

Environmental Standards for WEST Archives

Archive Holders' library and/or storage facilities must meet certain preservation standards to ensure the continued preservation and archiving of the WEST volumes.

There are essentially two types of locations amongst WEST members where collections may be archived: long-term storage facilities and full-service libraries. WEST assumes that the long-term storage facilities meet specific standards for environmental control and collections access while full-service libraries meet some standards for short-term preservation but rarely meet the standards for long term preservation. For more information about Time Weighted Preservation Index (TWPI), see the Imager Permanence Institute's (IPI) guide for [Understanding Preservation Metrics](#).

In the WEST collections model, specific requirements for environmental conditions are defined for each risk level.

Risk Level	Facility	Environment	Fire Control	Light Level	Annual TWPI
Low	Storage in a Library or Storage Facility	30-70% relative humidity and less than 80°F	Fire detection system	Not specified	Not specified
Medium	Storage Facility preferred, or fully-enclosed and access-controlled area of Library	30-70% relative humidity and less than 80°F	Fire detection and suppression systems	Not specified	50-75
High	Storage Facility preferred, or fully-enclosed and access-controlled area of Library	30-70% relative humidity and less than 75°F	Fire detection and suppression systems, with notification to responders	Light exposure limited to work hours only	70 or better, 100 preferred

Additional best practices for storage environments are available from the Partnership For Shared Book Collections:

<https://sharedprint.org/best-practices/storage-environment/>