

Overview of the standards valid in Switzerland of the Technical Committee 346 – Preservation of cultural heritage (Status May 2023)

The Technical Committee 346, entitled „Conservation of Cultural Heritage“, is part of the European

Committee for Standardization (CEN¹/TC 346) and develops standards in the field of characterization of materials, processes, procedures, methodology and documentation to support the conservation of material cultural heritage, its preservation, protection and maintenance, and to preserve its significance. It includes characterization of deterioration processes and environmental conditions for cultural heritage and the products and technologies used for the planning and implementation of their conservation, restoration, repair and maintenance.

The work of TC 346 is distributed among the following 10 subcommittees or working groups:

- WG 1 General methodologies and terminology
- WG 3 Porous inorganic materials constituting cultural heritage
- WG 7 Specifying and measuring Indoor/outdoor climate
- WG 9 Waterlogged wood
- WG 11 Conservation process
- WG 12 Showcases
- WG 13 Investigation of architectural finishes – Procedure, methodology and documentation of results
- WG 14 Monitoring of cultural deposit
- WG 15 Exhibition lighting of cultural heritage
- WG 16 Specification for the management of moveable cultural heritage

The texts compiled here and below have been taken from the CEN–website² and edited only in a few cases to improve readability.

1 CEN: Comité Européen de Normalisation

2 CEN: Technical Committee, TC346 – Preservation of cultural heritage, (Stand 30.05.2023)
<https://standards.cen.eu>

The following 41 EN standards have been adopted unchanged by the Swiss Standards Association (SNV) with the suffix „SN“ and are valid throughout Europe:

SN EN 15757:2010 (2010-09): Conservation of Cultural Property - Specifications for temperature and relative humidity to limit climate-induced mechanical damage in organic hygroscopic materials

Abstract: This European Standard is a guide specifying temperature and relative humidity levels to limit climate-induced physical damage of hygroscopic, organic materials, kept in long-term storage or exhibition (more than one per year) in indoor environments of museums, galleries, storage areas, archives, libraries, churches and modern or historical buildings.

SN EN 15758:2010 (2010-09): Conservation of Cultural Property - Procedures and instruments for measuring temperatures of the air and the surfaces of objects

Abstract: This European Standard recommends the procedures for measuring the temperature of the air and of the surfaces of cultural property in indoor and outdoor environments, as well as specifying the minimum characteristics of instruments for such measurements. This document contains recommendations for accurate measurements to ensure the safety of objects and it is addressed to any people with the responsibility of the environment, its diagnosis, the conservation or maintenance of buildings, collections, or single object.

SN EN 15759-1:2011 (2011-11): Conservation of cultural property - Indoor climate - Part 1: Guidelines for heating churches, chapels and other places of worship

Abstract: This European Standard provides guidelines for the selection of heating strategies and heating systems in churches, chapels and other places of worship such as mosques and synagogues, in order to prevent damage to cultural property while at the same time creating an indoor climate that allows for a sustainable use of these buildings. It applies to most kinds of places of worship regardless of size and construction. This European Standard applies not only to the introduction of new heating systems but also to the replacement of old ones. This European Standard applies to buildings that are part of cultural heritage or that house cultural heritage objects. This European Standard deals with indoor climate conditions, heating strategies and technical solutions for their implementation but not with the technical equipment itself.

SN EN 15759-2:2018 (2018-07): Conservation of cultural heritage - Indoor climate - Part 2: Ventilation management for the protection of cultural heritage buildings and collections

Abstract: This European Standard gives guidelines for ventilation management in order to improve the preservation conditions of cultural heritage buildings and their collections. At the same time, it is aimed to create an indoor environment for a sustainable use of these buildings and their collections. This standard is a complement to existing general standards for ventilation that are focused on human comfort. This European Standard is the second part of a standard on indoor climate in cultural heritage buildings, i.e. EN 15759 1:2011. It should be used together with the first part when considering selection of heating strategies and heating systems for cultural heritage buildings, or buildings housing collections. It may be also used when

considering other issues, e.g. assessment of buildings, interiors and contents, or improvements for the energy performance. This European Standard deals with indoor climate conditions, ventilation strategies and generic technical solutions for their implementation but not with the technical equipment itself.

SN EN 15801:2009 (2009-12): Conservation of cultural property - Test methods - Determination of water absorption by capillarity

Abstract: This European Standard specifies a method for determining the water absorption by capillarity of porous inorganic materials used for and constituting cultural property. The method may be applied to porous inorganic materials either untreated or subjected to any treatment or ageing.

SN EN 15802:2009 (2009-12): Conservation of cultural property - Test methods - Determination of static contact angle

Abstract: this European Standard specifies a method for the measurement of the static contact angle of a water drop on porous inorganic materials used for and constituting cultural property. The method may be applied to porous inorganic materials either untreated or subjected to any treatment or ageing.

SN EN 15803:2009 (2009-12): Conservation of cultural property - Test methods - Determination of water vapour permeability (δp)

Abstract: This European Standard specifies a method for determining the water vapour permeability (WVP) of porous inorganic materials used for and constituting cultural property. The method may be applied to porous inorganic materials either untreated or subjected to any treatment or ageing.

SN EN 15886:2010 (2010-09): Conservation of cultural property - Test methods - Colour measurement of surfaces

Abstract: This European Standard describes a test method to measure the surface colour of porous inorganic materials, and their possible chromatic changes. No reference to the appearance of glossy surfaces is described. The method may be applied to porous inorganic materials either untreated or subjected to any treatment or ageing. The method is suitable for the measurement of colour coordinates of:

- representative surfaces of specimens, see 3.11;
- representative surfaces of objects, indoors or outdoors.

SN EN 15898:2019 (2019-11): Conservation of cultural heritage - Main general terms and definitions

Abstract: This document defines the main general terms used in the field of conservation of cultural heritage with particular attention to those terms which have wide use or significance.

SN EN 15946:2011 (2011-08): Conservation of cultural property - Packing principles for transport

Abstract: This European Standard specifies the packing process for objects considered by the owner/custodian as ready to be moved.

SN EN 15999-1:2014 (2014-03): Conservation of cultural heritage - Guidelines for design of showcases for exhibition and preservation of objects - Part 1: General requirements

Abstract: This European Standard specifies the characteristics and the conditions for use of showcases for safe and secure display of cultural heritage objects, reducing environmental interaction and complying with the requirements for better preservation.

SN EN 16085:2012 (2012-08): Conservation of Cultural property - Methodology for sampling from materials of cultural property - General rules

Abstract: This European Standard provides a methodology and criteria for sampling cultural property materials for their scientific investigation. It covers, for example, how to characterize the material(s), assess the condition, determine the deterioration causes and/or mechanism(s) and decide on and/or evaluate the conservation treatment(s). Apart from sampling, this document also provides requirements for documentation, and handling of sample(s). This European Standard does not deal with the decision making process for taking a sample nor how the sample is to be used.

SN EN 16095:2012 (2012-08): Conservation of cultural property - Condition recording for movable cultural heritage

Abstract: This European Standard sets out the purpose and context of condition recording for movable cultural heritage and provides a framework for a condition report. It specifies the status of a condition report and its essential contents. This European Standard applies to all kinds of movable cultural heritage, whether individual objects or whole collections. It can also be used for immovable features in buildings or monuments.

SN EN 16096:2012 (2012-08): Conservation of cultural property - Condition survey and report of built cultural heritage

Abstract: This European Standard provides guidelines for a condition survey of built cultural heritage. It states how the condition of the built cultural heritage should be assessed, documented, recorded and reported on. It encompasses evaluation of the condition of a building or other structure mainly by visual observation, together – when necessary – with simple measurements. The relevant data and documentation on the built cultural heritage should be collected and included in the report. This European Standard can be applied to all built cultural heritage such as buildings, ruins, bridges and other standing structures. Built cultural heritage comprises both protected and non-protected significant buildings and structures. Archaeological sites and cultural landscapes are not dealt with in this standard. This European Standard does not specify how to carry out a diagnosis (3.7) of the built cultural heritage. For listed/protected immovable heritage, specific national rules for expert documentation and works may apply.

This European Standard may be applied in order to:

- a) identify maintenance measures and the need for further investigation and diagnostics of damage;
- b) define procurement needs and the requirement for detailed specification;
- c) provide a unified method to obtain comparative data, when carrying out a condition survey for a group of buildings or a region.

SN EN 16141:2012 (2012-11): Conservation of cultural heritage - Guidelines for management of environmental conditions - Open storage facilities: definitions and characteristics of collection centres dedicated to the preservation and management of cultural heritage

Abstract: This European Standard defines the characteristics of specific areas dedicated to the preservation, storage, management of, and access to collections. It lists the considerations that should be taken into account to achieve optimum storage and accessibility.

SN EN 16242:2012 (2012-11): Conservation of cultural heritage - Procedures and instruments for measuring humidity in the air and moisture exchanges between air and cultural property

Abstract: This European Standard gives guidance and specifies procedures and instruments for the measurement of relative humidity (RH) in air, in outdoor or indoor environments. It indicates how RH can be directly measured or how it can be calculated from air temperature, wet-bulb temperature and dew-point temperature. This standard contains recommendations for accurate measurements of ambient conditions and moisture exchanges between air and cultural heritage objects. It is addressed to anyone in charge of environmental diagnosis, conservation or maintenance of buildings, collections or single objects.

SN EN 16302:2013 (2013-02): Conservation of cultural heritage - Test methods - Measurement of water absorption by pipe method

Abstract: This European Standard specifies a method to measure water absorption of porous inorganic materials used for and constituting cultural property by pipe method. The method may be used on porous inorganic materials which are untreated or have been subjected to any treatment or ageing. The method may be used both in the laboratory and in situ due to its non-destructive nature.

SN EN 16322:2013 (2013-10): Conservation of Cultural Heritage - Test methods - Determination of drying properties

Abstract: This European Standard specifies a method for the determination of the drying behaviour of porous inorganic materials used for and constituting cultural property. The method may be applied to porous inorganic materials either untreated or subjected to any treatment or ageing.

SN EN 16455:2014 (2014-09): Conservation of cultural heritage - Extraction and determination of soluble salts in natural stone and related materials used in and from cultural heritage

Abstract: This European Standard provides a methodology for the qualitative and quantitative analysis of anions and cations obtained by dissolution of soluble salts present in either natural stone or other porous inorganic materials constituting cultural heritage and in materials and products used for their restoration. The methodology requires samples to have been taken from the cultural property. The main ions considered in this standard are: Cl⁻, NO₂⁻, NO₃⁻, SO₄²⁻, Na⁺, K⁺, NH₄⁺, Ca²⁺, Mg²⁺

SN EN 16515:2015 (2015-04): Conservation of Cultural Heritage - Guidelines to characterize natural stone used in cultural heritage

Abstracts: This European Standard specifies a methodology for the characterization of sound or deteriorated stones by using the most appropriate analytical techniques on samples taken from the object. This European Standard contains guidelines for the selection of methods to determine mineralogical, textural, physical, chemical and mechanical properties of natural stone used in cultural heritage monuments and objects. This information is used to define rock typology and to evaluate the stone's condition with respect to its conservation as well as for understanding of deterioration processes of natural stone. Where possible existing standards are referred to and guidance provided where different specimens are required and additional methods used. The methods described are generally destructive, however, non-destructive (NDT) methods are always preferable to methods with a minimum of destruction and those are always preferable to destructive methods. Methods used for stone analysis can vary depending upon the objectives of the work. All investigation and analysis need be proportional to the significance of the building or artefact being investigated, its condition and the likely level of intervention. This European Standard will be used to determine the kind, extent, and objectives of the examination to be made.

SN EN 16572:2015 (2015-07): Conservation of cultural heritage - Glossary of technical terms concerning mortars for masonry, renders and plasters used in cultural heritage

Abstract: This European Standard describes the terminology for mortars used in the field of cultural heritage. NOTE In addition to terms used in the three official CEN languages (English, French and German), this European Standard gives the equivalent terms in Dutch, Italian, Greek, Swedish and Spanish; these are published under the responsibility of the member body/National Committee for NEN, UNI, ELOT, SIS and AENOR and are given for information only. Only the terms and definitions given in the official languages can be considered as CEN terms and definitions.

SN EN 16581:2014 (2014-12): Conservation of Cultural Heritage - Surface protection for porous inorganic materials - Laboratory test methods for the evaluation of the performance of water repellent products

Abstract: This European Standard specifies the methodology for laboratory evaluation of the performance of water repellent products on porous inorganic materials. It is based on the measurement of several parameters which assess the performance of the product using standard test methods before and after ageing. Acceptable performance within the laboratory

does not constitute a blanket endorsement of application in every situation. The particular context of the heritage object, including such factors as material designation, condition, exposure, salt content and problems related to water ingress requires further investigation.

SN EN 16648:2015 (2015-08): Conservation of cultural heritage - Transport methods

Abstract: This European Standard defines principles to be considered when transporting movable cultural heritage in accordance with EN 15946.

SN EN 16682:2017 (2017-03): Conservation of cultural heritage - Methods of measurement of moisture content, or water content, in materials constituting immovable cultural heritage

Abstract: This European Standard is aimed to inform and assist users in the choice and use of the most appropriate method to obtain reliable measurements of the moisture content, or water content, in wood and masonry (including brickwork, stonework, concrete, gypsum, mortars, etc.) in the specific case of the built cultural heritage. It provides a basic framework to take and interpret this kind of measurements on the above cultural heritage materials that have undergone weathering, pest attack, salt migration or other transformations over time. It specifies four absolute methods (i.e. gravimetric, Karl Fischer titration, azeotropic distillation and calcium carbide); explains their characteristics, pros and cons, and gives specifications for the transformation of readings into the same unit to make measurements taken with different methods comparable. It specifies the three principal relative methods (i.e. electrical resistance, capacitance, and relative humidity in equilibrium with the material), pointing out their characteristics and uncertainties when used in the field of cultural heritage. In addition, it provides an informative overview of ten other relative methods, their characteristics, pros and cons. It gives specifications for the calibration of the various methods. It also compares the above methods in relation to their accuracy, sampling requirement, sample size, laboratory or field use, and other problems encountered in the field of cultural heritage to prevent instrument misuse, reduce uncertainties and avoid reading misinterpretation.

SN EN 16782:2016 (2016-05): Conservation of cultural heritage - Cleaning of porous inorganic materials - Laser cleaning techniques for cultural heritage

Abstract: This European standard applies to porous inorganic materials constituting cultural heritage. It provides the fundamental requirements of the laser parameters and guidelines for the choice of the laser operational parameters, in order to optimize the cleaning procedure.

SN EN 16790:2016 (2016-06): Conservation of cultural heritage - Integrated pest management (IPM) for protection of cultural heritage

Abstract: This European Standard defines Integrated Pest Management (IPM) and describes a comprehensive methodology for managing pest problems for protection of cultural heritage. This European Standard applies to objects and buildings, housing collections, such as museums, archives, libraries, historic houses and buildings, places of worship, art dealers and auction rooms, art transport and storage companies. This European Standard does not apply to caves, gardens, and parks.

SN EN 16853:2017 (2017-04): Conservation of cultural heritage - Conservation process - Decision making, planning and implementation

Abstract: This European Standard specifies the process of decision-making, planning and implementing the conservation of tangible cultural heritage. It applies to material expressions of tangible cultural heritage such as individual objects, collections, the built environment, historic sites, archaeological sites and cultural landscapes.

NOTE This European Standard does not cover how to identify cultural heritage nor who or what competences are required to undertake decisions or other parts of the process.

SN EN 16873:2016 (2016-11): Conservation of cultural heritage - Guidelines for the management of waterlogged wood on archaeological terrestrial sites

Abstract: This European standard provides guidelines for safeguarding waterlogged wood on terrestrial sites of archaeological or historical significance. It deals with the protection of archaeological and historical waterlogged wood, from the time of exposure during and after excavation, until it reaches the conservation laboratory. The standard cannot be applied to the management of controlled reburial, in situ preservation, long term post excavation storage or excavations under water. Composite artefacts, and other waterlogged materials are specifically excluded from this standard.

SN EN 16883:2017 (2017-05): Conservation of cultural heritage - Guidelines for improving the energy performance of historic buildings

Abstract: This European Standard provides guidelines for sustainably improving the energy performance of historic buildings, e.g. historically, architecturally or culturally valuable buildings, while respecting their heritage significance. The use of this standard is not limited to buildings with statutory heritage designation, it applies to historic buildings of all types and ages. This European Standard presents a normative working procedure for selecting measures to improve energy performance, based on an investigation, analysis and documentation of the building including its heritage significance. The procedure assesses the impact of those measures in relation to preserving the character-defining elements of the building.

SN EN 16893:2018 (2018-02): Conservation of Cultural Heritage - Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections

Abstract: This European Standard gives specifications and guidance for the location, construction and arrangement of building specifically intended for internal storage of all heritage collection types and formats. This standard applies to buildings where collections are housed permanently and can be used as guidance for shorter-term display spaces where appropriate. Throughout the document, where specifications relate exclusively to storage spaces, these are defined as such. Where specifications can also be applied to areas such as display galleries or reading rooms, these applications are referred to explicitly. Clauses relating to risks associated with security, environmental hazards, fire, water and pests apply to buildings as a whole and to any room in which collections may be held. Some of the clauses in this standard may be applicable in protected historic buildings that contain collections. In these

settings, the scope for any alterations or achievement of conditions suitable for collections may be limited by the historic character of the structure, especially where it is protected by heritage regulations.

NOTE This standard covers the structure of buildings containing heritage collections, whether for storage or use. For a description of technical processing spaces recommended in the design specifically of a storage building open to the public, attention is drawn to EN 16141. This standard should be seen as complementary to national or local building regulations and specifications.

SN EN 17036:2018 (2018-06): Conservation of Cultural Heritage - Artificial ageing by simulated solar radiation of the surface of untreated or treated porous inorganic materials

Abstract: This document assesses the long-term susceptibility to light of materials and treatments used in conservation of porous inorganic materials. Examples may include materials which have been treated in the course of conservation (e.g. cleaning, consolidation, water repellents, coatings or biocides) or materials which may exhibit colour changes following exposure (e.g. mortars and small number of stones). The procedure can be used to evaluate the impact and longevity/durability of treatments against untreated materials or unexposed materials.

NOTE 1: Porous inorganic materials are both natural stones (rocks) and artificial stone materials (mortars, stuccoes, bricks, ceramic materials, etc.).

NOTE 2: Treated materials are those on which one of the following treatments has been applied: cleaning, application of water repellent, consolidating materials, coatings or biocides and artificial ageing.

SN EN 17114:2018 (2018-11): Conservation of cultural heritage - Surface protection for porous inorganic materials - Technical and chemical data sheets of water repellent product

Abstract: This document specifies the information contained in the technical data sheet of the product in order to allow a preliminary selection of the most suitable products to use in a specific case of intervention.

SN EN 17121(2019-09): Conservation of cultural heritage - Historic timber structures - Guidelines for the on-site assessment of load-bearing timber structures

Abstract: This document gives guidelines on the criteria to be used for the on-site assessment of load-bearing timber structures in heritage buildings. It is intended for all those concerned with the conservation of heritage buildings which contain wooden elements, from the building owners or authorities who are responsible for them to the professionals employed. It should also help decision-making regarding the need for immediate measures. Its aim is to guarantee that condition survey and assessment provide the necessary data for historical analysis, structural safety assessment and planning of intervention works. This document is applicable to any kind of timber member and to any kind of historic timber structures. It is not applicable to timber members made of engineered wood-based panels and glued laminated timber. This

document provides a comprehensive procedure for the on-site assessment. With a practical and technical evaluation of the damage found and based on the responsibility of the involved professionals, a sufficient assessment can also be made when not all the steps are followed. In each different country, the document is expected to be applied in accordance with National legislation and regulations.

SN EN 17138:2018 (2018-12): Conservation of Cultural Heritage - Methods and materials for cleaning porous inorganic materials

Abstract: This document provides the guidelines for the choice of the operational cleaning technical specifications in order to optimize the cleaning operation. The fundamental requirements for each specific cleaning method are given as to adapt cleaning works for single specific cases. The objective of cleaning may consist of removal of any combination of unwanted materials, such as:

- a) degraded protective coatings, surface or near-surface materials, which constitute a present or future threat to conservation,
- b) materials which prevent legibility of the object or are disfiguring by nature,
- c) deposits which are judged to be incompatible to the historical nature of the object.

SN EN 17187:2020 (2020-04): Conservation of Cultural Heritage - Characterization of mortars used in cultural heritage

Abstract: This document specifies a methodology for the characterization of mortars by using the most appropriate analytical techniques on samples taken from cultural heritage structures and objects. This document contains guidelines for the selection of methods to determine mineralogical, textural, physical, chemical and mechanical properties of mortars used in cultural heritage structures and objects. This information is used to define mortar typology and to evaluate the mortar condition with respect to its conservation as well as for understanding of the ongoing deterioration processes.

SN EN 17429:2020 (2020-08): Conservation of cultural heritage - Procurement of conservation services and works

Abstract: This document outlines the principles, processes and best practice for procuring conservation services and works for cultural heritage. This can embrace any conservation action or measure, whether it be a preventive measure, a remedial treatment, investigation, planning, policy, or project management, etc. This document encompasses different routes to procurement depending among other things, on the scale of the work envisaged. This document is intended to be read alongside relevant regulations covering procurement and is technically specific to the conservation of cultural heritage. This document is not intended to override or conflict with European and national legislation covering procurement. This document is intended to be used by commissioners of conservation work (e.g. custodians, public or private individuals, collecting institutions, conservation specialists, conservation funding organisations, etc.), and by those individuals and enterprises seeking to carry out conservation work.

SN EN 17488:2021 (2021-06): Conservation of cultural heritage - Procedure for the analytical evaluation to select cleaning methods for porous inorganic materials used in cultural heritage

Abstract: This document gives the test methodology for evaluation of both harmfulness and effectiveness of a cleaning method as applied to porous inorganic materials. Mural paintings and polychromy are excluded. Evaluation includes the use of on-site analyses and/or laboratory studies. The evaluation of the potential harm has a higher priority than the effectiveness in order to prevent overcleaning. It is important that cleaning is always at the minimum level deemed effective and that it respects the original surface and finishes. Overcleaning is a term used to indicate that irreversible damage has been done by the unnecessary removal of materials, which are part of the value of the object. This document applies to:

- a) Part A: all methods of cleaning, which have characteristics of parameterization and reproducibility (see EN 17138).
- b) Part B: all new methods that are under development. This document applies to evaluate the optimum methods for cleaning and the optimization of the parameters of the selected cleaning process.

SN EN 17543:2021 (2021-08): Conservation of Cultural Heritage - Finishes of built heritage - Investigation and documentation

Abstract: This document defines best practice for collecting data and processing findings when investigating finishes on built heritage, with the aim of establishing existing schemes. It applies to decorative and protective finishes on buildings and their interiors, as well as other objects of built heritage. This document applies to the planning and execution of such investigations with documentation throughout. It can be used as a process reference for stakeholders involved in the investigation of built heritage.

SN EN 17652:2022 (09-2022): Cultural heritage - Assessment and monitoring of archaeological deposits for preservation in situ

Abstract: This document describes assessments recommended for in situ preservation and monitoring of archaeological sites. It sets out the main parameters used to assess the state of preservation of archaeological materials and evaluate the environmental conditions of archaeological deposits and provides a framework for monitoring sites. A decision-making framework is included to help readers make appropriate knowledge-based choices. The procedures described are appropriate for terrestrial, wetland or underwater archaeological sites. They will not necessarily be relevant to all archaeological sites, and the level of assessment required and the resources needed are expected to be balanced with and proportionate to the significance and complexity of the site and the scale of any proposed changes. The informative annexes relate primarily to terrestrial sites; for detailed technical guidance on investigating and monitoring underwater sites, see sasmap.eu.

NOTE Underwater sites include all underwater sites and those in the intertidal zone.

SN EN 17655:2022 (2022-07): Conservation of cultural heritage - Determination of water absorption by contact sponge method

Abstract: This document establishes the methodology to measure the quantity of water absorbed by a defined surface of a porous inorganic material used for and constituting cultural property, by contact sponge method. The method can be used on porous inorganic materials which are untreated or have undergone any treatment or ageing. The method can be used both in the laboratory and in situ on flat surfaces.

NOTE 1 Treated materials are those which have been subjected to cleaning; to the application of water repellent, consolidating and/or biocidal products; to artificial aging tests, etc.

NOTE 2 The test is not intended to be used on surfaces which are severely deteriorated, where application of the sponge is likely to cause material loss. The operator is expected to ensure good contact with the perimeter of the container. The test is not accurate when applied to rough surfaces.

SN EN 17820:2023 (2023-06): Conservation of Cultural Heritage - Specifications for the management of moveable cultural heritage collections

Abstract: This document specifies a framework and standards for managing cultural heritage collections. It is intended for use by collecting organisations such as archives, libraries, museums and galleries. It is applicable to all types of moveable cultural heritage, whether in physical or digital formats. It promotes core essential policies and procedures that all such organisations shall seek to apply as a minimum and encourages a cycle of continuous review and improvement.