

## Chelsea Alene Graham

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**From:** jacke@inotec.de  
**Sent:** Friday, August 12, 2022 10:25 AM  
**To:** Chelsea Alene Graham  
**Cc:** meyer@inotec.de; wehling@inotec.de  
**Subject:** quote 61954 - Barcoded labels  
**Attachments:** quote 61954\_BIB DK.PDF

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Dear Chelsea,

Enclosed you find the requested quotation.

Please do not hesitate to contact us if you have any questions.

Best regards,

Mit freundlichen Grüßen

i.A. Michelle Jacke  
Marktmanagerin Lager

**inotec** Barcode Security GmbH  
Havelstraße 1 - 3 | D - 24539 Neumünster



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**Von:** Chelsea Alene Graham [mailto:chelsea.graham@snm.ku.dk]  
**Gesendet:** Mittwoch, 10. August 2022 13:20  
**An:** Wehling, Susanne <wehling@inotec.de>  
**Cc:** Meyer, Stefan <meyer@inotec.de>  
**Betreff:** RE: Barcoded labels

Hello, Susanne,

Thank you for your quick reply. We labels need to meet the following specifications, or adhere to them as closely as possible: Matte white spun-bound polyester labels ('archival' polyester should be used - no additives, plasticizers, colourants or coatings). Our institution ID/prefix and number to be printed adjacent to the data matrix (we will provide the numbers) via thermal transfer printing with resin only ribbon cartridges which contain carbon black pigment and an acrylic permanent adhesive applied or equivalent (ISO 18902:2013 Section 4.4.1 the basic requirements for all adhesives used in and with storage materials must be acid-free when dry, pass the PAT test (ISO 18916), and contain no rubber or rubber-based products). Corners of individual labels should be rounded, there should be no printed border. Example of label material and glue which we would be happy with are 3M's 7874EC for

labels/adhesive. The labels will be around 26 by 11 mm. We would prefer the labels on a roll with multiple across (3, if possible). We are interested in purchasing 1 million labels.

Thank you,  
Chelsea

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**From:** [wehling@inotec.de](mailto:wehling@inotec.de) <[wehling@inotec.de](mailto:wehling@inotec.de)>  
**Sent:** Wednesday, August 10, 2022 12:20 PM  
**To:** Chelsea Alene Graham <[chelsea.graham@snm.ku.dk](mailto:chelsea.graham@snm.ku.dk)>  
**Cc:** [meyer@inotec.de](mailto:meyer@inotec.de)  
**Subject:** AW: Barcoded labels

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Dear Chelsea,

Thank you very much for your reminder.

Regrettfully your request of 29 July has not come in. We are checking this problem acutally with our IT department.

Therefore we kindly ask you to mail us again your request with all specifications, quantity, size of label, del. time etc.  
...

Could you also specify the requirements for the labels. We understood that they should be applied on herbarium sheets. Are there any special challenges for the adhesive and the base material?

Please note that actually the material components of our product POLYMASTER HL are not available any longer / hard to get or have very long del. times, so that we probably have to change to another product.

We are looking forward to hearing from you soon.

Best regards,

i. A. Susanne Wehling  
Sales

Mit freundlichen Grüßen

i.A. Susanne Wehling  
Sales

**inotec** Barcode Security GmbH  
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**Von:** Chelsea Alene Graham <[chelsea.graham@snm.ku.dk](mailto:chelsea.graham@snm.ku.dk)>

**Gesendet:** Mittwoch, 10. August 2022 09:12

**An:** Info <[Info@inotec.de](mailto:Info@inotec.de)>

**Betreff:** FW: Barcoded labels

Hello,

I put in a request via contact form on your website on or around 29 July for a quote for labels for herbarium sheets at the suggestion of colleagues at the Royal Library here in Copenhagen. I'm writing to follow-up on this request as our deadline to make an order is steadily approaching and we have heard positive things about your products. Would you please be so kind as to provide a quote at your earliest convenience? We had hoped to make a decision and offer by the end of this week.

Kind Regards,  
Chelsea

**Chelsea Graham**  
Technical Team Leader of DaSSCo

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Sådan beskytter vi persondata



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**From:** Anna Magdalena Lindskog Midtgaard <[alm@kb.dk](mailto:alm@kb.dk)>

**Sent:** Tuesday, July 26, 2022 3:11 PM

**To:** Chelsea Alene Graham <[chelsea.graham@snm.ku.dk](mailto:chelsea.graham@snm.ku.dk)>

Cc: Birgit Vinther Hansen <[bvh@kb.dk](mailto:bvh@kb.dk)>

Subject: Barcoded labels

You don't often get email from [alm@kb.dk](mailto:alm@kb.dk). [Learn why this is important](#)

Dear Chelsea

My colleague Birgit Vinther has forwarded your question about barcoded labels to me. We shifted our brand of self-adhesive labels in 2015. The ones we use now are manufactured in Germany by Inoter, and called **POLYMASTER HL**, 9.18.00.05.00.13. The testing was done at National Museum's laboratory here in Copenhagen using FTIR spectroscopy and a Beilstein (copper wire) test for the presence of PVC. The conclusion from NM was that this brand of barcoded labels were safe to use for the purpose. I attach the data sheet for the labels we currently use.

Kind regards

**Anna Magdalena Lindskog Midtgaard**

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Dear Birgit,

I have recently begun working at Statens Naturhistoriske Museum on a large scale digitization endeavor. SNM is leading a project to digitize Denmark's natural history collections. We are beginning with a focus on herbarium sheets and hoping to institute new barcoded labels as a part of our workflow. One of your colleagues, Morten Ryhl-Svendesen, from the School of Conservation was kind enough to respond to my email during his leave and suggested we might contact you.

We are looking to source a million barcoded labels for the herbarium sheets and before we purchase labels, we are interested in learning what you may suggest as a way to gauge the longevity and ability of our labels to endure without harming our specimens. Our main concerns are off-gassing, fading, general degradation, and lifespan of adhesive. Given a sample of the labels, what kind of testing is possible / feasible? What might it cost in terms of time and money? Would these be the kinds of tests that the Royal Library has carried out in the past or could be hired to conduct?

Below are the specifications that we have been seeking, It is difficult to gain assurance from the manufacturers that their labels meet all of the specifications, which is why we are interested in learning more about the possibilities for testing.

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The labels need to meet the following specifications: Matt white spun-bound polyester labels ('archival' polyester should be used - no additives, plasticizers, colourants or coatings). Our institution ID/prefix and number to be printed adjacent to the barcode/data matrix (we will provide the numbers) via thermal transfer printing with resin only ribbon cartridges which contain carbon black pigment and an acrylic permanent adhesive applied or equivalent (ISO 18902:2013 Section 4.4.1 the basic requirements for all adhesives used in and with storage materials must be acid-free when dry, pass the PAT test (ISO 18916), and contain no rubber or rubber-based products). Corners of individual labels should be rounded, there should be no printed border. Example of label material and glue which we would be happy with are 3M's 7874EC for labels/adhesive. The labels will be around 2.55 by 1.1 mm.

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We would be most appreciative of any feedback or thoughts!

With kind regards,  
Chelsea