

**Library of Congress Preservation Directorate**  
**Specification Number 500-551 – 16**  
**Specifications for Polyester: Poly(ethylene-terephthalate)**  
**Cut Sheets**

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## **1. Composition and Chemical Requirements**

### **1.1 Content**

The polyester must be a clear, colorless, [biaxially oriented/stressed/drawn] poly(ethylene-terephthalate), [PET] film.

### **1.2 Impurities**

The clear and colorless PET film must not contain any plasticizer, surface coatings, UV inhibitors, or absorbents, and must be guaranteed to be non-yellowing with natural aging. As received, the film must not contain any coloring agents.

## **2. Physical and Performance Requirements**

### **2.1 Thickness**

The thickness of the film must meet the requirement specified on the purchase order. Typical thicknesses for cut sheets are 3, 4, and 5 mil.

### **2.2 Surfaces**

The film surface must be free of dents, dings, fingerprints, scratches, abrasions, inclusions or other imperfections.

## **3. Product Requirements**

### **3.1 Construction**

The PET film must be cut into sheets to the required dimensions with 90 degree corners.

### **3.2 Workmanship**

The sheets must be cut straight with squared sides. The sizes must be accurate. The edges must be smooth and even.

### 3.3 Dimensions

Dimensions will be specified on the purchase order. The allowable tolerance for each dimension is  $\pm 1/16$  inch.

### 3.4 Marking

There must be no identification marks on the film.

## 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 relevant instrumental analyses or tests 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 Acceptance

Materials will be accepted when the Library of Congress has ascertained that the products comply with all parts of the specification.

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

## Configuration Management

Date	Revision History
19-Jun-2002	Initial release of document on website, html format.
14-Dec-2009	Revised and reformatted for release as PDF document.
30-Sept-2016	Editorial update to footer.