

## Recording and Labeling

### General Information:

You are required to **label**, organize, **record**, preserve and ensure against loss and damage any archived materials you produce yourself or that's given to your care. This should be done for work or research purposes and ensures that archived materials are fit to be accessed and used. When it comes time to offer a standard for archived materials and their proper treatment, it's necessary to implement a system of organization and labeling.

Many regulations, laws and directives contain instructions along these lines.

### Archive and Library Labels:

Our labels have been especially developed for labeling the inside and outside covers of books and archived materials and meet modern requirements and standards of archives and libraries. Today, many archives and libraries in Germany and abroad use our labels for marking their archival packaging, archived materials and books.

### Paper / Adhesives

Our special labels for inside and outside cover labeling of books and archival materials are made from plasticizer resistant paper, plasticizer free adhesives and are pH neutral. The high anti-aging characteristics of paper, adhesives and colour were tested at the Institute of Paper Manufacturing at the University of Darmstadt. The de-acidification levels were tested at the Batelle Institute in Eschborn.

### Paper Surfaces

We supply labels that feature open-pore surfaces that are suitable for writing with needle printers, laser printers, typewriters or pencil.

### Unlimited Adhesion

The labels adhere to all common book bindings and covers spines and many other materials. In special cases, the label can be ironed on to achieve optimal contact between self-adhesives and cover. The adhesive's initial bond is not immediate, thus allowing you to make corrections in label positioning. After a few hours, the adhesive had bonded permanently with the book cover. If the label is then removed, it will be destroyed in the process. In this way, our labels offer modern protection against theft and manipulation, which has become a topic of increased concern.

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We currently stock the following archive and library labels that feature the technological characteristics described above:

Article No.37912	Archive Label 47 x 16.25 mm DIN A4 sheet with 56 labels
Article No.37914	Archive Label 54 x 22 mm DIN A4 sheet with 27 labels
Article No.37916	Archive Label 100 x 35 mm DIN A4 sheet with 14 labels

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