull Library collections will be documented by Curators, approved by Turnbull Library senior management, and maintained in a register monitored by Property and Services.
04. In those Alexander Turnbull Library collection areas accessible by the public, staff on duty will be responsible for monitoring patron behaviour to minimise the risk of loss or damage to collections through theft, mishandling, and vandalism.
05. Continued physical security of collections is strengthened by the presence of automatic water sensors and early smoke detection systems which are monitored by Property and Services.
06. National Library on-site Security Officers patrol collection areas as part of the Library's security arrangements.

C. Security of Collections in Public Use Areas

01. Security of collections in public use areas of the National Library building will be maintained through installed security systems, staff monitoring, and client registration.
02. Bags and purses will not be permitted in collection areas accessible to the public.
03. Clients who request Alexander Turnbull Library materials for research and/or use will be required to register with the Research Section, or with Curators for use of materials within the curatorial sections.
04. Alexander Turnbull Library staff are responsible for monitoring patron behaviour within the curatorial sections and within the research and reading rooms, to minimise the risk of loss and damage to collection materials through theft, vandalism, and mishandling.
05. Security surveillance cameras are in use in the Manuscripts and Archives Reading Room and Research Reading Room. Cameras are monitored by Property and Services security staff.
06. Magnetic security strips will be placed within each collection item for those General Collection areas which are accessible to the public (eg. General Reference Collection, Family History).
07. National Library on-site Security Officers undertake regular patrols of public use areas to help decrease risks to collections in these areas.

D. Security of Collections During Staff Use Related to Internal Library Business

01. When collection items are temporarily removed from their regular storage and accommodation areas for internal business purposes, agreed security measures will be maintained.
02. Responsibility for the security of a collection item temporarily housed in another business section rests with the manager of that business section, following the agreement of conditions with the relevant Curator or other manager.

Alexander Turnbull Library Collections

03. The removal of any collection item from a shelf, stack, or other storage area must be noted by the placement of a call slip or other signed and dated record in the location space from which the collection item has been removed
04. Staff involved with the temporary removal of a collection item from regular storage and accommodation areas are responsible for ensuring that the item is handled, packaged and transported in a safe and secure way.
05. Arrangements for the safe and secure storage of collection items temporarily removed from regular storage and accommodation areas are reached as an agreement between the Curator/staff member and appropriate staff in other business sections.

General Collections

06. Items will be handled only by authorised staff who will follow procedures set by Document Supply. The removal of any collection items from a shelf, stack or other storage area must be noted by the placement of a slip or other signed and dated record in a plastic pocket in the location space from which the collection item has been removed, if the item is to be returned to this location.

E. Visitors and Contractors in Secure Collection Storage Areas

Alexander Turnbull Library Collections

01. The Chief Librarian, or Assistant Chief Librarian, will consult the Director, Property and Services about the general levels of security needed in situations involving the presence of people other than staff in collection storage and accommodation areas.
02. The Director, Property and Services (or his/her designate), will keep the Chief Librarian, or the Assistant Chief Librarian, informed about work programmes involving outside contractors, and ensure that the contractors are adequately briefed on minimising risks to the collections.
03. Arrangements involving the presence of other visitors in secure collection areas can only be made with the permission of the Chief Librarian or Assistant Chief Librarian.
04. In areas where there may be Alexander Turnbull Library collection materials temporarily housed (Acquisitions, Gallery, Serials Processing) it is the responsibility of staff who work in those areas to maintain appropriate security measures as agreed with the Chief Librarian or Assistant Chief Librarian, Alexander Turnbull Library, or the appropriate Curator.

F. Security of Heritage Collection Material Temporarily Off-site from National Library Premises

01. All reasonable arrangements will be made to ensure the security of material temporarily removed from the National Library building.
02. Collection security issues related to travelling exhibitions will be the responsibility of the National Library Gallery, following agreement with those responsible for the collections.
03. Collection items on official loan to outside organisations and institutions from the Alexander Turnbull Library will be required to meet the Alexander Turnbull Library Conditions of Loan policy (see Appendix 3C), and be accompanied by a signed Alexander Turnbull Library Conditions of Loan form.
04. Organisations and institutions borrowing items are responsible for the security of items on loan.

05. Signed agreements (Temporary Release of Alexander Turnbull Library Collections to Outside Businesses) between the Library and an external contractor temporarily working with collections away from the National Library building will be on file before any collection items are removed from the Library.
06. Outside businesses which provide services related to collections (commercial microfilming, commercial copying and duplicating services, commercial binding services, contract conservation services) will be required to agree to procedures to ensure safe and secure storage environments for collection items temporarily in their care.
07. It is the responsibility of the staff member arranging outside business contracts related to Alexander Turnbull Library collections to ensure adequate standards of safe and secure storage exist and will be adhered to, before collection items are released to outside businesses.
08. Signed and dated receipts will be filled out and maintained for all collection items temporarily removed from the building for business contract work for the duration of the time that those collection items are away.
09. Arrangements for the safe and secure handling and transport of collection items between the National Library building and outside locations is the responsibility of the National Library Gallery (for travelling exhibitions), the Curators in consultation with Conservation Services (for loans), and the staff member arranging outside business contract work (for outside business services related to collections). Susan Price Collection
10. Susan Price Collection is currently held in the house of the donor and cared for by her. The National Library's contribution to the security of the collections is the payment of insurance coverage.

G. Safety of Collections Usually Stored Outside the Molesworth Street Building

01. Arrangements for the safety of collections housed outside the Molesworth Street building are the general responsibility of the Director, Property and Services.
02. The safety of collections stored at Wairere House, Wanganui, and archival microfilm masters in Palmerston North, will be maintained by limited staff access, by the use of automated security systems monitored directly at the Molesworth Street building, and by the presence of smoke detectors and fire suppression systems.
03. Responsibility for the day to day safety of School Services collections is the responsibility of the Managers of the centres where they are held.

H. Security of Non-National Library Collection Items on Temporary Loan to the National Library

01. Security measures equal to the National Library's highest standards will be maintained for those items which are not owned by the Library and are temporarily on site (eg. for copying, for examination, for exhibition in the National Library Gallery).
02. The Curator, Conservator, or Manager responsible for arrangements to transport or temporarily house a non-National Library collection item will be responsible for ensuring the security of the item while it is on National Library premises.

Preservation Procedure 9): Exhibitions and Requests for Loan for Exhibitions

01. The National Library's exhibitions programme focuses on display and interpretation of the Heritage Collections. As such, preservation standards and guidelines related to mounting and support of collections during display will apply, as will environmental standards related to safe display of collections, and security measures related to the temporary display of collections.
02. The condition of material to be included in displays within or outside the National Library will be a critical factor in the selection of items. In the case of Māori materials, the National Library's principles and protocols for the care and preservation of Māori materials will be applied. Curators and Conservators will be consulted, with the Chief Librarian, Alexander Turnbull Library, making the final decision if required.
03. During the planning and mounting of exhibitions within the National Library Gallery, at other display areas within the National Library building, and at other venues chosen for the touring programme, Conservation Services will be responsible for providing advice and assisting with the display supports to ensure minimal physical stress to individual collections items on display.
04. Agreed standards and guidelines based on internationally accepted norms for temperature, relative humidity and lighting levels within exhibition areas are part of the National Library's Exhibitions Policy. See Appendix 3B.
05. Agreed standards and guidelines related to temperature, relative humidity, and lighting levels will apply to all exhibition spaces where Alexander Turnbull Library collection items are displayed, including the foyer of the Alexander Turnbull Library, other areas within the National Library building, and other venues chosen for the touring programme.
06. The National Library Gallery staff, in consultation with Conservation Services staff as needed, will ensure all standards related to temperature, humidity, and lighting levels are maintained at agreed levels (See Appendix 3B) during the exhibition of items from the Alexander Turnbull Library and Dorothy Neal White collection.
07. All reasonable precautions and actions will be taken to ensure security of collections from damage and loss while on display within the National Library and at other venues.
08. These precautions and actions will include, but are not limited to, prohibition of food and drink in exhibition spaces (see Appendix 3B), regarding Gallery openings and other functions), the use of properly secured display cases, the use of security barriers to minimise patron physical contact with particular items within exhibitions, the use of signs to discourage patron touching of items within exhibitions, and the use of security monitoring cameras where available.
09. Requests from other institutions and organisations for loans of items for exhibition purposes will be considered on a case by case basis and in line with the requesting organisation or institution's ability to meet the Alexander Turnbull Library - Conditions of Loan policy. See Appendix 3C.
10. Any outside organisation or institution requesting a collection item for loan will be required to provide the National Library with a facilities report.
11. The Trustees Special Committee for the Alexander Turnbull Library must approve any loan from the Alexander Turnbull Library to outside organisations or institutions.
12. Conservation Services are responsible for secure and safe packing of collections in transit to ensure no damage occurs. Measures taken will include the provision of

safe transit environments (boxes, cases, crates, etc), and the provision of advice and guidelines to Gallery staff and Curators when they take responsibility for packing and shipping of collection items.

13. Selection of the individual who does the actual packing of collection items for transit will be agreed between Conservation Services, the National Library Gallery, and Alexander Turnbull Library Curators, and will vary from situation to situation.

Preservation Procedure 10): Conservation and Repair

01. Conservation Services are responsible for the physical care and repair of the National Library's collections, and for procedures and techniques for conserving and preserving them.
02. The primary focus of Conservation Services work is on conservation treatments and repairs for items held in the Alexander Turnbull Library.
03. The nature of conservation treatment of artifacts of historic, artistic or cultural significance will be decided in consultation between the Conservator and the Curator.
04. On issues related to treatment of materials by and relating to Māori artifacts, the National Library's principles on the care and preservation of Māori materials will apply.
05. The conservation treatments carried out on the Heritage Collections will follow generally accepted and recognised treatment standards and ethical guidelines as stated in the Code of Ethics of the New Zealand Professional Conservators Group.
06. The National Library maintains high standards of preventive care for its collections, including the control of storage environment in order to stabilise collections and reduce the rate of deterioration.
07. The following principles will apply to the selection by Curators of items for treatment:
 - An item will be stabilised through conservation treatment so that it is available for public research, unless the Curator decides that the cultural significance of the item will be compromised by such treatment.
 - Items which display inherent instability take precedence over those which need minimal treatment.
 - Items required for exhibition or publication purposes will be treated as required, providing that treatment does not compromise the stability and integrity of the item.
08. Decisions about prioritisation of treatments will be made in conjunction with discussions between Conservation Services and curators on annual business plans and service agreements.
09. In addition to agreed work programmes for the Alexander Turnbull Library collections, treatments, or the provision of user copies, may be negotiated for items from the Dorothy Neal White Collection, and for items from the National Children's Collection, or for New Zealand and Pacific materials where treatment will contribute to the protection of copies of the same material held in the Alexander Turnbull Library.
10. Where General Collection items are intended for current use, treatment or repair will only be carried out where it is not possible or economically viable to replace the item. Conservation Services provides supervision of repair of current use items when required.

11. Conservation Services will administer funds for commercial rebinding and repair which can be used for priority individual item repairs to books from the General Collections.
12. Training and instruction in basic repair techniques to General Collection items will be given by Conservation Services staff to designated National Library staff, as arranged between the Conservation Services and Collection Management and Delivery sections of the Library.
13. Treatments and repair to individual items from the Schools Collections will be carried out by Schools Services staff, where necessary.

Preservation Procedure 11): Creating User Copies

01. In general, user copies (made under the provisions of s55 of the Copyright Act 1994) will be the preferred option for client access to the Alexander Turnbull Library Collections.
02. Specifically, user copies will be required wherever there is a decision by Curators and Conservators that client access to a collection item in its original format presents a risk of damage.
03. User copies will be created for exhibitions if Conservators and Curators identify a risk of incurring damage to an original collection item within an exhibition environment. See also Preservation Procedure 9: Exhibitions and Requests for Loan for Exhibitions.
04. The National Library's principles and protocols relating to the care and preservation of Māori materials will apply.
05. The choice of which user copy format (eg. photographic reproduction, digital copy, photocopy) is the most appropriate substitute for a particular collection item will be a joint Conservation/Curatorial decision. The Coordinator, Māori Language Collections, should also be consulted regarding appropriate user copy formats for Māori collection items.
06. The safety of the original collection item during copying will take precedence over other factors in choosing a particular copy format.
07. The creation of preservation copies will be guided by the principle of accuracy of information contained within the collection item, and fidelity to historical and aesthetic qualities of the collection item where relevant.
08. The use of enhancement capabilities within digital imaging software packages to improve images, or the use of other technologies which could alter historical evidence within a collection item will not be permitted in the creation of user copies for preservation purposes.
09. The National Library will be responsible for ensuring the long-term preservation of inherently unstable or "at risk" collections as a whole by the establishment of ongoing large-scale copying programmes (eg. the archival microfilming programme for current and retrospective New Zealand and Pacific newspapers).

Preservation Procedure 12): Recording of Information about Preserved Items

01. All conservation treatments will be documented.
02. The National Library's management system for unpublished collections, TAPUHI (Turnbull's Automation Project for Unpublished Heritage Items), will contain the record of conservation work carried out on unpublished collections.

03. Records will be maintained for conservation treatments carried out on published collections.
04. Records will be maintained for user copies created for preservation purposes.
05. Records of microfilm copies of original collection items of current and retrospective newspapers, manuscripts and archives, and rare books will be entered on the appropriate record: the Newspaper Data System for current and retrospective newspapers, the TAPUHI management system for manuscripts and archives, and the Integrated Library System for rare books.
06. Records of digital image copies of original collection items created for the National Library's Timeframes Image Database will be entered on the TAPUHI record-keeping system.
07. Records of archival or digital copies of original sound recording collection items will be maintained in the TAPUHI automated index to unpublished collections.
08. The National Library is developing ways of recording contextual information and appropriate attributions that acknowledge mauri and whakapapa. Records will be maintained in accordance with agreements made with iwi and hapu.

Preservation Procedure 13): Testing of Materials

01. Conservation Services carries out testing of materials used in conservation treatments or used for long term storage of collection items, to ensure their suitability for use at the National Library.
02. Materials testing serves the preventive conservation function of ensuring that enclosures are chemically stable and will not react with their contents

Additional Collections Note: Reserve Collections

- The Alexander Turnbull Library Wrapped Reserve Collection (second copies of New Zealand and Pacific imprints deemed of high value and/or importance) will be subject to additional and stringent storage criteria to ensure their long-term preservation.
- The Wrapped Reserve Collection is generally inaccessible. Access, if needed, will be available through Conservation Services.
- The Alexander Turnbull Library Reserve Collection (second copies of heavily used or frequently requested materials) exists primarily to ensure continuous availability of selected collection items.
- The Reserve Collection is deemed a low preservation priority, as copies of these materials exist in other areas of the collections.
- The Alexander Turnbull Library Duplicate Collection (second copies of materials already in the collections) exists due to donations and bequests.
- The Duplicate Collection is deemed a low preservation priority, as copies of these materials exist in other areas of the collections.
- Alexander Turnbull Library "Formed Collections" (eg. the Earp Collection, the Wright Collection) are collections bequeathed to the Library, usually on a particular subject.
- "Formed Collections" may have special restrictions placed on them regarding access, or may have special arrangements and agreements made regarding their long-term preservation.

Appendix 3 - Supporting Documents

A. Recommended Principles on 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 hapu 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 kaumatua and or Māori staff with the ability to promote effective relationships with iwi and hapu.

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

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

B. Display Standards and Guidelines

(Excerpt from National Library of New Zealand Exhibitions Policy, Draft, October 1997)

These refer to measurable standards which provide the basis for decisions made about the display of collection material. Of particular relevance to this section are those relating to environmental conditions and security.

The standards for temperature, humidity and lighting levels established for the programme conform to internationally accepted conservation standards for the display of heritage collections. (See Appendix 3E).

In summary, these are as follows:

Temperature

20 degrees Celsius +/- 2 degrees

Humidity

50% +/- 5%

Lighting Levels

works on paper, 75 lux

works on paper, highly sensitive, 50 lux

oil paintings, 200 lux

The first two categories are maintained by Property Services and are computer- controlled. Lighting levels are established during exhibition installation and are checked by both Gallery and Conservation Services staff.

Exposure Limits for Paper Artifacts/Works of Art on Paper

Light-Sensitive Materials

All heritage materials with a paper component shall be considered light-sensitive. This includes works of art on paper, bound material, documentary material and any other format found in the heritage collections. Media in this category include: carbon inks, silver gelatin photographs, printing inks, graphite, bromides, dye transfer prints.

Highly Light-Sensitive Material

This category includes the following: any paper determined to have a high percentage of groundwood pulp, any dye-based media (includes coloured writing and drawing inks, colour photographs, autochromes, cyanotypes, salt paper prints, dyed leather and cloth, felt pen, some printing and franking inks), iron gall ink, coloured pencil, all watercolour and gouache pigments.

Standards

The National Library will observe two categories for paper artifacts/works of art on paper:

Highly sensitive (defined above) - 14,400 luxhours/year (50 lux for 6 weeks/year)

Sensitive (defined above) - 21,600 luxhours/year (75 lux for 6 weeks/year or 8 weeks at 50 lux).

Material requested for loan or exhibition shall be judged on a case by case basis to determine the suitability of the request. Material which is considered to be too fragile or in any other way unsuitable for exhibition may be unavailable for loan or exhibition.

All light sources in the exhibition shall have a low ultraviolet output or be filtered to reduce the level of UV radiation. The light source shall not exceed an output of 75 microwatts of UV radiation/lumen of illumination.

A log of the exhibition history of each item shall be maintained as part of its individual management system record. All loan and exhibition periods experienced by the item shall be recorded. These records shall be used to monitor the amount of exposure and assist in determining exhibition and loan suitability.

Other critical standards are those relating to the appropriate, safe and secure handling and display of collection material. While these are determined in consultation between the Gallery Manager and the other Library staff, outlined in the Policy, final responsibility for the safety and security of items while on exhibition lies with the Gallery Manager.

Standing agreements relating to the above are:

- The consumption of food and drink in the Gallery Preparation Area while heritage material is in transit or storage in this area is prohibited.
- The consumption of food and drink during opening/other functions in the Gallery will need to be approved by the National Library Exhibitions Committee on a case by case basis.

C. Alexander Turnbull Library - Conditions of Loan

1. General Lending Policy

- a) All requests for loans must be made in writing to the Chief Librarian, Alexander Turnbull Library.
- b) Subject to certain restrictions, materials (eg. painting, books, pamphlets, newspapers, drawings, prints, photographs, maps, music scores, manuscripts etc.) in the Library's collections, shall normally be made available for loan only to recognised institutions with established exhibition programmes and with full-time professional staff proficient in handling the particular material requests. Exceptions to this practice will be made only at the specific direction of the Chief Librarian, Alexander Turnbull Library (hereinafter, the Library).
- c) Each request for loan shall be judged on its particular merits. The type of institution and the programme for which the loan is proposed will be considered in relation to the importance and value, both monetary and intrinsic, of the material requested and the probability of its being replaceable in the event of loss.
- d) Each request 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.

2. Non-availability of Certain Materials for Loan

Any of the following circumstances may prevent the lending of material:

- a) Material acquired by the Library under conditions which prohibit its loan.
- b) Unusually fragile material and other material which, in the Library's judgement, should not be subject to the risks of removal. This includes watercolours for which the proposed period of exposure is longer than six weeks in any one year.
- c) Material on display or reserved under prior commitments.
- d) Unique, rare or irreplaceable material.
- e) Material which has already been displayed for an extended period.
- f) Material for which insufficient time has been given to process the request, including treatment.

3. Conditions of Loan

In each instance the borrower shall sign in advance a formal agreement to adhere strictly to the conditions of loan. These conditions shall include, but are not necessarily limited to, the provisions listed below:

- a) There shall be no charge for admission for profit levied by the borrower.
- b) The borrower shall notify the Library immediately on receipt of the material.
- c) A special courier shall be supplied at the expense of the borrower if considered necessary by the Library.
- d) Buildings in which exhibitions are to be housed shall meet accepted fire standards.
- e) During the course of an exhibition, maximum protection shall be required at the borrowing institution.
- f) Trained staff in sufficient force to cover all exits shall be furnished at the expense of the borrower and they shall be on duty at all times during the hours of opening.
- g) In the case of extraordinarily rare or valuable items, the Library may require periodic after-hours or round the clock surveillance, to be provided at the expense of the borrower.
- h) Other arrangements may be made at the discretion of the Chief Librarian.
- i) All borrowed material, once in the hands of the borrower, shall be kept in a secure place (under lock and key) while work is underway preparatory to, or following, display.
- j) All loans shall be made subject to the ability of the borrower to maintain proper environmental conditions for the duration of the loan period. The Library may measure environmental conditions at the venue, prior to the loan, if this is considered necessary. The borrower shall be required to come as close as possible to fulfilling the standards set forth below; for its most valuable objects, the Library reserves the right to insist that these standards be fully met.

Protection of materials from light

Borrowed materials shall be displayed in areas where the illumination does not exceed 50 lux (watercolours, drawings, hand-coloured prints, textiles), 100 lux (books, manuscripts, photographs, prints, newspapers, broadsides) or 200 lux (easel paintings). In addition, all borrowed materials shall be protected from ultraviolet radiation by the use of low ultraviolet fluorescent tubes, or by placing ultraviolet filtering sleeves over any fluorescent tubes used to light the exhibition. Ultraviolet levels should not exceed 75 microwatts per lumen. No materials borrowed shall be exhibited where they will be exposed to direct sunlight. Works shall not be displayed for longer than the agreed period.

Protection of materials from extremes or fluctuations of temperature and humidity

Materials borrowed shall be stored and displayed in an environment where the temperature does not exceed 20°C +/- 2°C and where the relative humidity is in the range of 50% +/- 5%. For particularly sensitive and/or valuable materials, the Library reserves the right to insist on special conditions of temperature and humidity.

- k) Installation and dismantling of exhibits and all packing and repacking operations shall be under the supervision of personnel especially 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.
- l) All charges in connection with the shipment of materials on loan shall be paid by the borrower. The form of transport used will be stipulated by the Library. The return to the Library of materials lent for exhibition 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.
- m) 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.
- n) Reproduction of material, including photographic copying, shall be done only when authorised by the Library, and then only under the conditions specified.
- o) Any damage or loss which may occur shall be reported immediately to the Alexander Turnbull Library. No repairs or alterations of any kind shall be made on borrowed materials without authorisation from the Library.
- p) 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, notification of government indemnity must be received by the Library.
- q) Condition reports for material on loan will be prepared by the Library. Further condition reports shall be completed by the borrower on receipt of the items, at each mount and strike 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.

4. Restoration

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.

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

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 type face 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).

D. Environmental Standards Within the Library's Controlled Atmosphere Rooms

Room No.	Room	Collections	Temperature RH%
2W101	Turnbull Serials	15C +/- 2°C	45% +/- 5%
LW148	Turnbull Master Tapes	13C +/- 2°C	30% +/- 5%
LW109	Turnbull Newspapers	13C +/- 2°C	40% +/- 5%
B21C	Turnbull Newspapers	15C +/- 2°C	50% +/- 5%
BW101	Turnbull Glass Negatives	15C +/- 2°C	35% +/- 5%
BW102	Wrapped Reserve	-29C +/- 5°C	NIL
BW104	Turnbull Film Negatives	2C +/- 2°C	30% +/- 5%
BW105	Manuscripts	13C +/- 2°C	30% +/- 5%
BW105A	Manuscripts	13C +/- 2°C	30% +/- 5%
PN Vault	Microfilm	13C +/- 2°C	30% +/- 5%
SSC Open	Collections	20C +/- 2°C	55% +/- 5%
Basements			
Library	Open Collections	20C +/- 2°C	50% +/- 10%
Basements			
Library		(Winter)	50% +/- 10%
Building		20°C +/- 2°C	
Library		(Summer)	50% +/- 10%
Building		22/23°C +/- 2°C	

E. 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)