

Library of Congress Preservation Directorate
Specification Number 300-352 – 16
Specifications for Microfilm Box, Single Reel
For Temporary Storage or Transportation

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1. Composition and Chemical Requirements

1.1 Fiber

The stock must be made from rag or other high alpha-cellulose content pulp, minimum of 87%. It must not contain any post consumer waste recycled pulp.

1.2 Lignin

The stock must give a negative reading for lignin as determined by the phloroglucinol test when tested according to TAPPI T 401, Appendix F, and shall have a Kappa number of 5 or less when tested according to TAPPI T 236.

1.3 Impurities

The stock must be free of metal particles, waxes, plasticizers, residual bleach, peroxide, sulfur (which will be less than 0.0008% reducible sulfur as determined by TAPPI T 406), and other components that could lead to the degradation of the box itself, or the artifacts stored therein.

1.4 Metallic Impurities

Iron must not exceed 150 ppm and copper shall not exceed 6 ppm when tested according to TAPPI T 266.

1.5 Optical Brighteners

The stock must be free of optical brightening agents.

1.6 pH

The stock must have a pH value within a range of 8.0 - 9.5 as determined by TAPPI T 509, cold extraction (modified by slurring sample pulp before measurement).

1.7 Alkaline Reserve

The stock must contain an alkaline reserve with a minimum of 2% and a maximum of 5% calculated as CaCO₃ when tested according to TAPPI T 553 (modified by slurring sample pulp before measurement).

1.8 Sizing

Only neutral or alkaline sizing shall be used. No alum rosin or rosin sizing should be used, as determined by TAPPI T 408.

2. Physical and Performance Requirements

2.1 Thickness and Basis Weight

The stock must meet the following minimum requirements for basis weight as determined by TAPPI T 410.

2.1.1 20 pt. Card

The minimum basis weight should be 250 lbs/ 3,000 ft²

2.2 Color

The color of the stock will be tan, cream, buff, or white. The color must not be so dark that it obscures color-dependent test evaluations, e.g., spot stain tests.

2.3 Color Bleeding

The color must show no bleeding when soaked in distilled water for 48 hours while held under suitable weight in contact with white bond paper. The color must not rub off.

2.4 Color Retention

The color of the stock must not change more than 5 points of brightness as measured by directional reflectance at 457 nm (TAPPI T 452), when exposed 24 hours to a Xenon arc lamp in an Atlas Weatherometer under the following conditions: Irradiance Level: 1.0 watts/m² at 420 nm. Inner filter: Borosilicate glass. Outer filter: clear soda lime glass. Black panel temperature: 50°C. Wet bulb depression: 8.5°C.

2.5 Photographic Activity Test

The stock, and any adhesives used, must pass the Photographic Activity Test (P.A.T.), meeting the criteria stipulated in sections 5.3, 6.3, and 7.2 of ISO 18916. Vendors may wish to confirm that their products pass the P.A.T. before submitting them to the Library of Congress for evaluation. The vendor may wish to send samples to the Image Permanence Institute (Rochester Institute of Technology/IPI, 70 Lomb Memorial Drive, Rochester, NY 14623-5604; Tel: 585-475-5199), or other testing laboratory, to determine conformance prior to submission.

2.6 Surfaces and Smoothness

The surfaces of the stock must be free of fingerprints, dirt, bubbles, knots, shives and other imperfections. The stock should be smooth, e.g., calendered, hot-rolled, and/or water polished.

2.7 Creases and Folds

The stock must not fray, crack or split when folded and/or creased.

2.8 Stiffness

The stock must meet the following minimum requirements for stiffness. Test will be conducted according to TAPPI T 489, after conditioning by TAPPI method T 402.

2.10. 20 pt. Card

The minimum internal stiffness must be not less than 380 Taber units in the machine direction and 160 in the cross direction.

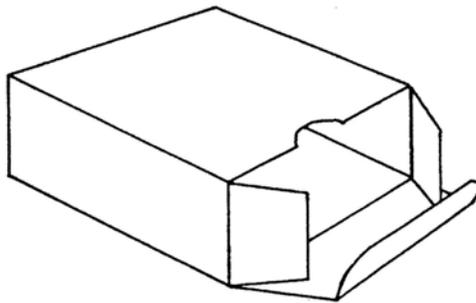
2.9 Adhesive

If an adhesive is required, it must not soften or run. The adhesive must not cause the stock to become transparent or alter the color of the stock. The adhesive must not yellow, discolor, or fail (causing delamination) over time. The adhesive should not contain sulfur, iron, copper or other ingredients that may be detrimental to photographic materials, and is required to pass the P.A.T. The adhesive should not contain or generate oxidants. Pressure-sensitive or rubber-based adhesives are not acceptable. When used, the adhesive must not extend beyond the joined area.

3. Product Requirements

3.1 Construction

The boxes must consist of one blank of 20 pt. card stock constructed as a single unit comprising a box with two sides for the width and two sides for the length, in the dimensions specified in Section 3.3 below. The blank will be constructed with flaps to form the top and the bottom of the box that will fold inside the walls of the box. One side of the box will include a flap that will be folded inside the box and be adhered to one of the 1 1/2 inch sides. A thumb cut will be placed at the top edge of one of the 3 3/4 inch sides to allow the box user to lift the folded top flap to open the box. (Illustration below)



Temporary Storage Box for Microfilm

3.2 Workmanship

The boxes must be cut straight with squared sides. The sizes must be accurate. The edges must be smooth and even and meet exactly. All score lines must be uniformly parallel to allow proper folding and insertion of the flaps. The score lines should be deep enough to permit easy and precise folding. There must be minimal planar distortion upon visual inspection.

3.3 Dimensions

Dimensions of the box are shown in the table below.

Dimensions	Length	Width	Height
Inner dimensions	3 3/4 in.	3 3/4 in.	1 1/2 in.

3.4 Thickness

The boxes should be constructed of 20 pt card stock.

3.5 Marking

No marking is required. However, if marking is applied, it must only contain information that identifies the manufacturer, date, and / or pH of the stock. Any such identifying information must meet the requirements listed below.

3.5.1 Placement and Size

The identifying information should be centered on the front of the box.

3.5.2 Marking Method

The information can be stamped in ink or embossed.

3.5.2.1 Ink Stamping

The stamping must be done on the outside of the box. The ink must pass the Photographic Activity Test as described in ISO 18916. The ink must not smear, fade, or rub off after drying. The ink must not run, bleed through, or transfer to other materials if it becomes wet. There must be no ink on the interior of the box.

3.5.2.2 Embossing

The embossing must be done from the outside of the box. The impression should be as light as possible while still being legible.

4. Packaging and Identification

4.1 Inner Packages

Each package must plainly identify the type, size and number of items within, the name of the supplier or manufacturer, year of manufacture, and manufacturing run or batch number.

4.2 Outer Package

The items must be packed in standard commercial containers that are constructed to ensure that they arrive at the Library of Congress in dry, undamaged condition. The outside of each container must be identified by type, size and number of items within; manufacturing run or batch number; LC Purchase Order / Contract number and line number.

5. Compliance with Specification

5.1 Quality Assurance Testing

The Library of Congress has the right to perform any of the tests set forth in the specification where such tests are deemed necessary to ensure that supplies conform to prescribed requirements.

5.2 Sampling

To sample for testing, shipments will be sampled according to ANSI/ASQ Z1.4, inspection level S-2, AQL 2.5%.

5.3 Methods

Tests will be conducted in accordance with specified test methods of the American National Standards Institute (ANSI), the American Society for Testing and Materials (ASTM), the Technical Association of the Pulp and Paper Industry (TAPPI), and the International Organization for Standardization (ISO). Publications describing these tests may be ordered directly from the technical associations, their websites, or other on-line standards vendors.

5.4 Acceptance

Materials will be accepted when the Library of Congress has ascertained that the products comply with all parts of the specification. A quick reference table of the physical and chemical requirements and test methods used to ascertain compliance is provided in section 5.5.

FAILURE TO MEET ANY PART OF THE SPECIFICATION WILL BE CAUSE FOR REJECTION

5.5 Table of Physical and Chemical Requirements and Test Methods

Property	Requirement	Test Method
Lignin	Negative / Kappa 5	TAPPI T 401, Appendix F or TAPPI T 236
Reducible Sulfur	< 0.0008%	TAPPI T 406
Iron	≤ 150 ppm	TAPPI T 266
Copper	≤ 6 ppm	TAPPI T 266
pH	8.0 – 9.5	TAPPI T 509, cold extraction, slurried pulp
Alkaline Reserve	2 – 5%	TAPPI T 553, slurried pulp
Alum Rosin Sizing	Negative	TAPPI T 408
P.A.T.	Pass	ISO 18916
Basis Weight	20 pt: 250 lbs./3,000 ft ²	TAPPI T 410
Color Bleeding	No bleed in 48 hours	See section 2.3
Color Retention	≤ 5 pts	TAPPI T 452
Stiffness	10 pt: 380 MD, 160 CD	TAPPI T 489

Configuration Management

Date	Revision History
30-Sept-2016	Initial release of document, PDF format.