

CARE AND HANDLING OF MANUSCRIPTS

UTUNZAJI NA USIMAMIAJI WA MISWADA



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usimamiaji wa Miswada

Division of Cultural Heritage, African and Arab museum unit
*Idara ya urithi wa utamaduni, kitengo cha makumbusho ya kiasfrika na kiarabu.
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*Printed in 2006 by the :
United Nations Educational, Scientific and Cultural Organization*

Imechapwa mwaka 2006 na : Jumuiya ya Umoja wa Mataifa Elimu, Sayansi na Utamaduni.
(UNESCO).

7, Place de Fontenoy,
75732 Paris 07 sp,
France
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(CLT/CH/MUS – 06/18)

CLT – 2006/WS/15)

INTRODUCTION

This booklet is intended for all who collect and are fond of manuscripts, as well as those in charge of public or private collections of manuscripts and rare books.

The principles given here concerning the preservation of manuscripts can also be applied to printed books and bound documents.

Certain measures concern institutions with equipment and personnel not within the means of private individuals. However, these recommendations constitute a sort of ideal which one should endeavour to reach as far as possible.

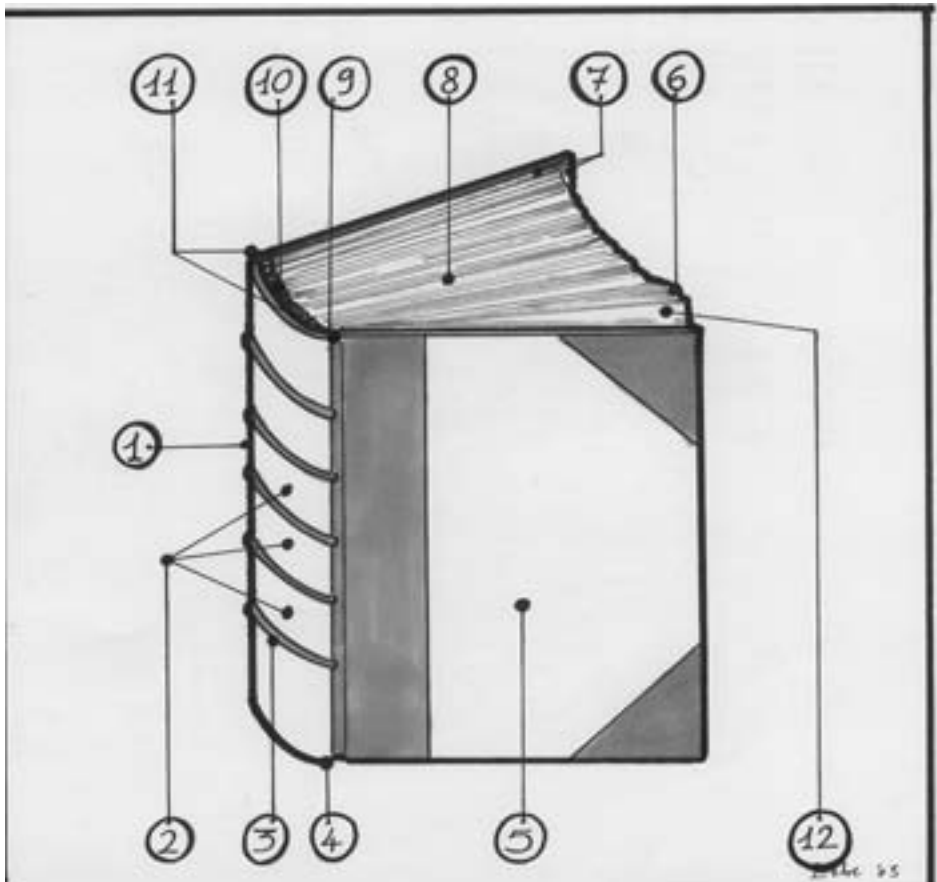
UTANGULIZI

Kijitabu hiki kimewalenga wale wote wanaokusanya na wapenzi wa miswada, vile vile wale wanaoendesha ukusanyaji kwa niaba ya umma na watu binafsi wa miswada na vile vitabu adimu.

Kanuni zilizotolewa humu kuhusu kuhifadhi miswada zinaweza kufalia vitabu vilivyo chapishwa na nyaraka zilizojaladiwa.

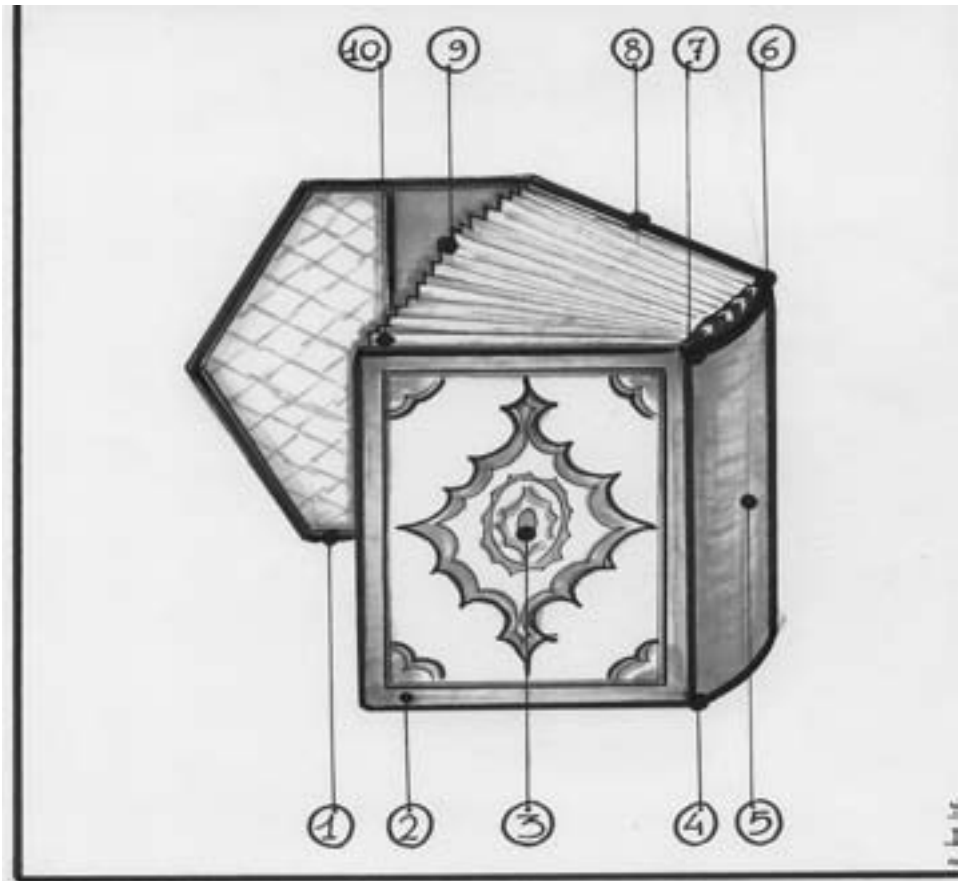
Vipimo kadhaa vimehusu taasisi zenye vifaa na watumishi ambavyo si rahisi kupatikana kwa mtu binafsi. Hata hivyo mapendekezo haya yanajumuisha tarajio ambalo kila mmoja wetu ajitahidi kulifikia kwa kadri iwezekanavyo.

OCCIDENTAL MANUSCRIPT / MUSWADA WA KIMAGHARIBI



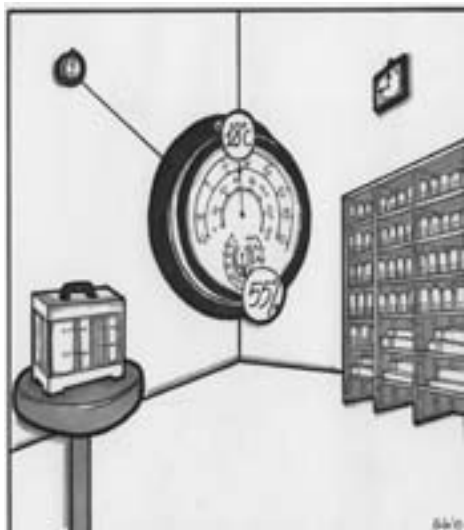
1	Spine / Back	7	Squares	1	Mgongo	7	Miraba
2		8	Edge	2	Mishipi ya kati	8	Ukingo
3	Cord	9	Head	3	Mshipi	9	Kichwa
4	Tail	10	Headband	4	Mkia	10	Utepe
5	Board	11	Shoulder	5	Jalada	11	Bega
6	Fore edge	12	Guard - leaf	6	Ukingo wa mbele	12	Karatasi za ulinzi

ARABIC MANUSCRIPT / MUSWADA WA KIARABU



1	Flap	6	Headband / Endband	1	<i>Kifuniko</i>	6	<i>Utepe</i>
2	Upper board	7	Head	2	<i>Jalada la juu</i>	7	<i>Kichwa</i>
3	Decoration / Tooling	8	Lower board	3	<i>Urembo / nakshi</i>	8	<i>Jalada la chini</i>
4	Tail	9	Fore edge	4	<i>Mkia</i>	9	<i>Ukingo wa mbele</i>
5	Spine	10	Guard - leaf	5	<i>Mgongo</i>	10	<i>Karatasi ya ulinzi</i>

LIBRARY AND RESERVE COLLECTION ROOMS *MAKTABA NA VYUMBA VYA KUKUSANYA HIFADHI.*



Stabilize air-conditioning parameters in the library and reserve collection rooms (relative humidity between 50 and 60% and temperature between 16 and 20°C).

Hakikisha umerekebisha mitambo ya viyoyozi katika vipimo vinavyotakiwa katika maktaba na vyumba vya akiba vya kukusanyia hifadhi (hali ya unyevu iwe kati ya asilimia 50 na 60; na nyuzijoto za sentigredi kati ya 16 na 20)



Check air-conditioning parameters at regular intervals.

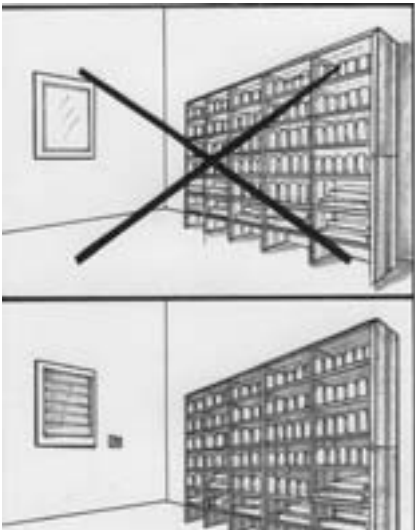
Kagua vigezo vya hali ya hewa kulingana na viwango vya muda vilivyokubaliwa .

LIBRARY AND RESERVE COLLECTION ROOMS
MAKTABA NA VYUMBA VYA KUKUSANYA HIFADHI.



Check that doors and windows are tightly closed.

Kagua kwamba milango na madirisha yamefungwa imara.



Use blinds, screens and shutters to protect documents against sunlight.

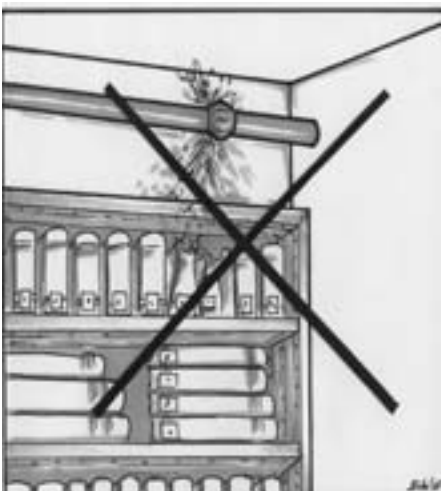
Tumia pazia, visitiri na vilango kuhifadhi nyaraka dhidi ya mwanga wa jua.

LIBRARY AND RESERVE COLLECTION ROOMS
MAKTABA NA VYUMBA VYA KUKUSANYA HIFADHI.



Fit all openings with a grid. Use a grid with sufficiently fine mesh to keep insects out while not restricting airflow.

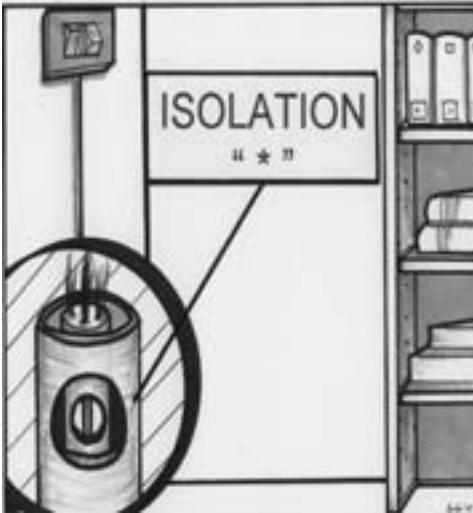
Ziba sehemu zote zilizowazi kwa chanja. Tumia chanja yenye tundu ndogo ndogo ili kuzuia wadudu lakini bila kuzuia hewa.



Pipes and ducts should not pass through library and reserve rooms. Provide an emergency evacuation plan to be applied in the event of flooding.

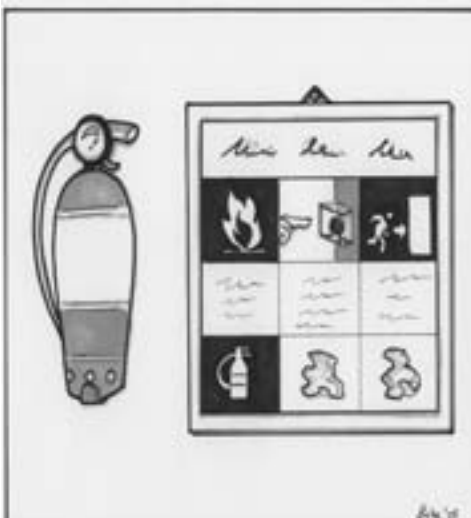
Mabomba na mirija yasipite kwenye maktaba na vyumba vya hifadhi. Andaa utaratibu wa uhamishaji wa dharura endapo kutatokea mafuriko.

LIBRARY AND RESERVE COLLECTION ROOMS
MAKTABA NA VYUMBA VYA KUKUSANYA HIFADHI.



Insulate** electrical systems, avoiding loose wires.

Linda mfumo wa umeme na kuepusha waya za umeme kukaa bila kufunikwa.



Provide fire detection and fighting equipment; define measures to be taken at outbreak of fire.

Andaa vifaa kwa ajili ya kugundua na kuzima moto; weka taratibu maalumu za kutumika litokeapo jengo la moto.

LIBRARY AND RESERVE COLLECTION ROOMS
MAKTABA NA VYUMBA VYA KUKUSANYA HIFADHI.



Clean library and reserve rooms at regular intervals. Remove dust with vacuum cleaners fitted with total filtration, then wipe with damp floorcloth (once a week).

Safisha maktaba na vyumba vya hifadhi kila baada ya muda mahususi. Ondosha vumbi kwa kutumia kivuta vumbi kilichofungwa na chujio kisha futa kwa kitambaa kibichi cha deki (angalau mara moja kwa juma).



Inspect reserve rooms and manuscripts at regular intervals. Train personnel to inspect reserve rooms and manuscripts regularly for mould, dust, insects and rodents.

Kagua vyumba vya hifadhi na miswada kila baada ya muda mahususi. Fundisha watumishi wa kukagua vyumba vya hifadhi na miswada kila baada ya muda mahususi kuangalia uotaji wa kuvu, vumbi, wadudu na panya.

LIBRARY AND RESERVE COLLECTION ROOMS
MAKTABA NA VYUMBA VYA KUKUSANYA HIFADHI.



Store waste far from library.

Weka taka mbali na maktaba.



Store manuscripts in the dark (or turn off the lights when you leave the library).

Hifadhi miswada katika kiza (au zima taa uondokapo maktaba).

LIBRARY AND RESERVE COLLECTION ROOMS

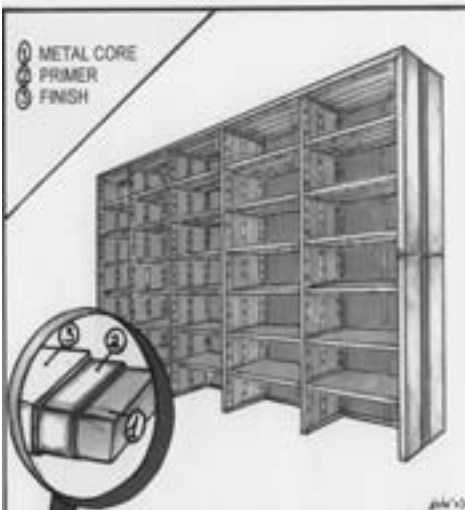
MAKTABA NA VYUMBA VYA KUKUSANYA HIFADHI.



New acquisitions "1" should be examined by a specialist before being added to the collection. Isolate "2" affected books to reduce risk of general contamination.

Mali (mapato) mapya yachunguzwe na mtaalamu kabla ya kuongezwa kwenye mkusanyiko. Tenga vitabu vilivyoathirika ili kupunguza janga la uchafuzi.

FURNITURE SAMANI



Stock the library with painted "2,3" shelves (if possible in metal) "1", free of cutting edges and bulges.

Weka rafu zilizopakwa rangi (2,3) kwenye maktaba (ikiwezekana za metali) zisizokuwa na kiungo zenye kukata na mibinuko.



Spacing of shelves should be sufficient to allow proper circulation of air.

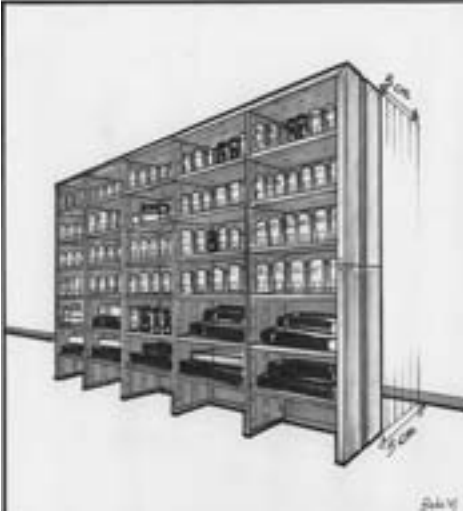
Rafu zipangwe vizuri na kutoa nafasi ya kuruhusu mzunguko wa hewa.



The lower shelf should be at least 15 cm above floor level in order to protect books against damp and rodents.

Rafu za chini ziwe takriban sentimeta 15 kutoka sakafuni ili kuingia vitabu kutokana na unyevunyevu na panya.

FURNITURE
SAMANI



Keep a gap of at least 5 cm between shelves and wall.

Weka nafasi isiyopungua sentimeta 5 kati ya rafu na ukuta.



Shelves should be closed by a panel at the top to protect documents against dust.

Rafu zifunikwe na paneli kwa juu ili kulinda nyaraka dhidi ya vumbi.



Avoid shelves that are too high, as manuscripts should be within easy reach.

Epuka rafu zilizo juu zaidi, kwani miswada yafaa iwe mahali ambapo inaweza kupatikana kirahisi.

BOOK STORAGE UTUNZAJI WA VITABU



Never store books or manuscripts on floor.

Kamwe usitunze vitabu au miswada sakafuni.

BOOK STORAGE

UTUNZAJI WA VITABU



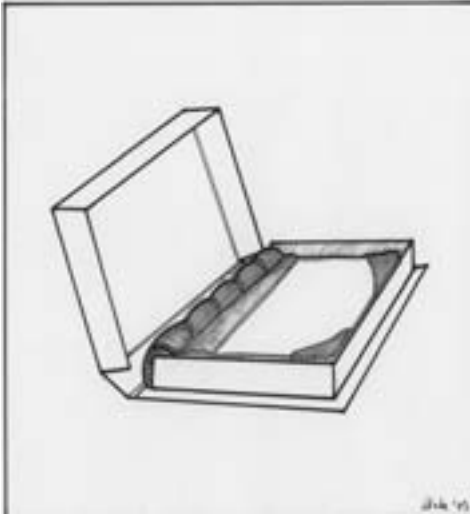
Do not store books on their fore edge or spine. As this may place undue pressure on spine and binding.

Usihifadhi vitabu ukingo wa mbele au mgongo ukiwa chini kwani jambo hilo laweza kuweka shinikizo lisilostahiki kwenye mgongo na jalada.



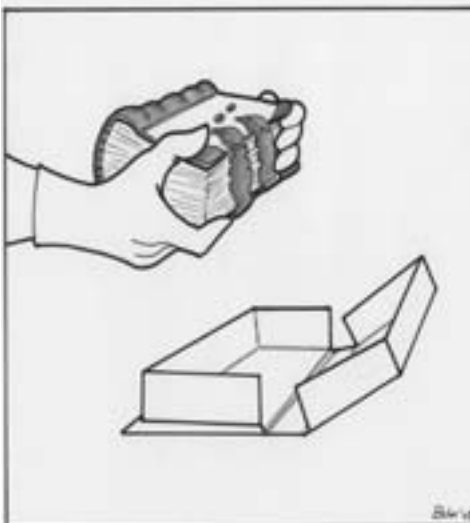
Do not let books protrude beyond shelf edges. Books might be damaged by passing trolleys or persons.

Usiache vitabu vimejitokeza kupita kingo za rafu. Vitabu vinaweza kuharibiwa na kitoroli au watu wanaopita.



Store manuscripts, rare and / or deteriorated books in suitable boxes, laying them flat.

Hifadhi miswada, adimu na/au iliyochakaa kwenye masanduku maalum, huku umevilaza chali.



Store books with metal parts in tailor-made boxes specially designed for these volumes. If stored on shelves, the metal parts are likely to damage books stored on either side.

Hifadhi vitabu vilivyo na sehemu za metali katika vibweta maalum, vilivyotengenezwa kwa ajili ya mijaada hii, endapo itahifadhiwa katika rafu, sehemu za metali zinaweza kuharibu vitabu vilivyo hifadhiwa pembezoni mwake.

BOOK STORAGE

UTUNZAJI WA VITABU



Lay large volumes flat; stack no more than three or four books of the same format.

Laza mijalada mikubwa chali, ukipanga si zaidi ya vitabu vitatu au vinne vya ukubwa unaolingana.



Only small books in good condition may be stood upright with book ends. Book ends should be smooth and have large angles.

Simamisha wima vitabu vidogo vilivyo katika hali nzuri kwenye kishikiza vitabu. Vishikiza vitabu viwe mororo na vyenye pembe kubwa.

BOOK STORAGE
UTUNZAJI WA VITABU



Do not stand small format books next to large format. This might leave large format books without sufficient support.

Usisimamisha vitabu vidogo pembezoni mwa vitabu vikubwa, hiyo yaweza kuviacha vitabu vikubwa bila egemeo la kutosha.



Do not tighten or space books excessively on shelves.

Usivibananisha au kuvipanga vitabu kwa wingi katika rafu.

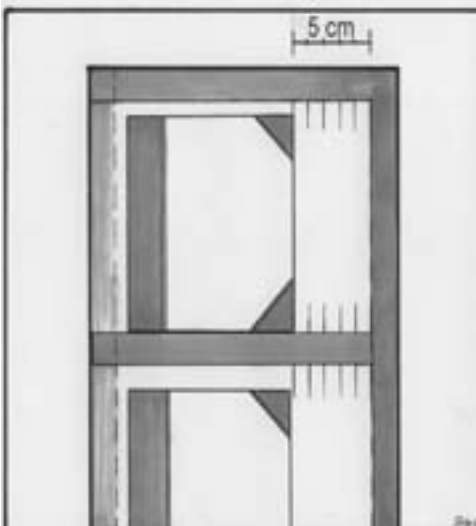
BOOK STORAGE

UTUNZAJI WA VITABU



Leaning books are inclined to bend.

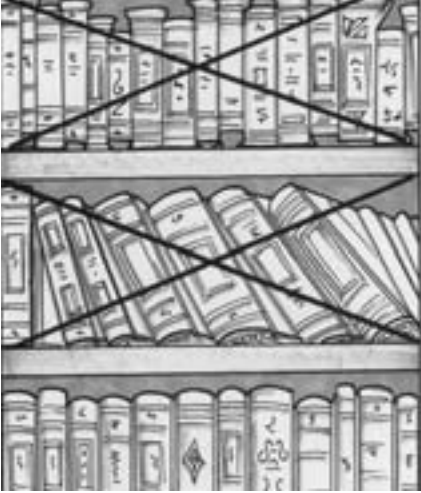
Vitabu vilivyoegemezwa upande hupelekea kupinda.



Keep of at least 5 cm space between books and the rear panel.

Weka nafasi isiyopungua sentimeta 5 kati ya vitabu na paneli ya nyuma ya rafu.

BOOK STORAGE UTUNZAJI WA VITABU



Store leather bindings separately from paper/ cardboard and cloth bindings. Tanned and acid leather might soil paper and fabric bindings.

Hifadhi vitabu vilivyo jaladiwa na ugozi mbali na vya karatasi /jalada gumu na kitambaa. Ngozi ya hudhurungi yenye tindikali inaweza kuchafua majalada ya karatasi au kitambaa.

HANDLING USIMAMIAJI



Wash and dry hands prior to handling. Cotton gloves are highly recommended.

Osha na ukaushe mikono kabla ya kushika kitu chochote, na uvae glavu. Glavu za pamba zimependekezwa zaidi.

HANDLING
USIMAMIAJI



Provide space where to lay down the books moved.

Andaa sehemu ya kuweka vitabu vinavyohamishwa .



Do not pull the books out by the head cap. This could loosen the spine.

Usivute vitabu kutoka katika rafu kwa kifuniko cha kichwa. Hiyo yaweza kulegeza mgongo.



Grasp the book at centre of spine while moving aside the volumes next to it and slightly lifting it.

Kamata kitabu katikati ya mgongo huku ukisogeza pembeni mijadala ya pembezoni kisha ukinyanyue kidogo.



If there is sufficient space above, slide the book towards you on its fore edge.

Kama kuna nafasi ya kutosha juu, kisogeze kitabu kwako kutumia ukingo wa mbele.

HANDLING
USIMAMIAJI



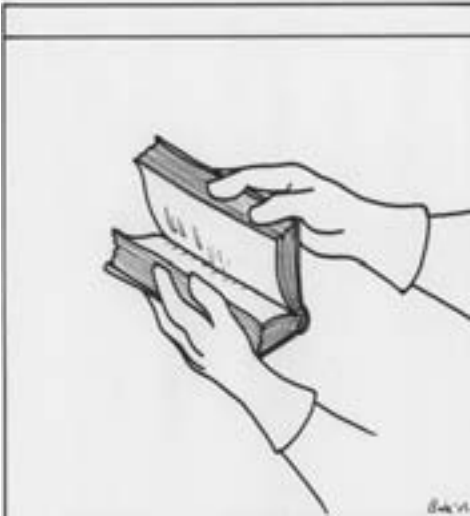
Never force a book into its shelf position.

Kamwe usilazimishe kukiweka kitabu katika sehemu yake rafuni.



Open the manuscript carefully. Lay the manuscript down on a table...

Fungua muswada kwa uangalifu laza mswada juu ya meza ...



...first open the centre pages...

... anza kufungua kurasa za kati ...



...then go back to the beginning.

... kisha rudi mwanzoni.

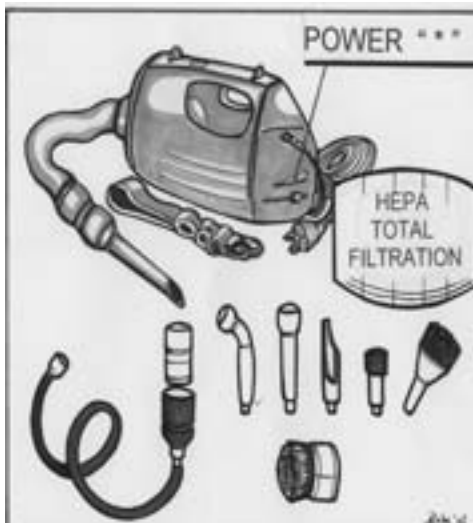
DUST REMOVAL

UONDOSHAJI VUMBI



Perform dust removal "1" in a room at some distance from library or reserve "2".

Tekeleza uondoshaji wa vumbi katika chumba mbali na maktaba au hifadhi.



Use a vacuum cleaner fitted with a total filtration system, a power adjustor "*" and a soft brush.

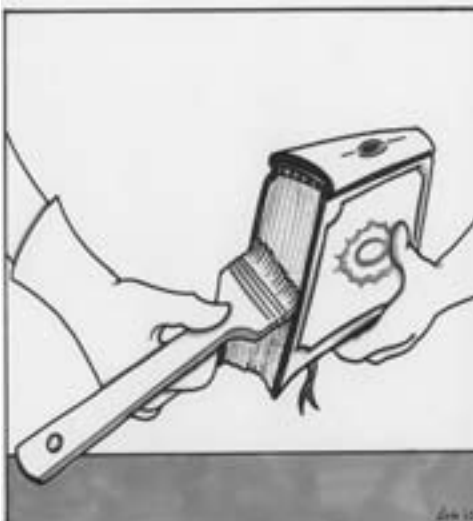
Tumia kivuta vumbi kilichofungwa na mfumo wa kuchujia, kibadilisha nguvu na burashi laini.

DUST REMOVAL
UONDOSHAJI VUMBI



Do not use a vacuum cleaner on manuscripts in poor condition or having fragile parts.

Usitumie kivuta vumbi kwenye miswada iliyo katika hali mbaya au yenye sehemu dhaifu.



Begin dust removal on outside of volume without letting it lodge in corners.

Anza kuondosha vumbi nje ya jalada bila kuliacha kujiweka kwenye kona.

DUST REMOVAL
UONDOSHAJI VUMBI



Remove dust from flyleaves and first and last section of the book block using a large, soft brush. Hold manuscript at an angle and make dust slide down to lower edge.

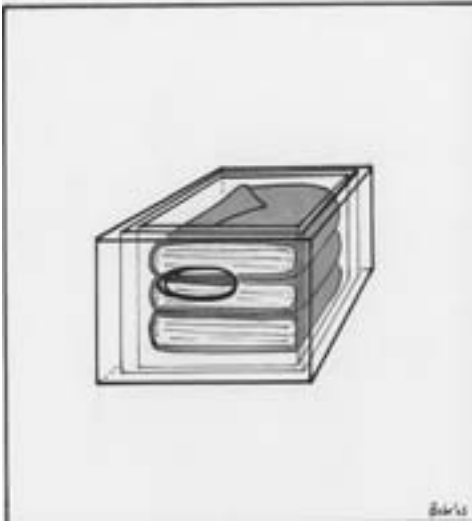
Ondosha vumbi kutoka kurasa tupuzisizopigwa chapa na fungu la mwanzo na la mwisho la kitabu ukitumia burashi kubwa laini. Shikilia muswada kwenye pembe na liache vumbi liseleleke chini kwenye ukingo wa chini.



Before returning manuscript to shelf, clean the latter with a vacuum cleaner and a damp cloth.

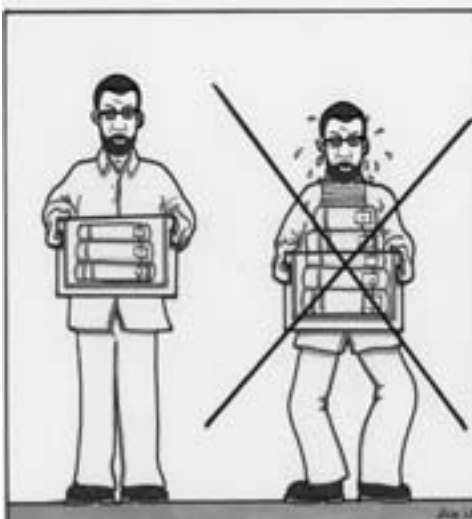
Kabla ya kurudisha miswada katika rafu, zisafishe kwa kivuta vumbi na kitambaa kibichi.

TRANSPORT USAFIRISHAJI



Transport manuscripts lying horizontally in a box.

Safirisha miswada ikiwa imelala chali ndani ya sanduku.



Carry only a limited number of manuscripts at a time (three or four).

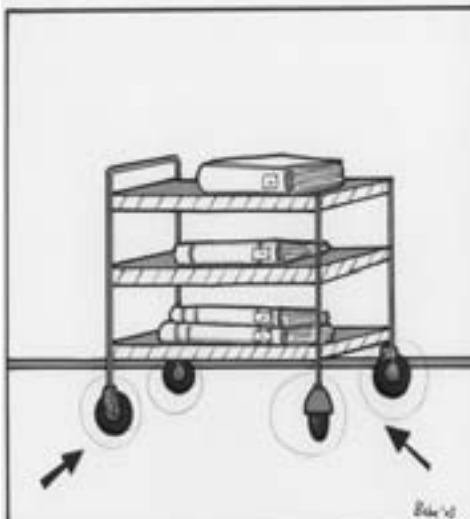
Beba idadi chache ya miswada kwa maramoja (mitatu au minne).

TRANSPORT
USAFIRISHAJI



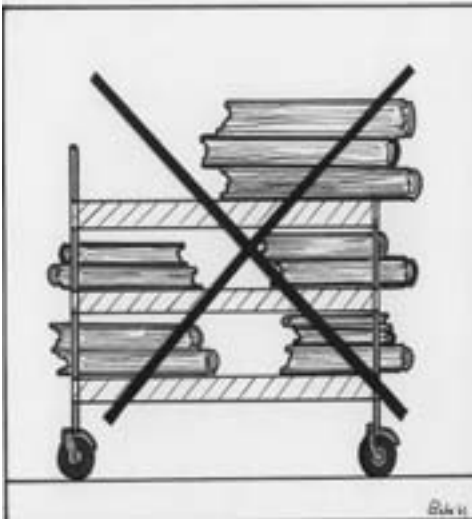
Heavy manuscripts should be moved by trolley.

Miswada mizito isafirishwe kwa kitoroli.



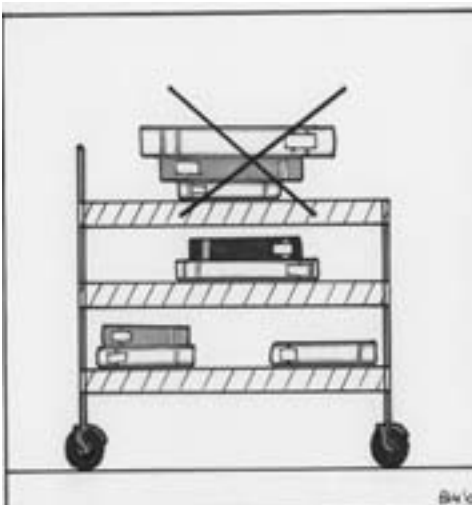
Use a trolley fitted with large rubber wheels. Such wheels keep the manuscripts in a stable position and absorb vibrations.

Tumia kitoroli kilichowekewa vigurudumu vikubwa vya mpira. Vigurudumu vya aina hiyo huiweka miswada katika hali ya utulivu na hunyonya midundiko.



Make sure that manuscripts do not protrude over side of trolley.

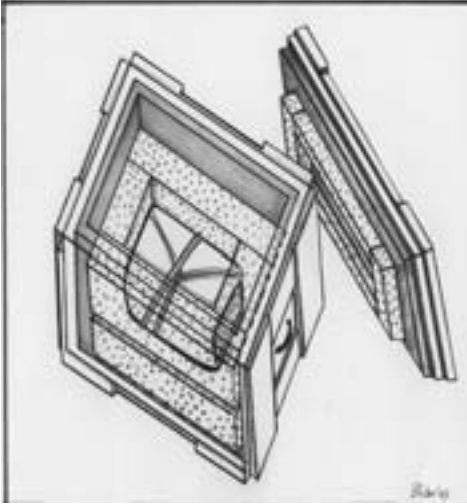
Hakikisha kwamba miswada hajitokezi pembezoni mwa kitoroli.



Never place a large volume on a smaller one. Non-observance of this recommendation may cause the large book to fall on the floor during transport.

Usiweke mjalada mkubwa juu ya mdogo. Kutofuata ushauri huu kunaweza kusababisha kitabu kikubwa kianguke sakafuni wakati wa kusafirisha.

TRANSPORT
USAFIRISHAJI



For any extramural transport (into another building), use hermetically sealing boxes.

Kwa usafirishaji kwenda jengo lingine, tumia sanduku lililozibwa kabisa (bila hata kuingiza hewa).

CONSULTATION
MATUMIZI



Do not leave manuscripts in poor condition available for consultation " * ".

*Usiache miswada iliyo katika hali mbaya ipatikane kwa matumizi " * ".*



Display the basic rules for handling. Provide for surveillance of consultation room.

Onyesha waziwazi kanuni za msingi za usimamizi. Weka taratibu za uchunguzi wa chumba cha matumizi.



Wash and dry hands before handling manuscripts.

Osha na kausha mikono kabla ya kushika miswada.

CONSULTATION
MATUMIZI



Do not drink, eat or smoke in library or reading room.

Usinywe, kula au kuvuta sigara katika maktaba au chumba cha kusomea.



To consult a manuscript, lay it on a clean table free of any object, or use a book-rest suited to size of volume.

Ukitaka kutumia muswada, ulaze kwenye meza safi iliyotupu au tumia kilaza kitabu kinachoafiki ukubwa wa mjalada.



Open the manuscript gradually. Lay it on a table...

Fungua muswada hatua kwa hatua. Ulaze juu ya meza ...



... first open the centre pages...

... anza kufungua kurasa za kati...

CONSULTATION
MATUMIZI



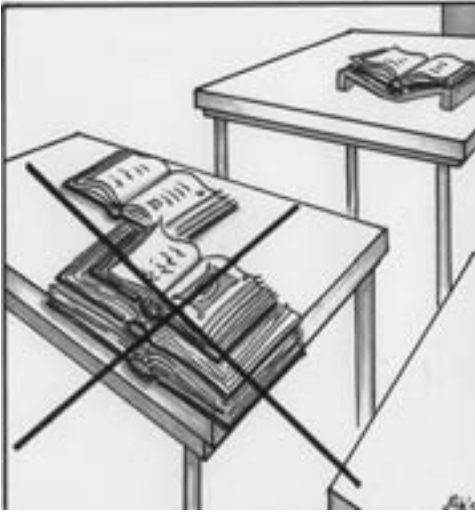
...then go back to the beginning.

... kisha rudi mwanzoni.



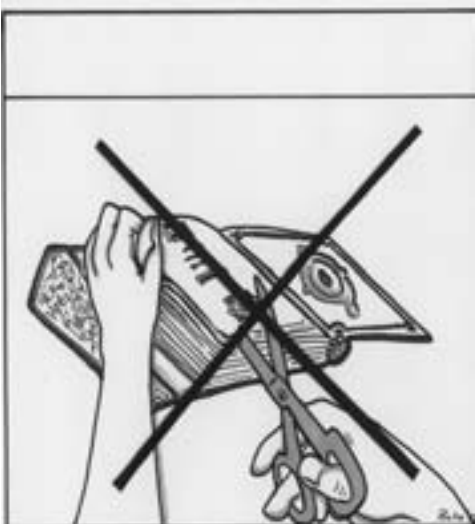
Do not place manuscripts facing a window and do not expose to direct sunlight.

Usiweke muswada mukabala na dirisha au kuuweka wazi kwenye mwanga wa jua.



Do not stack open manuscripts.

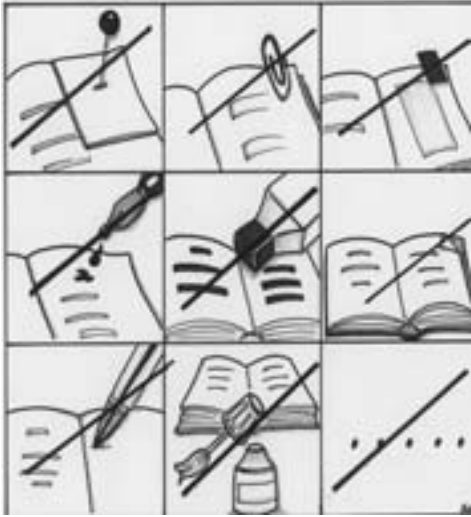
Usiifungue na kuiacha wazi miswada.



Do not tear or cut pages.

Usichane au kukata kurasa.

CONSULTATION
MATUMIZI



Do not mark manuscripts in any way whatever (paper clip, needle, post-it®, ink, ball-point pen, correction fluid, marker) or turn down the corner of a page, etc...

Usiitie alama miswada katika njia yoyote ile (kibana karatasi, sindano kuibandika kitu, wino, kalamu, ute wa kusahihishia, wino wa kutilia alama) au kukunja pembe ya karatasi n.k. ...



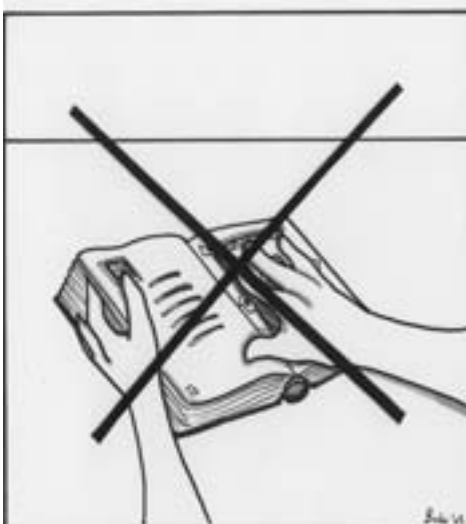
To write down notes, only pencils are authorized.

Kwa kuandika muhtasari, penseli tu zinaruhusiwa.



Do not lean on manuscripts while reading them or taking notes.

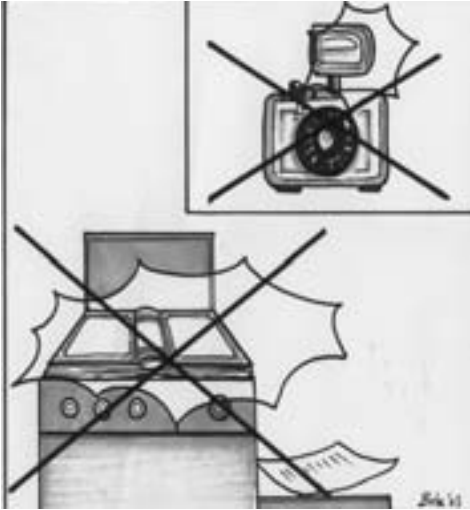
Usiegemee kwenye muswada wakati unasoma au unachukua muhtasari.



Do not touch illuminations/illustrations, or manuscript and printed areas.

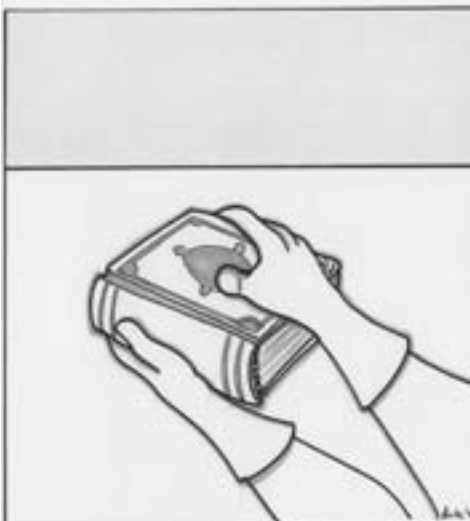
Usiguse herufi zilizopambwa / vielelezo, au muswada wa kurasa zilizochapwa.

CONSULTATION
MATUMIZI



Do not photocopy manuscripts or take pictures without the consent of the owner or person responsible.

Usitoe kivuli muswada au kuupiga picha bila idhini ya mmiliki au mtu anayehusika.



Close the manuscript after consultation.

Funga muswada baada ya kuutumia.

DISPLAY MAONYESHO



Check state of preservation of manuscripts before displaying them.

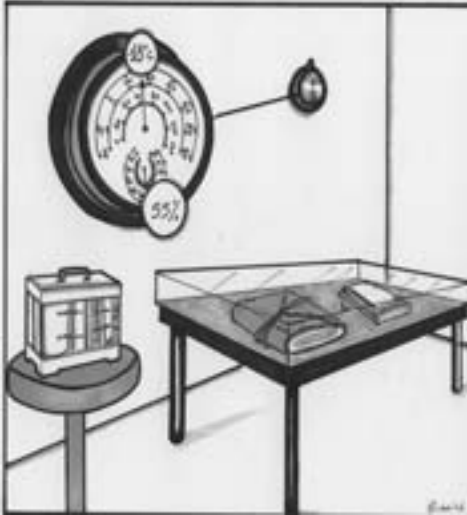
Kagua hali uhifadhi wa miswada kabla ya kuionyesha.



If they are in good condition, you may expose them for a maximum of one month each year.

Endapo ipo katika hali nzuri, unaweza kuionyesha katika muda usiozidi mwezi mmoja kwa mwaka.

DISPLAY
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Set the display room air conditioning parameters (relative humidity between 50% and 60% and temperature between 16°C and 20°C).

Weka parameta zifuatazo za hali ya hewa katika chumba cha maonyesho. Unyevu nyevu kati ya asilimia 50 hadi 60 na joto kati ya nyuzi joto 16 hadi 20 sentigredi.



Display manuscripts in safe showcases.

Onyesha miswada katika masanduku salama ya kuonyeshea.



Fit showcase panes "3" with anticaloric "2" and UV "1" filters.

Masanduku ya kuonyesha yawe yametengenezwa kwa glasi, yawe dhidi ya IR na dhidi ya UV.

IR = Infra Red (miali isiyoonekana chini ya upinde).

UV = Urujuani (nayo haionekani).



Place light source outside showcase.

Weka chanzo cha mwanga nje ya sanduku la maonyesho.

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The intensity of the light shall be limited to 50 Lux.

Nguvu ya mwanga isizidi 50 Lux.



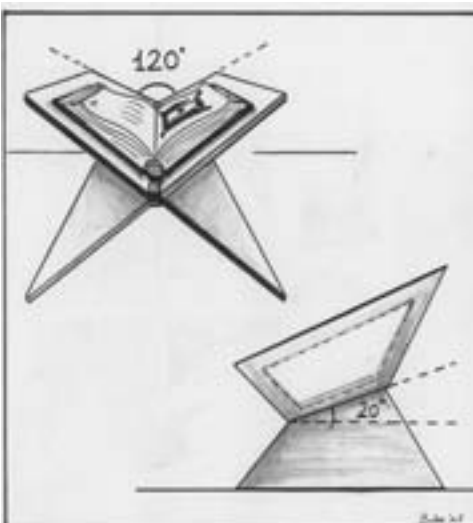
Display manuscripts on book-rests made of or lined with neutral cardboard.

Onyesha miswada kwenye kilaza vitabu kilichotengenezwa au kuzungushiwa kadibodi huru.



The manuscript should be held open by polyester ribbons adapted to the profile of the manuscript.

Muswada uwekwe wazi na utepe wa polista ulioanishwa na hali ya muswada.



The opening angle shall not exceed 120° and the tilting angle, with respect to the horizontal plane, shall not exceed 20° .

Pembe ya kufungulia isizidi nyuzi 120 na pembe ya uegeshaji kitabu kwa mnasaba na mlalo isizidi nyuzi 20.