

Procedures for the Deposit of Colour Film in the Nova Scotia Film Preservation Cold Vault by Council of Nova Scotia Archives (CNSA) Institutional Members

BACKGROUND

Photographic film, including photograph negatives, is subject to physical and chemical deterioration of the base/support (nitrate, acetate, or polyester), the emulsion/binder and the pigment particles. The process of deterioration is accelerated if film is stored in a poor environment and, conversely, is appreciably slowed by storage in a stable low temperature and low humidity environment. The deterioration of nitrate and acetate base film is strongly dependent on relative humidity. Recent ANSI specifications recommend 20-30% RH for long term storage of acetate and polyester base film. Current literature suggests that film should be stored at as cool a temperature as is feasible while maintaining a low relative humidity.

The Nova Scotia Film Preservation Cold Vault is located at the Public Archives of Nova Scotia (PANS) site of Nova Scotia Archives and Records Management (NSARM) and is a standard Bally Data Shield Box made of prefabricated panels of 18 gauge steel with four inches of Styrofoam insulation. Four compressors operate in cycles and low humidity is maintained by a Munters™ desiccant dehumidifier vented to the outside. Approximate external dimensions of the storage chamber are 36' x 13' with an 9' x 5' alcove and a 9' x 5' vestibule. The vault is equipped with mobile shelving and has a capacity of more than 18,000 cans of film. The operating temperature and relative humidity are 0.5 C and 30% RH.

The Nova Scotia Film Preservation Cold Vault is owned and operated by NSARM. CBC, an original Cold Vault Consortium member, is entitled to 50% of the storage capacity due to its financial contributions towards the original and the new film cold vault. The CNSA, also an original Cold Vault Consortium member, has been allotted space for 3,000 cans or equivalent free of charge due to its financial contributions and assistance in the acquisition of the original vault. Some space will be set aside for rental, the fees from which will help offset the costs of operation and maintenance of the vault.

DEPOSIT

- Deposit of master colour film in the Nova Scotia Film Preservation Cold Vault may be made through Rosemary Barbour (tel: 424-6070; fax: 424-0628; e-mail barbourv@gov.ns.ca) or <mailto:smithsb@gov.ns.ca> Karen White (tel: 424-7093; fax: 424-0628; advisor@councilofnsarchives.ca <mailto:whiteka@gov.ns.ca>). One week's notice must be given before the delivery of film.
- Only colour preservation master still/sheet and moving picture film on an acetate

or polyester base will be stored in the cold vault.

- No nitrate film will be stored. Very little colour nitrate film exists and nitrate film produced after 1930 is usually edge-marked "NITRATE".
- Glass plate negatives, black and white film, video, CD or DVD will not be accepted for deposit
- All film must be tested for vinegar syndrome by the depositor before transfer to the cold vault and a copy of the test results must be submitted with the deposit. Only film with an A-D reading of 1 or lower will be accepted. Acetate based films are prone to a decay referred to as "vinegar syndrome", so called because of the production of acetic acid as a by-product of deterioration. These acidic fumes can be absorbed by other film in close proximity. A-D strips, are used to determine the level of decay by reacting to the amount of acid present with a blue to yellow colour change. A-D strips are available from Carr McLean (#82-428; \$85.20 for 250 strips and a colour coded pencil)
- All units (boxes, cans, etc.) of film must be listed and each unit must have a unique identifier comprised of the institution name and the container number. Additional information may be included at the discretion of the depositing archives.
- Film cans must be of rust-free metal or inert polypropylene. Some 16mm 10 ½" and 12" polypropylene film cans are available at cost from NSARM (contact Rosemary Barbour).
- Master colour photographic negatives and transparencies must be wrapped in neutral pH, unbuffered paper or placed in neutral pH, non-buffered (and preferably alum-rosin free, lignin-free and high alpha cellulose) envelopes, folders or boxes placed within a double freezer weight Ziplock™ bag. Boxes must be no larger than 5" high x 36" wide x 12" deep in order to fit onto shelves. Choose housing supplies that pass the Photographic Activity Test (PAT). This is usually indicated in your archival supply catalogue. For further information on film housing supplies, contact Karen White or Rosemary Barbour.

ACCESS

- Deposited film may be accessed periodically by arrangement with Rosemary Barbour (tel: 424-6070; fax: 424-0628; e-mail barbourv@gov.ns.ca) or <mailto:smithsb@gov.ns.ca> Karen White (tel: 424-7093; fax: 424-0628; advisor@councilofnsarchives.ca)
- Two business days notice is required to retrieve stored film in order to allow for at least one day of acclimation. Film stored at low temperatures must be

allowed to warm up gradually to the dew point of the outer vault air before it can be removed from its container to prevent the formation of condensation on the film.

- Units (can, bag) of film only will be retrieved for access.
- There will be a recall and re-deposit fee of \$10.00 for each unit made payable to the Public Archives of Nova Scotia.
- Deposit agreements for film retrieved more than six (6) times per year will be subject to cancellation and, if cancelled, the film will be returned to the depositing archive at its cost.

COLOUR FILM DEPOSIT AGREEMENT

An agreement, attached, will be drawn up between NSARM and each Archive for each deposit of master colour film.

This procedure document has been developed by NSARM in consultation with the CNSA and was been approved by the CNSA Executive on 10 February 2006.

Reviewed and approved by:

(original signed)

Provincial Archivist

(original signed)

President, Council of Nova Scotia
Archives

Master Colour Film Deposit Agreement

An Agreement between

Between Nova Scotia Archives and Records Management
6016 University Avenue
Halifax
Nova Scotia B3H 1W4
(hereinafter referred to as "NSARM")

OF THE FIRST PART

and

(hereinafter referred to as "the Archives")

OF THE SECOND PART

Whereas NSARM agrees to accept master colour film for preservation in the Nova Scotia Film Preservation Cold Vault (hereinafter referred to as the "cold vault") from Institutional Members of the Council of Nova Scotia Archives (hereinafter CNSA)

And whereas NSARM and the Archives (hereinafter referred to as "the Parties") have reached an agreement with respect to the terms and conditions under which NSARM will provide these services

The Parties agree as follows:

Deposit

- Storage space for master colour film will be offered by NSARM free of charge to Institutional Members of the CNSA.
- Only master colour film on a polyester or acetate base will be accepted for deposit. Film may be colour still or sheet film or colour moving picture film.
- Nitrate based film, glass plate negatives, black and white film, video, CD or DVD will not be accepted for deposit.
- All film will be tested for vinegar syndrome prior to deposit. A list of the test results is included with this agreement as Appendix A.
- Only master colour film with an A-D reading of one or less will be accepted for

deposit.

- All units (boxes, cans, etc.) of film must be listed and each unit must have a unique identifier comprised of the institution name and the package number or letter. Additional information may be included at the discretion of the depositing archives.
- Film cans shall be of rust free metal or inert polypropylene.
- Photographic sheet film and transparencies shall be wrapped in neutral pH, unbuffered paper or placed in neutral pH, non-buffered envelopes, folders or boxes and placed within a double freezer weight Ziplock™ bag.
- The depositing archive will supply a list of the film in each deposit including corresponding identifier(s). A copy of this list is attached as Appendix B.
- The depositing archive is responsible for all costs incurred by preparing the film for deposit, testing film for vinegar syndrome and transporting the film to the Public Archives of Nova Scotia site of NSARM.

Ownership, Custody and Control

- Ownership of the film will remain with the depositing archives.
- Custody and control of the deposited film will rest with NSARM .

Retrieval of Film

- Deposited film may be retrieved by arrangement with Rosemary Barbour (tel: 424-6070; fax: 424-0628; e-mail barbourv@gov.ns.ca) or <mailto:smithsb@gov.ns.ca> Karen White (tel: 424-7093; fax: 424-0628; advisor@councilofnsarchives.ca). Two business days notice is required for retrieval of stored film.
- Only units (can, bag) of film will be retrieved.
- A retrieval fee and re-shelving fee of \$10.00 will be charged. These fees will be payable to the Public Archives of Nova Scotia.

Indemnity

- The CNSA and the depositing Archives shall indemnify and hold harmless NSARM from and against all losses, damages and expenses they might suffer from the storage of master colour film in the Nova Scotia Film Preservation Cold Vault.

In witness whereof, the Parties have executed this Agreement.

W B Speirs, Provincial Archivist

Date

Date

**Master Colour Film Deposit Agreement
Appendix A - A-D Measurements for Colour Film to be
Deposited in the Film Preservation Cold Vault**

An Agreement between

Between Nova Scotia Archives and Records management
6016 University Avenue
Halifax
Nova Scotia B3H 1W4
(hereinafter referred to as “NSARM”)

OF THE FIRST PART

and

OF THE SECOND PART

Date	Item	A-D Reading	Date	Item	A-D Reading

continue on additional page(s) if required.

Master Colour Film Deposit Agreement
Appendix B - Content List of Deposited Master Colour Film

An Agreement between

Between Nova Scotia Archives and Records management
6016 University Avenue
Halifax
Nova Scotia B3H 1W4
(hereinafter referred to as "NSARM")

OF THE FIRST PART

and

OF THE SECOND PART

Identifier (Name of Archive plus number or letter)	Contents	Comments

Signature of Archivist or Designate

Date