

Library of Congress Preservation Directorate
Specification Number 700-701 – 16
Specifications for Pressure Sensitive Adhesive Labels
For Application to Folders and Box-board
For Use in Laser Printers

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Scope

Labels that meet the requirements set forth in this specification are intended for use on types of paper-board used in preservation housing supplies such as folders and boxes. *These labels are not intended for use on rare or highly valuable materials, or application to photographic materials.*

1. Composition and Chemical Requirements

1.1 Face Stock

The type of face stock will be specified on the purchase order, selected by the user for the intended application, from the following list of options. The selected material must meet the composition requirements as stated.

1.1.1 Polyester

The polyester may be a clear, colorless, or white opaque film, 1 – 2 mil thick. The polyester must be biaxially oriented, non-recycled film, with no plasticizers added.

1.1.2 Polypropylene

The polypropylene may be a clear, colorless, or white opaque film, 1 – 2 mil thick. Biaxial orientation is preferred.

1.1.3 Paper

The paper must meet the composition and chemical requirements stipulated in Library of Congress Specification 100-100, section 1.

1.2 Adhesive

The pressure-sensitive adhesive layer must possess high permanence characteristics such that labels, once applied, remain attached permanently and can be removed only with difficulty. The adhesive must be clearly identifiable as an acrylic polymer or copolymer by its infra-red spectrum.

2. Physical and Performance Requirements

2.1 Color – Brightness

The color of the face stock should be white, off-white, or as specified on the purchase order. White pigmented face stocks must have a minimum brightness of 82% as measured by directional reflectance at 457 nm, as described in TAPPI T 452. Colored labels: samples of the desired color will be provided to the vendor when available.

2.2 Color – Brightness Retention

The brightness of white pigmented face stocks must not change more than 10 points when subjected to 28 days of dark aging at 90°C and 50% RH, or 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. The change in brightness will be measured according to TAPPI T 452. Colored labels: acceptable levels of discoloration will be determined between the vendor and the user.

2.3 Color Bleeding and Water Resistance

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 label will be applied to a white bond paper support for this test. The label must remain adhered to the paper support during the immersion period.

2.4 Bond Strength

The adhesive must demonstrate sufficient initial bond strength for the label to support a test weight of 200 grams for 10 minutes.

2.4.1 Test Method

This procedure is a 90 degree peel test, modified from ASTM D 2860. The bonding strength of the adhesive to card stock and box board substrates is assessed. The Test Panels used in this test are LC Standard Test Panels B-1 and B-2. The materials used for these LC Standard Test Panels have been selected to represent the range of board types commonly used for housing library materials in any large collection. For collections using only one type of board, or a special type of board, all testing will be done using that type of board only. Special board will be described on the purchase order. Information on the composition of LC Standard Test Panels can be obtained from the Library of Congress Preservation Research and Testing Division.

2.4.1.1 Application and Curing

A set of three labels, size 1 x 2 1/2 inches is applied to each of the two Test Panels over a Mylar window that permits only a one inch square area of the adhesive side of the label to be in contact with the substrate, as illustrated in ASTM D 2860, procedure B. The labels are set in place by applying firm pressure with the edge of a 3M plastic applicator, model no. P.A.-1., to the labels in four downward strokes.

The test samples are then allowed to cure for 7 days in an environmental chamber conditioned to 23°C and 50% RH.

2.4.1.2 Test and Evaluation

At the end of this dwell time a 200 gram weight is suspended from the free end of the label and timed for 10 minutes. At the end of this test period, labels must not have peeled away from the substrate by more than 10 millimeters. Failure of this test will disqualify the stock and no further testing need be performed.

2.5 Bond Strength after Accelerated Aging

The adhesive, once set after the initial 7-day dwell time, must remain permanently affixed to both the face-stock and the substrate with no loss of adhesive strength for the life of the object to which it is applied, under conditions of normal use.

2.5.1 Test Method

This procedure is a 90 degree peel test, modified from ASTM D 2860. The Test Panels for this test will be the same as that used to test initial bond strength.

2.5.1.1 Application and Exposure

A set of three labels is applied to each of the two Test Panels in the same manner as described in section 2.4.1.1. The labels are then subjected to accelerated aging at 80°C and 50% RH for 28 days. At the end of the aging period the test samples are placed in an environmental chamber conditioned to 23°C and 50% RH for 24 hours.

2.5.1.2 Test and Evaluation

At the end of the conditioning period the peel test is performed as in section 2.4.1.2, with the exception that a 400 gram weight is used. At the end of this test period, labels must not have peeled away from the substrate by more than 10 millimeters.

2.6 Curling, Lifting, Ooze

The labels must not show any sign of curling, lifting, buckling, or puckering, nor any evidence of the adhesive oozing beyond the label edges.

2.6.1 Test Method

A set of three labels, size 1 x 1 inch, is applied to each of the Test Panels selected for use in section 2.4 so that the entire adhesive side of the label is in contact with the substrate. The labels are set in place by applying firm pressure with the edge of a 3M plastic applicator, model no. P.A.-1, to the labels in four downward strokes. The labels are then subjected to accelerated aging at 80°C and 50% RH for 28 days. At the end of the aging period, the labels are examined visually.

2.7 Print Fastness

The label stock must be able to accept and retain a clean, legible image from a laser printer.

2.7.1 Test Method

The label stock will be printed with a test pattern consisting of a sample phrase or barcode centered on each label using a printer selected by the Library. The printer model to be used in this test will be noted on the purchase order.

2.7.1.1 Printing Samples

Inability to print the stock on the selected printer, to obtain a clear, crisp and complete image, or read the bar-code with a scanner will constitute a failure. Any failure of the label stock during the printing process will disqualify the stock and no further testing will be performed.

2.7.1.2 Test and Evaluation

A strip of 3M Tape #230 is applied over the printed test pattern on the label by rubbing down the tape using three fingers in six firm strokes. The tape is then peeled back at a 180 degree angle. Legible characters visible on the test tape, and/or degradation of the printed image on the face-stock, constitute a failure. (This method is described in Archival Copies of Thermofax, Verifax and Other Unstable Records, Technical Information Paper No. 5, Washington, D.C., National Archives and Records Administration, 1990).

2.8 Abrasion Resistance of Printed Image

The printed image on the label must be able to resist moderate abrasive forces with minimal smudging of the ink.

2.8.1 Test Method

This procedure follows ASTM D 5264. Labels will be printed as described in section 2.6.

2.8.1.1 Application and Abrasion

Printed labels are attached to a piece of LC Standard Test Paper P-1 which has been cut to fit the base of the Sutherland Rub Tester. The test specimen is placed on the rubber pad on the base of the Sutherland Rub Tester, as described in ASTM D 5264, printed side facing the receptor block. The test specimen is then rubbed for 20 strokes using the A-1 Standard Receptor, Imperial Lapping Film with aluminum oxide 9- μ m particles.

2.8.1.2 Measurement and Evaluation

The extent of smudging is evaluated by selecting an area of the greatest density of smudged ink, 3 – 5 mm away from a printed character, and measuring its optical density using a reflectance densitometer. The density of the smudged area is compared to the density of a clean, unprinted, area of the label stock. Density changes above 0.06 constitute a failure.

2.9 Suitability for Cold Storage

The label stock must be able to remain adhered to its substrate without lifting, curling, flagging, or peeling during long-term exposure in the Library of Congress cold temperature storage vaults, down to minimum conditions of -4°C and 30% RH.

2.10 Photographic Activity Test

If specified on the purchase order for use with collections of photographic materials, the labels 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. Both the face stock and adhesive side of the label will be tested. 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.

3. Product Requirements

3.1 Construction

The label stock must be provided in sheet form suitable for use in standard laser printers, on a release liner that will allow for easy and complete peeling of the face-stock without shearing of the adhesive layer.

3.2 Workmanship

All edges of the sheet, and of each label on the sheet, must be cut square and clean, and sizes accurate.

3.3 Dimensions

Dimensions will be specified on the purchase order.

3.4 Odors

The label stock must not emit odors deemed objectionable or hazardous to the work environment by the Library of Congress, when evaluated as described in TAPPI T 483.

3.5 Shelf-Life

The adhesive must have a minimum one year usable shelf-life such that the initial adhesion strength will be the same for labels applied up to one year after the original delivery date under ambient storage conditions. The labels must also maintain their capacity to be printed upon.

3.6 Problem-Free Print Feeding

The label sheet must lie flat without any curling and permit problem-free self-feeding from a stacking paper tray.

3.7 Non-Contamination of Printer by Adhesive Residue

The labels must not transfer adhesive to the platens or any other parts of a laser printer under extended, but normal use. There must not be any adhesive deposits on the platens or other accessible parts of the printer that can be seen visibly or felt by stickiness to the touch.

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 partial list of the physical and chemical requirements and test methods used to ascertain compliance is provided in a quick reference table 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
pH (paper face-stocks only)	8.0 – 9.5	TAPPI T 509, cold extraction, slurried pulp
Alkaline Reserve (paper)	2 – 5%	TAPPI T 553, slurried pulp
Lignin (paper)	Negative / Kappa 5	TAPPI T 401, Appendix F or TAPPI T 236
Alum Rosin Sizing (paper)	Negative	TAPPI T 408
Adhesive Composition	Acrylic	FTIR
Color - Brightness, initial	≥ 82%	TAPPI T 452
Color – Brightness Retention, after light/dark aging	≤ 10 pts change	TAPPI T 452
Color Bleeding	No bleed / lift in 48 hours	See section 2.3
Bond Strength, 7 day dwell	200g, ≤ 10 mm peel	ASTM D 2860 (modified)
Bond Strength, aged	400g, ≤ 10 mm peel	ASTM D 2860 (modified)
Curling/Lifting/Ooze	None	Visual, after aging
Print Fastness	No image degradation	NARA T.I.P. No. 5
Print Abrasion	≤ 0.06 pts density change	ASTM D 5264
Photographic Activity Test	Pass	ISO 18916

Configuration Management

Date	Revision History
22-Oct-2002	Initial release of document on website, html format.
14-Dec-2009	Revised and reformatted for release as PDF document.
30-Sept-2016	Revised sections 2.1, 2.2, 2.3, 5.5. Editorial update to footer.