INTERNATIONAL STANDARD

ISO 18923

First edition
2000-06-01

Imaging materials — Polyester-base magnetic tape — Storage practices

Matériaux pour image — Bande magnétique à base de polyester — Pratiques d'emmagasinage

Reference number
ISO 18923:2000(E)

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Foreword

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International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

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

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

International Standard ISO 18923 was prepared by Technical Committee ISO/TC 42, *Photography*.

This International Standard is one of a series of standards dealing with the physical properties and stability of imaging materials. To facilitate identification of these International Standards, they are assigned a number within the block from 18900 to 18999 (see annex A).

Annexes A to E of this International Standard are for information only.

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Introduction

Magnetic tape is an important material in the capturing of information and has had widespread use in audio, video, and computer applications over the past 60 years. Preservation of this information is becoming of increasing concern to society, particularly as the recorded information becomes older and frequently of greater value to libraries, archives, museums, government agencies, and commercial organizations. Magnetic tape is also widely used by individual consumers to preserve records of personal or entertainment value.

The retrievability of the information on magnetic tape is dependent upon that of the complete magnetic system. This includes the stability of the tape itself, the equipment on which it is run and, in some systems, upon the necessary software. It is recognized that tape records will eventually have to be copied or transferred to another material when the system becomes obsolete. Nevertheless, it is advantageous to prolong the tape life so that the material does not become the controlling factor.

Although there have been many studies of tape stability, International Standards do not exist against which tape life can be evaluated. Likewise, International Standards are not available on the life expectancy of hardware and the problems associated with hardware wearing out or becoming obsolete. Therefore, the best approach for tape users is to store magnetic tape under conditions that will extend its life and to handle tape so that it will not be subjected to stress and undergo physical breakdown during use. This International Standard addresses the concerns of storage.

A major component of magnetic tape is the plastic base. Early audio-magnetic tape was manufactured on a variety of base materials, including paper, various vinyl esters, and cellulose esters. After extended storage, or storage under adverse conditions, the cellulose-triacetate base decomposes and produces acetic acid (see informative annex B). However, since the 1960s, magnetic tape has been coated onto a polyester base that has excellent long-term stability. This International Standard was developed specifically for polyester-base tapes. However, it is also applicable to the storage of triacetate-base tapes even though the triacetate base is not as stable.

The second component of magnetic tape is the oxide (or metal particle) binder layer which determines the magnetic characteristics. A magnetic characteristic of importance in the aging behaviour of tape is the development of print-through of analog tape. However, both research and use have clearly demonstrated that the critical concerns are primarily changes in physical properties, not the loss of magnetic characteristics. Upon use and aging, there may be changes in the friction properties, abrasivity, binder-base adhesion, and binder cohesion that render the tape unusable. Many of these changes occur as a result of binder degradation. Unfortunately, the user has no practical means of determining the stability of the composite tape and must rely on the studies of the manufacturer.

Regardless of the inherent stability of the binder layer, it is known that good storage conditions will extend the life of all tapes. While a good storage environment cannot reverse all the degradation that has already occurred, it can slow down additional deterioration.

NOTE Some degraded tape can be rendered temporarily playable by a variety of specialized procedures.

Two storage conditions are described in this International Standard. Medium-term storage conditions are recommended for tape with an expected useful life of ten years, while extended-term storage conditions are intended for tape with an expected life of fifty years. The conditions given in this storage recommendation represent a compromise between maximizing the tape life, considerations of convenience, and the cost of building and maintaining a storage facility.

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Imaging materials — Polyester-base magnetic tape — Storage practices

1 Scope

This International Standard provides recommendations concerning the storage conditions, storage facilities, enclosures, and inspection for recorded polyester-base magnetic tapes in roll form. It covers analog and digital tape and includes tape made for audio, video, instrumentation and computer use.

This International Standard is applicable to medium-term and extended-term storage of magnetic tape as defined in 3.18 and 3.7 and also is applicable to magnetic-tape records intended as master tapes, which should not be in frequent use.

Deviations from these recommendations, whether before or after recording, may result in shortened life expectancy. For example, adverse conditions during shipment, handling, or usage.

This International Standard is not applicable to "work" or "use" copies (see informative annex C).

2 Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

NFPA 75-1995, *Electronic computer/Data processing equipment*.[1)]

NFPA 90A-1996, *Installation of air conditioning and ventilating systems.*[1)]

NFPA 232-1995, *Protection of records*.[1)]

ASHRAE, *Equipment*. 1988.[2)]

ASHRAE, *Handbook of fundamentals*. 1988.[2)]

ASHRAE, *Systems*. 1987.[2)]

1) Available from the National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, USA.

2) Available from the American Society of Heating, Refrigeration and Air Conditioning Engineers, 1791 Tullie Circle, NE Atlanta, GA 30329, USA.

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3 Terms and definitions

For the purposes of this International Standard, the following terms and definitions apply.

3.1
aperture
window
opening on the flange that is used to facilitate threading of magnetic tape on the hub and inspection of the wind

3.2
base
support in a recording material on which the magnetic layer (and, if necessary, the back layer) is coated

3.2.1
cellulose-acetate base
base for recording materials composed mainly of cellulose esters of acetic acid

3.2.2
polyester base
base for recording materials composed mainly of a polymer of ethylene glycol and terephthalic acid (also referred to as polyethylene terephthalate), or a polymer of ethylene glycol and 2,6 naphthalene dicarboxylic acid (also referred to as polyethylene naphthalate)

3.3
cartridge
housing for a roll of recording material, such as photographic film or magnetic tape, attached to a single hub or reel

SEE **cassette** (3.4).

3.4
cassette
housing for a roll of recording material, such as photographic film or magnetic tape, whose ends are attached to two hubs or reels

3.5
container
box, can, or carton used for storage and shipping of recording materials

EXAMPLE The box into which a reel, cassette, cartridge or shell is placed is a container.

NOTE Reels, cassettes, cartridges or shells are not containers.

3.6
dew-point
temperature at which moisture begins to condense on a surface, corresponding to saturation for a given absolute humidity

EXAMPLE The more humid the air, the higher the dew-point temperature.

3.7
extended-term storage conditions
storage conditions suitable for the preservation of information recorded on the majority of magnetic tapes for 50 years

3.8
fire-protective storage
facilities designed to protect records against excessive temperatures, water and other fire-fighting agents, and steam developed by insulation of safes or caused by the extinguishing of fires and collapsing structures

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3.9
flange
fixed or removable circular disc, which is connected to the hub to make a reel for the purpose of protecting the roll of recording material

SEE **reel** (3.21)

3.10
heads out
configuration of magnetic tape stored on its reel, or in its cassette, such that the tape is positioned to play from the beginning of the recorded information

3.11
hub
cylindrical object at the centre of the tape reel, around which the recording material is wound

3.12
leader
flexible plastic or paper strip which can be spliced to either end of a roll of recording material

3.13
leafing
multiple popped strands in a magnetic-tape wind

SEE **popped strand** (3.19) and **stepped pack** (3.29)

3.14
life expectancy
LE
length of time that information is predicted to be retrievable in a system

3.15
loose pack
undesirable pack condition in a roll of recording material, such that the outer portion of the roll can be moved and tightened by pulling on the end

3.16
magnetic field intensity
level of the magnetic field at a point in space

3.17
medium
media, pl
material on which the information is recorded

3.18
medium-term storage conditions
storage conditions suitable for the preservation of recorded information for a minimum of 10 years

3.19
popped strand
lateral displacement of a single strand or wrap of magnetic tape extending beyond the plane of the tape pack

SEE **leafing** (3.13) and **stepped pack** (3.29)

3.20
print-through
unwanted transfer of a magnetic field and its signal from one tape lap to another within a roll of magnetic tape

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3.21
reel
spool
hub or core with flanges (protective sides) onto which recording material is wound

3.22
relative humidity
RH
ratio, defined as a percentage, of the existing partial vapour pressure of water to the vapour pressure at saturation

NOTE It is usually, but not always, equal to the percentage of the amount of moisture in the air to that at saturation.

3.23
shell
cassette/cartridge housing for magnetic tape

3.24
slot
space or slit in the hub or reel surface

3.25
splice
union of two pieces of recording material to form a single piece

3.26
splicing tape
paper or plastic strip coated with a thermal-or pressure-sensitive adhesive, used in splicing

3.27
spoking
deformations in a roll pack that appear radially outward and disrupt the circular nature of the wind

3.28
staging
process of conditioning material from one set of temperature/moisture conditions to another

3.29
stepped pack
multiple adjacent strands of magnetic tape extending beyond the level of a tape pack

SEE **leafing** (3.13) and **popped strand** (3.19)

3.30
storage environment
conditions for storing materials, i.e., temperature, relative humidity, cleanliness of facilities, and atmospheric pollutants

3.31
storage housing
physical structure supporting materials and their enclosures

NOTE It may consist of drawers, racks, shelves or cabinets.

3.32
system
material, hardware, software and documentation necessary for recording and/or retrieving information

3.33
tape pack
length of magnetic tape wound on a reel or hub

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3.34
tails out
configuration of magnetic tape stored on its reel or in its cassette, such that the tape should be fully rewound in order to correctly play from the beginning of the recorded information

3.35
wind
⟨appearance⟩ physical appearance and tension of the magnetic tape pack

3.36
wind
⟨process⟩ process of transferring a roll of recording material from one spool or reel to another

4 Environmental conditions

4.1 Humidity and temperature limits

4.1.1 Medium-term storage environment

The average relative humidity of a medium-term storage environment shall not exceed 50 % RH and shall not be lower than 15 % RH. The maximum temperature for prolonged periods shall not exceed 23 °C (see Table 1). The peak temperature for short time periods shall not exceed 32 °C. Tape should not be stored below 8 °C due to a potential problem with lubricant separation from the binder.

Cycling of temperature shall not be greater than ± 2 ^{o}C over a 24 h period. Cycling of relative humidity shall not be greater than ± 10 % over a 24 h period. Protection increases by storing tape at low temperature and/or low relative humidity.

4.1.2 Extended-term storage environment

The rate of chemical reactions, such as the degradation of the tape base and the polymer binder layer, is lowered with decreasing temperature and decreasing relative humidity. Consequently, life expectancy is increased as storage temperature and/or storage humidity are lowered within the range of recommended storage.

A lower storage temperature can compensate for a higher humidity to provide the same life expectancy (see informative annex D) and a wider relative humidity range can be tolerated. For this reason, several relative humidity/temperature combinations can be used for an extended-term storage environment as specified in Table 1.

The majority of tapes fail due to hydrolysis of the binder. The storage conditions given in Table 1 are based on predictions of binder stability for the majority of polyester-base tapes. The maximum temperature shall not exceed 23 °C and storage of tape below 8 °C is not recommended. When low-temperature storage is used, attention shall be given during warm-up to avoid moisture condensation (see 7.1). Cycling of relative humidity in the storage environment shall not be greater than ± 5 % and cycling of temperature shall not be greater than ± 2 °C over a 24 h period. It should be recognized that while tape reaches temperature equilibrium quickly, it takes a long time for a tape pack to attain moisture equilibration (see informative annex E).

It is impossible to specify the best relative humidity and storage temperature for any facility since they depend upon the value of the material, the past storage history, the length of time that the tape is to be kept, the size of the vault, the cost of various options, and the climate conditions where the facility is located. Lower temperatures with the specified relative humidity range may be difficult to achieve with air-conditioning equipment operating at normal humidity and may require a specialized installation.

Properly controlled air conditioning may be necessary for maintaining humidity and temperature within the limits specified. The fundamentals of air conditioning are given in the three ASHRAE publications listed in clause 2. Automatic control systems are recommended, and they shall be checked frequently enough to determine that the temperature and humidity limits specified in Table 1 are not being exceeded. A reliable hygrometer may be used for humidity measurements.

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Where air conditioning is not practical, high humidities may be lowered by dehumidifiers of the electrical refrigeration type controlled with a hygrostat. Inert desiccants, such as chemically pure silica gel, may be used, provided the dehumidifier is equipped with filters capable of removing dust particles down to 0,3 μm (microns) in size and is controlled to maintain the relative humidity given in Table 1. Dehumidification may be required in storage areas, such as basements and caves, that have inherently low temperatures but frequently exceed the upper humidity limit.

The recommended humidity and temperature conditions can be maintained either within individual storage housings or within storage rooms containing such housings.

Table 1 — Maximum temperature and relative humidity for storage

Medium-term storage		Extended-term storage	
Maximum temperature [c, e] °C	**Maximum relative humidity** [a, b] %	**Maximum temperature** [c, e] °C	**Maximum relative humidity** [a, d] %
23	50	23	20
		17	30
		11	50

a The moisture content of the tape to be stored shall not be greater than that of tape in moisture equilibrium with these relative humidities. The minimum relative humidity is 15 %, because of possible transport problems due to static

b Cycling shall not exceed ±10 % RH over a 24 h period.

c Cycling shall not exceed ± 2 °C over a 24 h period.

d Cycling shall not exceed ± 5 % RH over a 24 h period.

e Storage of tape below 8 °C can cause lubricant separation from the tape binder. The manufacturer should be consulted to determine if this is a potential problem.

4.2 Gaseous impurities

The most practical technologies shall be used to ensure minimization of gaseous impurities such as ammonia, chlorine, sulfides, peroxides, ozone, oxides of nitrogen, smoke, and acidic gases.

4.3 Magnetic fields

Within a storage area, the peak intensity of external DC fields shall not exceed 4 kA/m (see [1] in the bibliography) and the peak intensity of external AC fields shall not exceed 800 A/m.

External magnetic fields are most frequently observed near motors and transformers (i.e., elevator installations in commercial buildings). Most of these installations are localized and the field intensity falls off rapidly with separation. A few feet of separation from the source will usually provide sufficient protection.

External fields of a more unanticipated nature are produced by some headphones, speakers, microphones, magnetic cabinet latches, or magnetized tools.

See 7.2 for a discussion of print-through.

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5 Materials

The materials used for hubs, flanges, reels, cassettes, cartridges, containers, and storage housing shall be chemically stable, non-debris producing and shall meet the requirements of clause 10. They shall be free from warpage and distortion. Metals shall be non-magnetic. Plastics are suitable for flanges, hubs, cassettes and cartridges but they shall be sufficiently strong to not distort or break under conditions of use. Plastics are not recommended for open reels.

6 Enclosures

6.1 Reels

6.1.1 Hubs

Hubs shall be cylindrical and composed of materials that are resistant to distortion. Hubs are preferred without slots, irregularities, or deformations on the surface in contact with the tape.

Hubs shall be constructed to minimize deformation or damage of the tape. Hubs shall have as large a diameter as is practical, since larger diameter hubs yield better resistance to inner tape-pack distortions.

6.1.2 Flanges

Flanges with small apertures are recommended in preference to flanges with large apertures. Flanges shall not be padded. It is recommended that flanges be removable and replaceable.

6.2 Cassettes and cartridges

6.2.1 Cassette and cartridge shells

Cassette and cartridge shells and their components shall be impact resistant. They shall be constructed so as not to damage the tape and shall be able to be disassembled and reassembled.

6.2.2 Hubs

Hubs shall be cylindrical and shall have the largest possible diameter. They shall be constructed to minimize pack irregularity caused by the attachment of the tape/leader tape to the hub.

Hubs shall lock in such a way that the tape pack is held in place without loosening when the cassette is not in the machine. Those shells which do not provide such locking devices shall be stored in containers that provide locking mechanisms.

6.3 Containers

Containers shall be resistant to impact, moisture, and dust intrusion. Containers made of paper or cardboard are not recommended.

Containers shall be designed so that the flanges are not load bearing when the containers are stored in their correct vertical position. Containers shall not be able to be deformed in the defined storage conditions. The container lid shall be capable of being latched, attached or locked to prevent accidental opening.

6.4 Labelling

Reels, cassettes, cartridges and containers shall provide a means for labelling that allows identification of the recorded information contained within. The labelling shall be non-acid, non-debris and non-oxidant producing, and shall be attached to or affixed in such a manner that it will remain for the life expectancy of the material.

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The number and size of labels shall be kept to a minimum to reduce the possibility of adhesive migration. Bulk information shall be on the container label. Labels shall be small enough to avoid adhesive contamination of the tape and shall not overlap the tape.

The original manufacturer's product identification shall be maintained with the tape. The magnetic tape or leader tape shall not be marked, labelled, embossed or identified.

6.5 Supplementary materials

Other materials shall not be stored in the tape container.

7 Preparation

All preparation of tape for storage shall be done in areas having an environment of approximately 20 °C and 50 % RH. All tapes shall be stored on reels, cartridges or cassettes, and in appropriate containers.

7.1 Acclimatization

A tape pack shall be acclimatized for temperature to prevent moisture condensation when it is transferred from a cold environment outside the storage facility, or when being removed from an extended-term storage area to an access or production area. These materials shall be allowed to warm up to a temperature above the dew point at medium-term storage conditions for the equilibrium times given for information in annex E. Tape packs shall be kept in appropriate containers during acclimatization. Tapes shall not be rewound when they are cold.

A tape pack may require moisture acclimatization to ensure that it will play properly. When tape is in equilibrium with a low-temperature or low-humidity environment, it will have reduced dimensions and may not play properly.

High-density helical scan tape may be susceptible to mistracking problems due to inadequate moisture acclimatization. This can be corrected by allowing the tape to reach partial humidity equilibrium (see informative annex E) or by rewinding the tape several times on a machine.

7.2 Tape wind and tape pack

Prior to storage, tape should be played continuously end-to-end, or continuously wound at a tension that approximates the play tension so as to ensure a smooth and even-tensioned pack. Both too loose and too tight a pack shall be avoided. Too loose a pack can cause slippage or cinching of the tape on the hub and subsequent damage to the tape. Too tight a wind can cause stretching and deformation of the tape, especially if temperature and humidity variations are significant.

Tapes in cassettes or cartridges shall be wound so that all the tape is on one hub. A tape pack shall not have leafing, stepped pack, spoking, or any other pack abnormality.

Tape rolls that are wound at room temperature and/or humidity, then stored at a lower temperature and/or humidity, can have a looser wind. Additional care in handling may be required to avoid slippage, popped strands, and other pack-related problems.

Print-through is a phenomenon of all magnetic tapes, but is a problem only with analog audio-recording tape. It is noticeable when a strongly recorded (magnetized) section of tape is embedded in a tape-wind pack next to laps with low recorded magnetization levels. With time, the strong magnetic signals will "print" copies of themselves on the weakly magnetized adjacent laps. It can be significant to the user if the "echo effect" is audible enough to detract from the quality of the recording.

When recordings are stored "heads out", the print-through information precedes the recorded information and is most disconcerting. When recordings are stored "tails out", the print-through may become less obvious since an echo is less objectionable than a pre-echo. Storage of analog audio tape "tails out" has the additional advantage of requiring a rewind which decreases the print-through level.

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7.3 Splices

The optimum choice for tape storage is the absence of all splices. However, this is not possible for many tape formats (for example, all magnetic tape in cassettes have splices). In such cases, the use of manufacturer-produced splices is recommended.

When a tape contains non-manufacturer-produced splices, storage of a back-up copy is recommended. Otherwise, all splices shall be examined and replaced whenever any indication of splice deterioration is evident. Only splicing tape shall be used. Any paper-based leader tape spliced in the tape pack shall be replaced with polyester-based leader or recording tape.

8 Storage housing

The material used for storage housing shall conform to the requirements of clause 5. Drawers, racks and shelves shall be designed in such a way that reels and/or cassettes in their containers can be placed in their appropriate vertical position, supported by the hub. They shall be designed and utilized in such a manner that no container supports another container.

Shelving shall be strong enough to support the shapes and weights of the containers without deformation of the containers or the shelving itself. Shelves should allow for adequate air flow so that the conditioned environment can be maintained throughout the storage area. To avoid catastrophic damage, shelves should not be placed too close to heat sources, water pipes, and sprinkler heads. The shelves should possess a lip to minimize dripping of melted plastic and burning plastic onto lower shelves in the case of fire.

Magnetic tape may have possible interactions with other recording materials that are showing signs of degradation. They shall not be stored in the same storage housing as vinyl phonographic records or cellulose acetate tapes (see informative annex B) that have any indications of deterioration.

9 Storage rooms

Storage rooms shall be designed to be able to bear the load of fully loaded shelving. They shall be clean areas, satisfying at least Class 100,000 clean room requirements (see NFPA 90A), and shall be under constant environmental control in accordance with the specifications of clause 4. Air pressure in the storage area shall be maintained at a positive pressure relative to adjacent hallways and rooms. Dust and/or debris-generating devices or materials shall not be allowed in the storage room (e.g., carpet, draperies, unsealed insulation, fibrous wall coverings, and furnishings). Storage rooms shall not be used for activities other than storage (see NFPA 75).

In order to minimize ultraviolet (UV) damage to labelling and packaging materials, rooms shall not be lighted other than when being actively accessed. Walls and enclosures of environmentally controlled spaces shall be designed to prevent condensation of moisture on interior surfaces. Provisions shall be made to prevent damage from water (e.g., floods, leaks, and sprinklers). Floors shall be provided with drains or other means of water removal. Where possible, storage rooms should be located above basement levels and above any expected flood levels.

Storage rooms should be periodically cleaned. A goal shall be the removal of dust without blowing fine particles around and the removal of dirt without the use of acids or oxidants. Dust removal shall be done by a vacuum system that has an exhaust pipe that carries the dust completely out of the storage room. Non-chemically treated, clean, and static-free wipes shall be used to remove dirt and dust from shelves and from the outside surfaces of containers. Chemical cleaning solutions shall not be used to clean floors or any other surfaces within the storage facility; this includes all common household cleaners. A minimum amount of water shall be used to clean floors with a clean mop. All traces of water must be removed immediately with a clean, dry mop.

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10 Fire-protective storage

The tape product in its storage container should be capable of withstanding 150 ^{o}C for 4 h without ignition or release of fumes more reactive than the tape alone. The materials used in hubs, flanges, reels, cassettes, or cartridges shall be neither more flammable nor more decomposable than the tape itself.

For protection against fire and associated hazards, the tape package shall be placed in either fire-resistive vaults or insulated record containers. If fire-resistive vaults are used, they shall be constructed in accordance with recommendations contained in appropriate standards and regulations (see NFPA 232) with particular care for protection from steam. When heated in a fire, masonry or concrete walls may release steam from internally bonded water. A vapour barrier is recommended for such vaults, or else sealed containers should be used.

When the quantity of tape is not too great, insulated record containers conforming to appropriate national standards and regulations may be used (such as Class 150 record containers in UL 72, [11] in the bibliography). They shall not exceed an interior temperature of 65 °C and an interior relative humidity of 85 % when given a fire exposure test from 1 h to 4 h depending on the classification of the record container.

For the best protection of information from fires, duplicate copies of tape records shall be placed in other storage areas.

11 Identification, inspection and cleaning

11.1 Identification

Documentation such as dates, manufacturer's identification, control-number information, location and title shall be maintained.

11.2 Monitoring

Representative samples of tape shall be inspected at 5 year intervals. If deviations from recommended temperature and relative humidity ranges have occurred, inspection shall be made at more frequent intervals. A sampling plan established in advance shall be used, and a different lot shall be inspected each time. Deterioration of either tape or enclosures shall be noted.

Tape shall be examined for playback performance, spoking, loose wind, stepped pack, physical distortion, debris, and container and label deterioration. Tape shall only be handled or touched using gloves. Dyeless gloves that do not shed (most commonly found as clean, thin, clean-room specified fabric or non-powdered latex gloves) shall be used.

If tape has been stored at a temperature below the dew-point of the atmosphere where inspection is to take place, the tape in its enclosure shall first be allowed to warm up, before opening, to a temperature within a few degrees of that of the inspection room. The time required for warm up increases with the volume of the material and the temperature difference.

11.3 Cleaning

If during inspection there is any evidence of dirt or debris on the tape or in the container or shell, appropriate cleaning shall be done prior to putting it back into storage. Long-fibre, non-dusting, cleaning, materials are recommended. Solvent cleaning, scraping and burnishing shall only be done under carefully controlled conditions.

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Annex A
(informative)

Numbering system for related International Standards

The current numbering system for TC 42 documents dealing with the physical properties and stability of imaging materials is confusing since the five digit numbers that are used are not in any consecutive order. To facilitate remembering the numbers, ISO has set aside a block of numbers from 18900 to 18999 and all revisions and new International Standards will be given a number within this block. The last three digits will be identical to the current ANSI/PIMA numbers of published documents. This will be advantageous to the technical experts from Germany, Japan, United Kingdom, and the USA who have prepared the standard and who are familiar with the ANSI/PIMA numbers.

As the current International Standards are revised and published, their new numbers will be as given in Table A.1:

Table A.1 — New ISO numbers

Current ISO Designation	Title	New ISO number
10602	Photography — Processed silver-gelatin type black-and-white film — Specifications for stability	18901
10214	Photography — Processed photographic materials — Filing enclosures for storage	18902
6221	Photography — Films and papers — Determination of dimensional change	18903
5769	Photography — Processed films — Method for determining lubrication	18904
8225	Photography — Ammonia-processed diazo photographic film — Specifications for stability	18905
543	Photography — Photographic films — Specifications for safety film	18906
6077	Photography — Photographic films and papers — Wedge test for brittleness	18907
8776	Photography — Photographic film — Determination of folding endurance	18908
10977	Photography — Processed photographic colour films and paper prints — Methods for measuring image stability	18909
4330	Photography — Determination of the curl of photographic film and paper	18910
5466	Photography — Processed safety photographic films — Storage practices	18911
9718	Photography — Processed vesicular photographic film — Specifications for stability	18912
12206	Photography — Methods for the evaluation of the effectiveness of chemical conversion of silver images against oxidation	18915
14523	Photography — Processed photographic materials — Photographic activity test for enclosure materials	18916
FDIS 417	Photography — Determination of residual thiosulfate and other related chemicals in processed photographic materials — Methods using iodine-amylose, methylene blue and silver sulfide	18917
3897	Photography — Processed photographic plates — Storage practices	18918
FDIS 14806	Photography — Thermally processed silver (TPS) microfilm — Specifications for stability	18919
6051	Photography — Processed reflection prints — Storage practices	18920
DIS 15524	Photography — Polyester-base magnetic tape — Storage practices	18923
DIS 15640	Photography — Imaging materials — Test method for Arrhenius-type predictions	18924

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Annex B
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Stability of cellulose triacetate base

Cellulose triacetate has been used as a base for photographic film for over 45 years and was also used for magnetic tape for a much more limited time period in the 1950s and 1960s. Although it has been a very satisfactory base, it degrades with time. This degradation increases at higher temperatures and at elevated humidities. It is initially characterized by the release of acetic acid, with subsequent embrittlement, distortion, plasticizer exudation, and shrinkage. This is the characteristic problem known as the "vinegar syndrome." It has been observed after storage at moderate temperature and humidity conditions with both photographic film and magnetic tape.

Guidelines for the proper storage of this base are given in a recent publication (see [2] in the bibliography). In general, lower storage temperatures and relative humidities are recommended to increase the time to the onset of the vinegar syndrome. Tapes having the vinegar syndrome should be stored separately to prevent the contamination of other archive materials by acetic acid. After the onset of the vinegar syndrome, acetate films degrade at an accelerated rate. Tapes that have been stable for 50 years may degrade to the point of being unplayable in just a few years. Any valuable tape showing the vinegar syndrome should be transcribed as soon as possible.

The environmental recommendations given in this International Standard should ensure a life expectancy of 100 years for cellulose triacetate base, which is longer than the expected life of the tape binder (see [3] in the bibliography).

The life expectancy of polyester base used in today's materials is many times greater than cellulose triacetate. Polyester base should last at least 500 years if stored under reasonable conditions, which is considerably longer than the life of the binder.

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Annex C
(informative)

Distinction between master tapes and work copies

The distinction between tapes intended for storage and those intended for use has not always been clear. The value of use or work copies lies in their being available for ready reference. However, as a result of this use, they are subjected to dirt, abrasion, fingerprints, contamination with foreign materials, and exposure to excessive temperature. Such use copies may become moisture conditioned to the conditions of the working area, which may be quite different from the storage area where they are filed. Use copies of magnetic tape are not suitable for long-term preservation.

Where there is a need for extended storage, master tapes should be prepared and stored according to the recommendations of this International Standard. They may occasionally be used to make copies. However, their use should be infrequent.

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Annex D
(informative)

Temperature/relative humidity relationship

Degradation of magnetic tape is caused by chemical reactions, whose rates are lowered with decreasing temperature and decreasing relative humidity (see [4], [5], [6], [7], [8] in the bibliography). Consequently, the useful life of tape (x years) can be increased by lowering the storage temperature and/or storage humidity. Moreover, a lower storage temperature can compensate for a higher humidity to obtain the same life expectancy. This is illustrated in Figure D.1 for the degradation of the polyurethane tape binder (see [8] in the bibliography).

Similar behaviour exists for the degradation of polyester base tape and the oxidation of metal particulate tape (see [9] in the bibliography). These relationships permit several temperature/relative humidity combinations to be acceptable for extended-term storage conditions as specified in Table 1 (see 4.1.2). This gives the storage-vault designer a range of options.

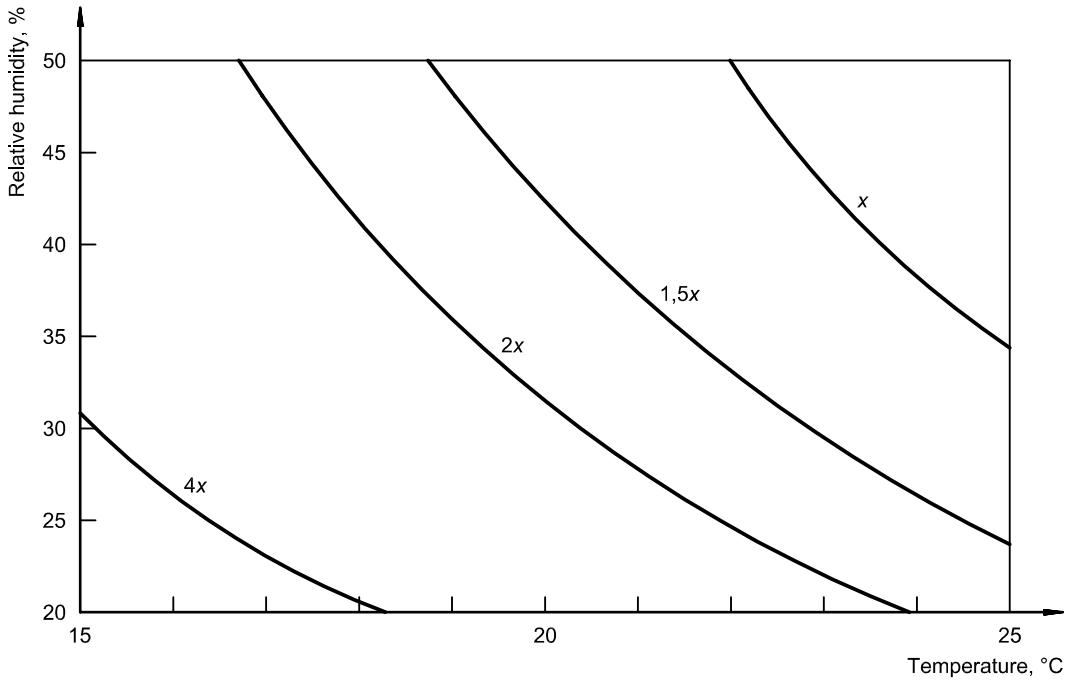

Figure D.1 — Typical temperature/relative humidity relationship for hydrolysis of magnetic tape binder

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Annex E
(informative)

Temperature and humidity acclimatization

Tapes that are removed from extended-term storage conditions may not be immediately ready for playback. Acclimatization to the environment of the recording/playback facility may be necessary to ensure that the tapes play without distortion, mistracking, or excessive errors. In general, acclimatization is more important for helical scan formats, digital recordings, and recordings with a narrow track width. It is less important for longitudinal formats and analog recordings.

Dimensional changes will occur in a wound tape pack as a result of changes in either temperature or humidity. The total length of the wound tape will become slightly smaller with either decreasing temperature or humidity. This can result in a minor change in pitch or frequency of an audio recording if played prior to acclimatization. A temporary change in the track angle of a helical scan recording can also occur after low temperature/low humidity storage. This can result in mistracking if played prior to acclimatization.

Table E.1 shows the amount of time that may be required for various tape types to acclimatize to a new environment. Magnetic tape reels and cassettes approach thermal equilibrium more rapidly than hygroscopic equilibrium. The times were calculated using models for heat and moisture diffusion in tape packs (see [10] in the bibliography). Storage conditions were assumed to be 15 °C and 30 % RH below playback conditions.

Table E.1 — Approximate acclimatization times of a solid magnetic tape pack

Tape width[a]	Temperature acclimatization time[b]	Relative humidity acclimatization time[c]
mm (in)	h	days
6 (1/4)	0,5	1
13 (1/2)	0,5	4
19 (3/4)	1	8
25 (1)	1	14
50 (2)	4	50

a Tape sizes are commonly identified by non-SI units. These non-SI units are included for clarity.

b Time to warm the tape to within 5 °C.

c Time to humidify the tape to within 10 % RH.

As a minimum, tapes should be allowed to thermally equilibrate to the new environment prior to tape playback. It may not be necessary to wait the full amount of time indicated for humidity acclimatization if the tapes play back properly. If an excessive data error rate or mistracking is noted on playback, more time for humidity acclimatization may be necessary.

The rate that a spooled tape approaches thermal and moisture equilibrium is roughly proportional to the square of the width of a tape pack (see [10] in the bibliography). This results from the fact that heat and moisture principally diffuse into the pack from the edges of the tape. A 19 mm (3/4 in) wide reel of tape (e.g. a U-Matic cassette) will require more than twice the time to equilibrate to a new environment than a 13 mm (1/2 in) wide tape (e.g. a VHS cassette). An enclosing tape cassette offers only minor resistance to moisture intrusion, so the rate of moisture acclimatization of a bare tape reel and a tape cassette are similar (see [10] in the bibliography).

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The acclimatization process can be accelerated by exposing more of the tape surface to the environment. If rapid access is necessary, one way to do this is to rewind the tape on a recorder or other transport at a speed no greater than 1 250 mm/sec (50 in/s). A few passes may be required. This, however, causes greater risk if the tape is damaged and is not recommended. An exposed strip of tape will thermally equilibrate in a few seconds and reach equilibrium moisture content in a few minutes.

If the tape cassette is in a storage case during acclimatization, a longer period is required for the tape to reach thermal equilibrium. The amount of time required will depend upon the insulating properties and thickness of the storage case. Allow twice the time indicated in Table E.1 for thermal equilibrium if the tape is housed in a storage case.

The time required for moisture equilibration of a tape reel or cassette housed in a storage case or box will depend on the airtightness and moisture permeability of the storage case. Paper does not offer much resistance to moisture permeation. A tape reel or cassette stored in a cardboard/paperboard box will equilibrate to the moisture content of the new environment almost as quickly as a bare reel or tape cassette.

Most of the resistance to moisture change in a tape is within the tape pack itself. On the other hand, a tape enclosed in an airtight steel container, such as those used for motion-picture film, will require a significantly longer time to equilibrate to the new environment. If the storage container is airtight, it is best to leave the lid on the storage case slightly ajar to readily allow the exchange of moisture between the tape pack or cassette and the ambient environment.

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4) Available from The Commission on Preservation and Access, 1400 16th Street, N.W., Washington, DC 20036-2217, USA.

5) Available from the Underwriters Laboratories, 333 Pfingsten Road, Northbrook, IL 60062, USA.

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