CULTURAL HERITAGE PROTECTION HANDBOOK
文 化 遗 产 保 护 手 册

3

DOCUMENTATION
OF ARTEFACTS' COLLECTIONS
工 艺 品 藏 品 备 案

UNESCO

United Nations
Educational, Scientific and
Cultural Organization
联合国教育、
科学及文化组织

INTRODUCTION

This booklet is intended for all who collect and are fond of items of social, artistic and/or historical significance, as well as those in charge of public or private collections of such items.

This booklet focuses on principles of documentation. Certain measures are directed towards institutions with equipment and personnel not within the means of private individuals. However, these recommendations embody levels of best practice which one should endeavor to reach as far as possible.
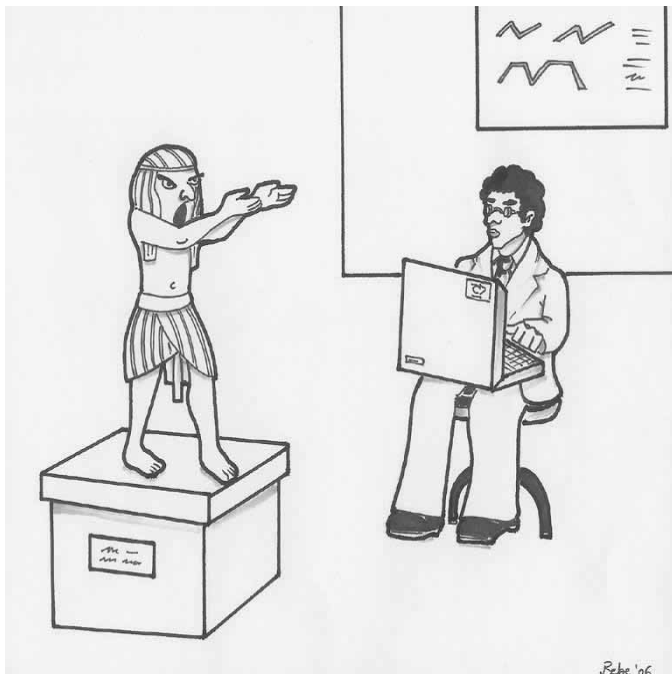
说明

本手册适用于收藏和爱好收藏具有社会价值、艺术价值或历史价值的物品的人,以及那些负责公共或私人收藏品的人。

本手册主要关注备案的原则。一些方法只适用于拥有专业设备和人员的机构,而不适用于个人,但是本手册中提出的建议反映了最好的实践水平,个人也可以尽可能地努力实现。
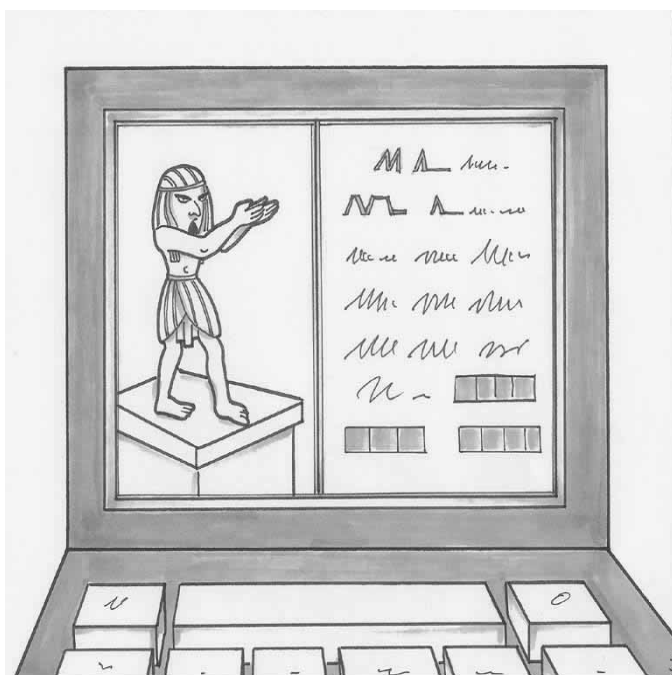
WHY DOCUMENTATION IS IMPORTANT
工艺品备案的重要性

Documentation is the process of recording information about the collections for which a museum or cultural institution is responsible.

备案是记录博物馆或文化机构所负责的藏品的相关信息。

Proper documentation will allow a museum to :
· know what it has in its possession
· know if anything is missing
· know where objects are located
· prove ownership of objects
· create and maintain information about collections

适当的备案可以使博物馆：
·了解博物馆拥有的藏品
·了解是否丢失了藏品
·了解所有藏品的具体位置
·证明藏品的所有权
·创建并保存藏品的信息

DOCUMENTATION STANDARDS
备案的标准

Objects should be documented consistently using recognised standards. These have been developed by national and international organisations, including ICOM and UNESCO, and will help you.

藏品的备案应当按照已公布的标准持续进行。这些标准由国内或国际组织制定,例如国际博物馆协会(ICOM)和联合国教科文组织(UNESCO),对你会有帮助。

Standardising the structure of records and the terminology helps to ensure :
· reliability of information
· ease of sharing
· consistency of records
· improved access

规范记录的结构和术语有助于保证:
· 信息的可信度
· 信息共享的便捷性
· 记录的连贯性
· 改良获取信息的途径

DESCRIBING AND CATALOGUING OBJECTS
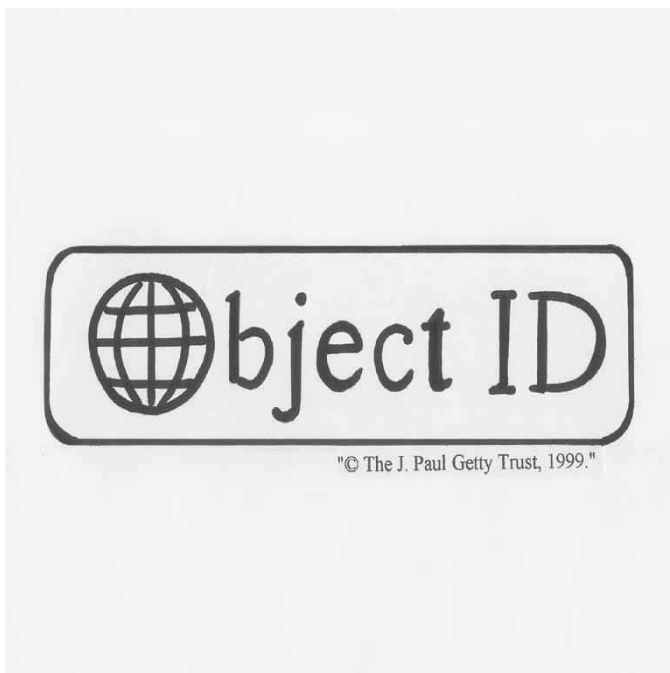# 对藏品进行描述和分类

It is a good idea to have an accurate and detailed description of your object in case it is lost or stolen.

It will also help you to recognise it and distinguish it from other similar objects if found.

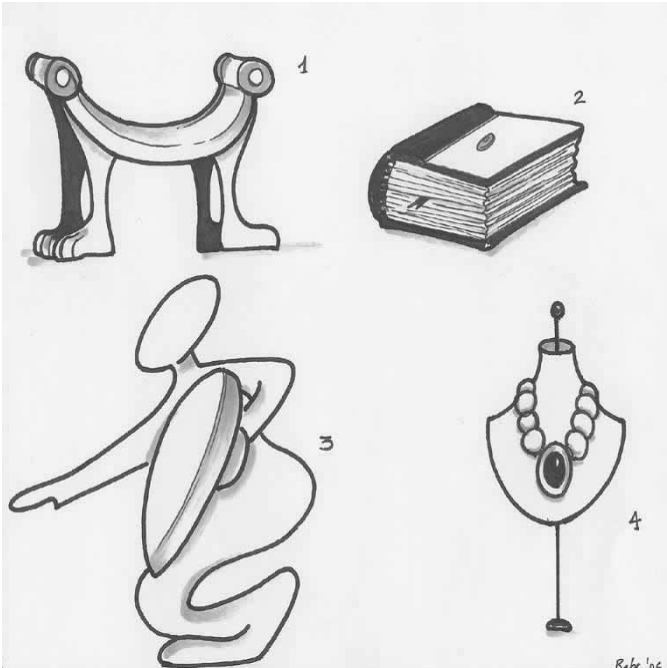对所有藏品进行准确而详细的描述是很有效的做法，以备其丢失或被盗时使用。

在重新找回丢失的藏品时，这将有助于辨认并将其与其他相似藏品进行区分。

"© The J. Paul Getty Trust, 1999."

Object ID
The following guidelines are based on an internationally-recognised standard called Object ID.

藏品 ID
以下的原则是基于国际公认的标准——藏品 ID 来规定的。

Object Type

You will need to record the type of object
you are describing. For example, is it a :
- sculpture?
- vase?
- painting?
- manuscript?
- item of jewellery (necklace, brooch etc.)?

藏品类别

你需要记录所描述的藏品的类别。例如：
- 雕塑？
- 花瓶？
- 绘画？
- 手稿？
- 珠宝（项链、胸针等）？

Material

What materials is the object made from? Is it :
- stone?
- ceramic?
- bronze?
- wood etc.?

材料

藏品由什么材料制成？
- 石质？
- 陶质？
- 铜质？
- 木质，等？

Technique

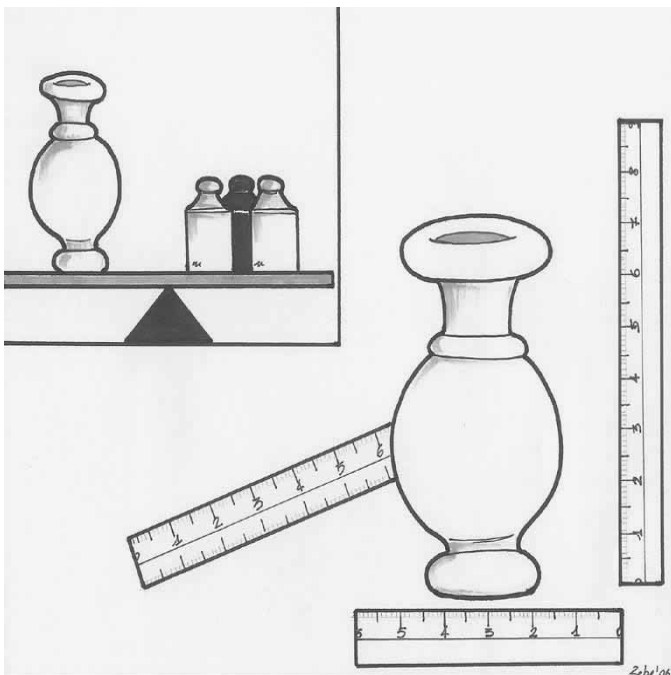What techniques were used in the production of this object? Was it :
- carved?
- cast?
- painted?
- printed etc.?

工艺

在这个藏品的生产过程中使用了什么工艺？
- 雕刻？
- 浇铸？
- 绘画？
- 印刷，等？

Dimensions

What are the measurements and units of measurement of the object? Include as appropriate :
- height
- width
- depth
- diameter

You may also want to include the weight of the object.

尺寸

这个藏品的可测量参数都是什么？包括：
- 高度
- 宽度
- 深度
- 半径

也可以包括藏品的重量。

Inscriptions and Markings

Does the object have any clearly identifiable marks or inscriptions? These could include :
- maker's mark or stamp
- printed or inscribed text
- signatures
- assay marks
- identification numbers (e.g. a museum accession number)

题字和记号

藏品上是否有清晰可辨认的记号和题字？包括：
- 制作者的字迹或印章
- 印刷或题写的文字
- 签名
- 化验记录
- 识别码（例如博物馆的入馆编号）

Distinguishing Features

Are there other features about your object that could help to identify it? These could include :
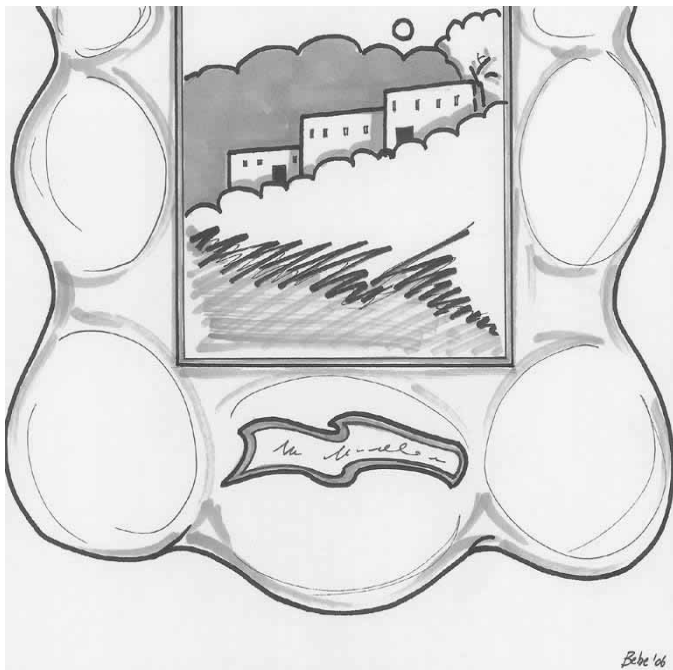- damages
- repairs
- modifications
- manufacturing defects

显著的特征

该藏品是否具有有助于辨认的其他特征？包括
- 破损
- 修补
- 修改
- 制作瑕疵

Title

Does your object have a title? This is often true of artworks and may help in the identification of your object if lost or stolen.

名称

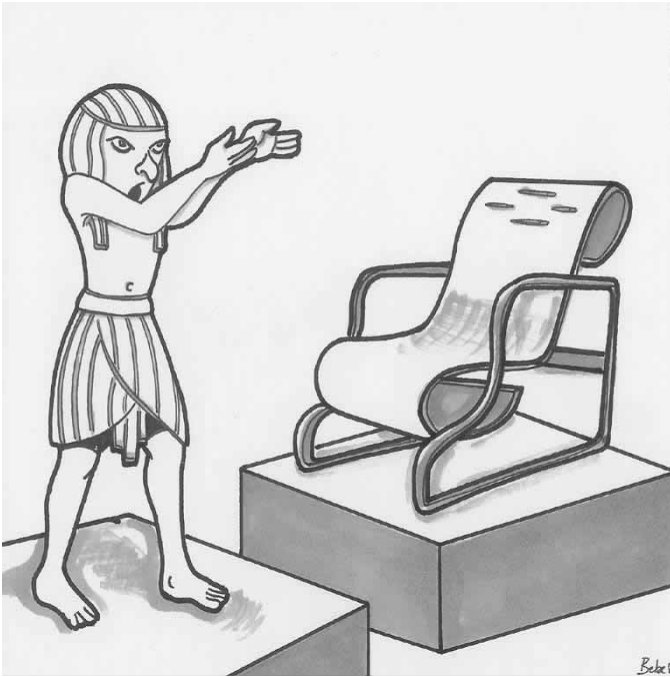你的藏品是否有名物？艺术品往往有名称，这样有助于在遗失或被盗的情况下进行辨认。

Subject

If your object is an artwork, what does it depict or represent? Examples could include :
· the pyramids at Giza
· mother and child
· landscape with mountains etc.

主题

如果你的藏品是件艺术品，它所讲述或象征的意义是什么？例如包括：
· 吉萨的金字塔
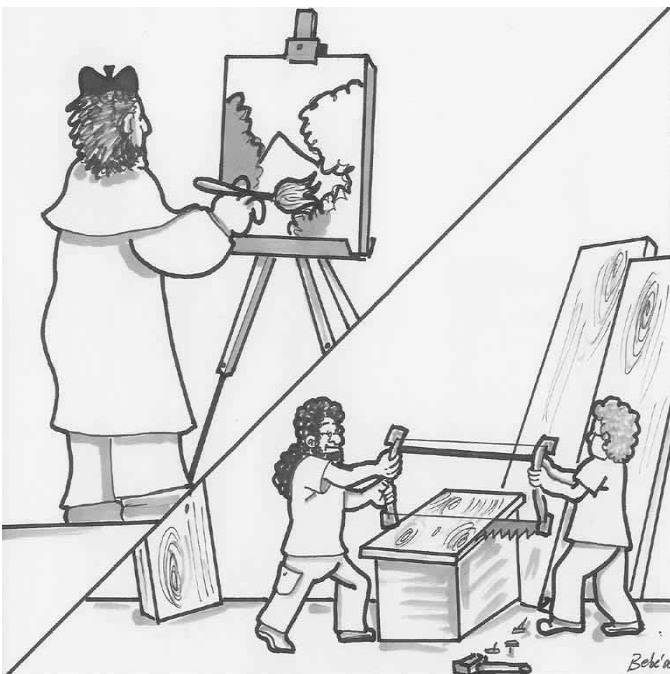· 母亲和孩子
· 风景，等等。

Date or Period
When does the object date from?
When was it made?

日期或年代
该藏品是什么年代的？
它是什么时候制作完成的？
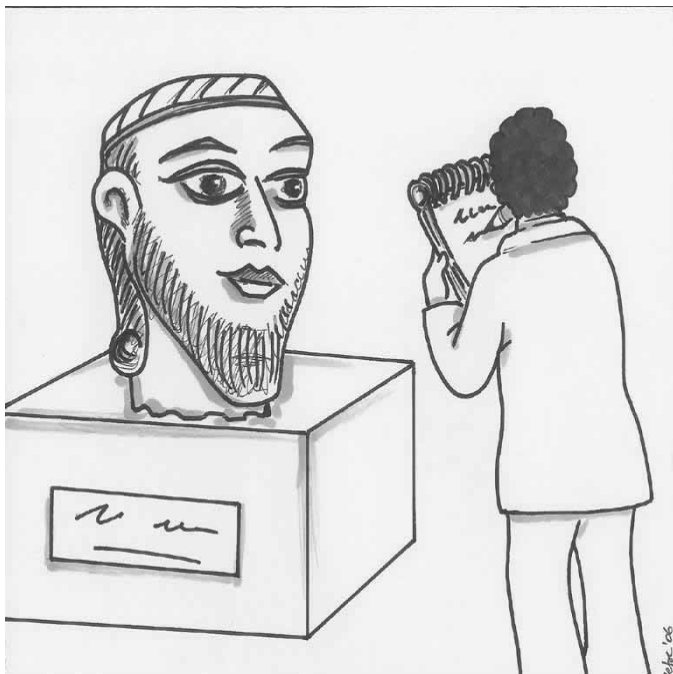

Maker

Who was the object made by? This could be :
- an individual (painter, sculptor, furniture maker etc.)
- a company
- a cultural group (particularly useful for describing ancient artefacts)

制作者
该藏品是由谁制作的？可能包括：
- 个人（画家、雕塑家、器具制造者等）
- 公司
- 文化团体（特别适用于描述古代工艺品）

Short Description

Write a short description of the object including any other information that will help to identify the object. This could include :
· colour
· shape
· where the object was made (if known)

简短的描述

记录该藏品简短描述，有助于辨认该藏品。
这包括：
· 颜色
· 形状
· 制作地点（如果已知）
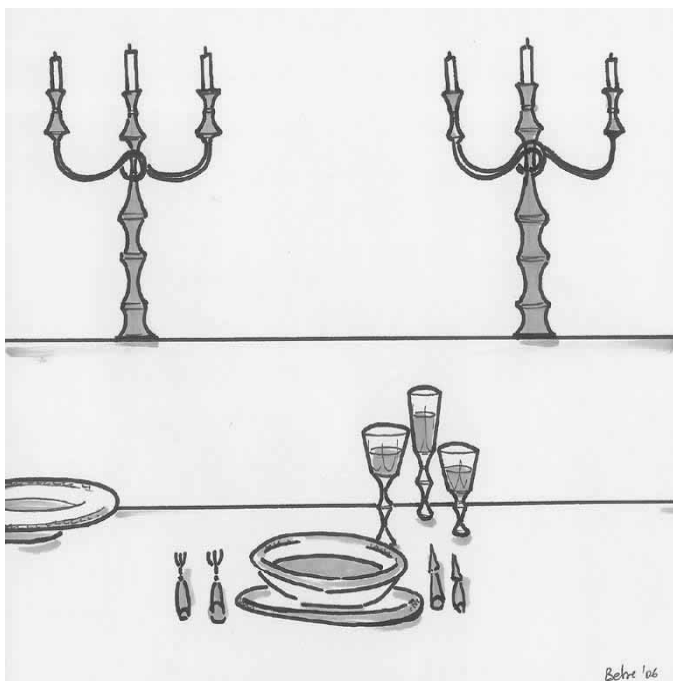
Additional Points

If your object consists of more than one part (e.g. a set of furniture), you may need to describe each part separately.

You may also want to photograph your object and record information about its storage requirements.

其他内容

如果你的藏品包括多个部分（例如，一套家具），你需要单独对每个部分进行描述。

你可能需要对它进行拍照或记录有关存放要求的信息。

Photographing your object will help in identification if it is lost or stolen.

Photographs can also reduce the need to handle fragile objects, preventing unnecessary damage.

为藏品拍照有助于在遗失和被盗的情况下进行辨认。

拍照还有助于处理易损的藏品,避免不必要的破损。
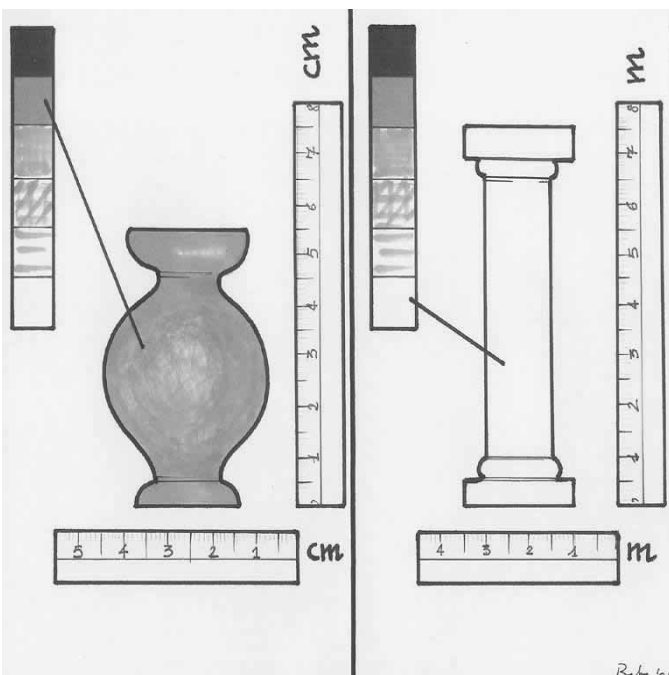
Size and Colour

It is a good idea to include a scale in your photograph to show how large the object is. A ruler will do.

If possible, include a colour chart. This will allow colours to be properly determined. Black and white photographs can use a grey scale to allow the correct tones to be determined.

尺寸和颜色

照片里最好包含测量用具,以显示该藏品的大小。一把直尺就可以。

如果可能,可以包含一个色板,这样有助于准确认定藏品的颜色。对于黑白照片可以使用一把灰色的尺子,以便确认正确的色调。

Identity Numbers

If the object has a unique number by which it can be identified (e.g. a museum accession number) it is a good idea to include this in the photograph.

识别码

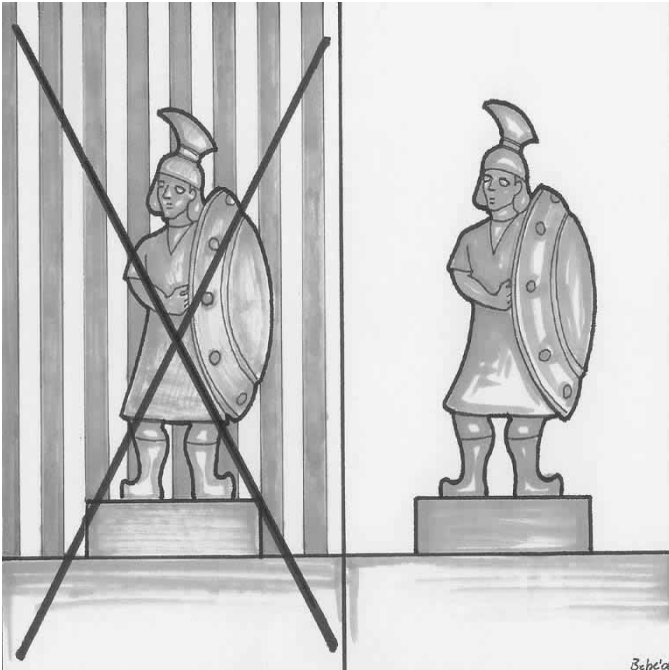如果一个藏品具有可以确定其身份的唯一编码(例如博物馆的入馆编码),那么最好在照片中包含该号码。

Lighting Objects

Try to use the right kind of lighting for the object you are photographing. It is worth getting advice from an experienced photographer.

为藏品照明

选择适合于拍摄对象的照明设备。可以向有经验的摄影师咨询所需的照明设备的种类。

Choosing the Right Background

Objects are best photographed against a plain white backdrop. This is particularly helpful in ensuring the correct colour balance is achieved.

Darker backgrounds should be used if it is necessary to provide contrast.

选择适当的背景

最好选择纯白色的背景幕,这样有助于保证达到正确的彩色平衡。

如果需要呈现对比,可以使用深色的背景。
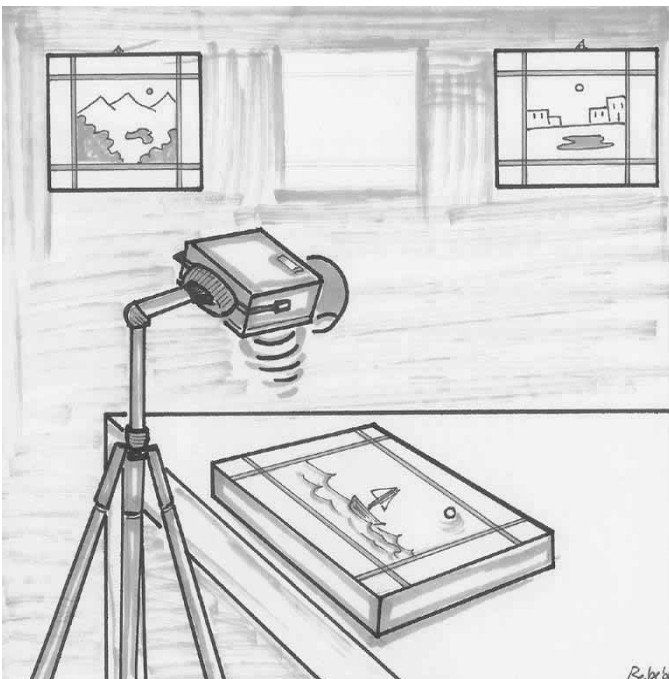
Photographing Two–dimensional Objects

Objects such as paintings, prints, drawings and textiles are best photographed head on. Where possible, remove pictures from walls, laying them flat and photographing from above.

If necessary, photograph the reverse side of the object to show any distinctive markings or features.

拍摄二维的藏品

对于诸如绘画、印刷品、图画和织物的藏品,最好拍摄其正面。如果可能,将其从墙上摘下,平放并从上方进行拍照。

如果有必要,可以拍摄该藏品的背面,以显示其特别的标记或特征。

Photographing Carved or Cast Surfaces and Reliefs

Although these are best photographed head on, like paintings or prints, it is also a good idea to take other pictures from angles to record the depth of the object.

拍摄雕刻或浇铸品的表面和浮雕

这些藏品也像绘画或印刷品一样最好采用正面拍摄,另外还需要拍摄不同角度的照片来记录该藏品的深度。

Photographing Three–dimensional Objects

Try to convey the overall shape of the object. To do this, photograph it from above, showing the top, front and one side. You can take more photographs to show any parts of the object not visible.

拍摄三维的藏品

力争做到记录该藏品的整体形态。可以从藏品的上方、顶端、正面和一侧进行拍照。而且可以拍摄更多的照片来显示未显露的其他部分。

Photographing Damage and Distinguishing Features

As with written descriptions, it is a good idea to photograph any distinguishing blemishes or features that will help to identify the object.

拍摄破损处和明显的特征

可以拍摄明显的瑕疵或特征,并配合书面记录,以便辨认该藏品。

MANAGING INTELLECTUAL PROPERTY RIGHTS
管理知识产权
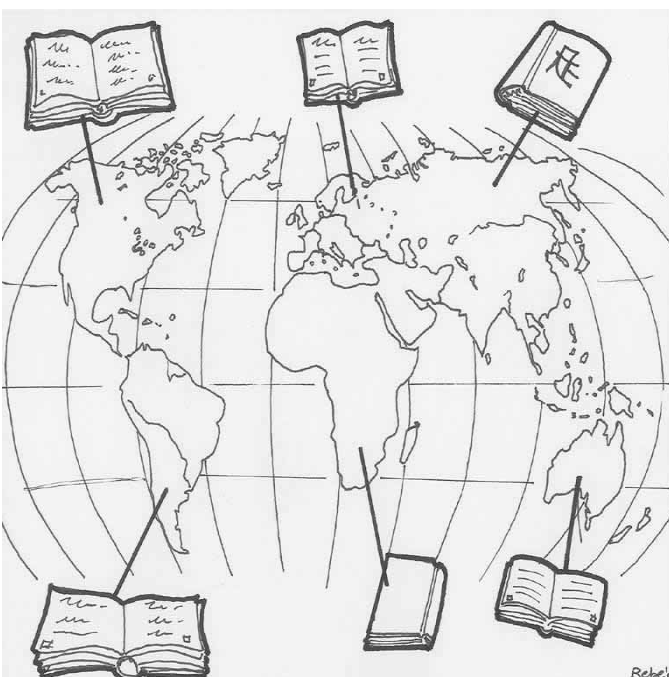
Ownership and Intellectual Property Rights

Law on rights management will vary from country to country and cover more than just ownership. Although you may own a painting or sculpture, you do not necessarily own the intellectual property rights to it.

所有权和知识产权

关于权利管理的法律,每个国家的规定都不同,其内容也不仅限于所有权。虽然你可以占有一幅画或一件雕塑品,但是你不一定拥有它的知识产权。

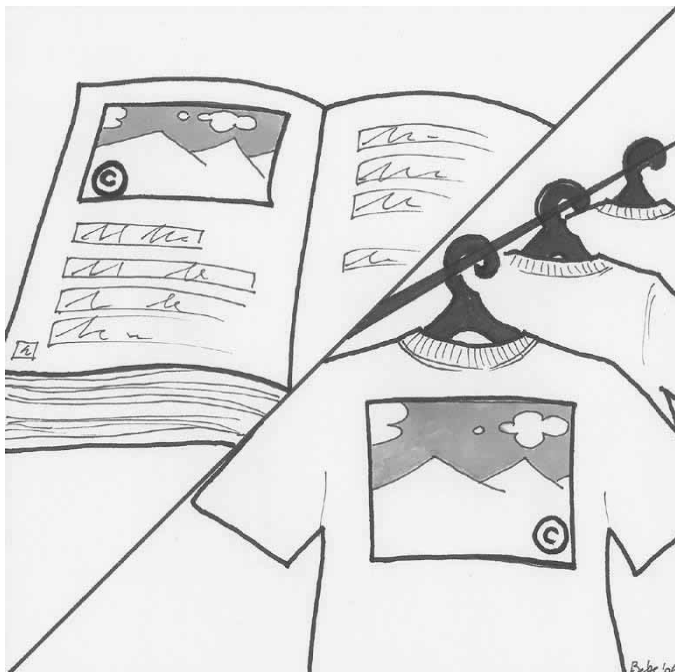### Establishing Rights

It is important to establish who owns the reproduction rights to an object or image in case you want to reproduce it in the future. This should be carefully documented.

确定权利

如果你需要复制一个藏品或形象,那么确定谁享有它的复制权是很重要的。这一点应当认真加以记录。


Waiving Rights

In most cases, photographs taken by an employee of a museum will belong to the museum. However, if you use a freelance photographer you will not necessarily own the rights to the images. If necessary, get the photographer to sign a form waiving their rights.

放弃权利

在大多数情况下,由博物馆的工作人员拍摄的照片的所有权归属于博物馆。但是,如果你聘用自由职业的摄影师,那么图片的所有权则不一定归属于你。如果有必要,需要让该摄影师签订放弃其权利的协议。

COMPUTERISED DATABASES
计算机数据库
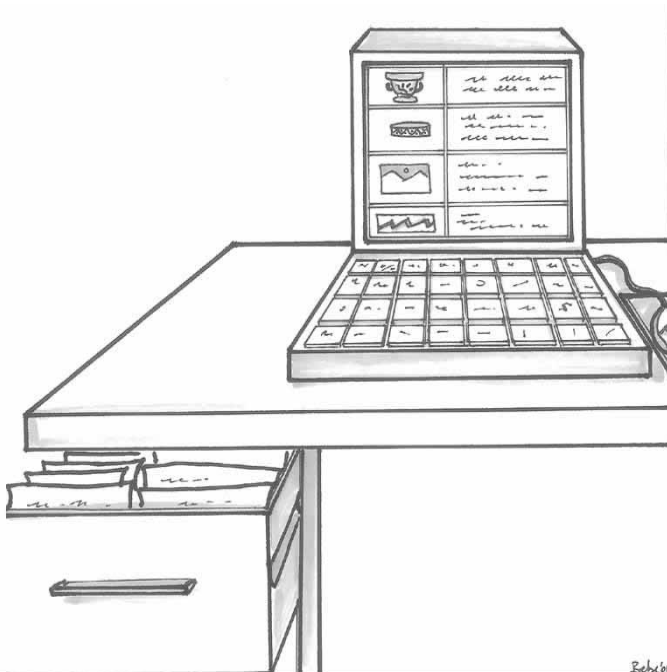
Increasingly museums and private collectors record information about their objects using computerised databases.

There are many companies supplying collections-management software as well as some simple shareware applications available for free.

越来越多的博物馆和私人收藏家开始使用计算机数据库来记录其藏品的相关信息。

一些公司也提供收藏品管理的软件和一些简单的免费共享软件。

Keeping your Information in Order
Computer databases take up less space than paper-based recording systems, allowing backup copies to be made. They also make it easy for information to be stored in an ordered and structured manner and allow for fast searching and retrieval of records.

信息管理更加有序
计算机数据库比纸面记录系统可以节省更多的空间,而且可以制作备份。计算机数据库也使信息存储更加有序、结构性更强,这都有助于快速查找和修复记录。

Linking Information

Museum collection management systems allow information to be linked to digital images of the object. Most databases also make it easy to store information about supporting paper-based documentation.

链接相关信息

博物馆藏品管理系统可以使信息与该藏品的数码照片相链接。大多数数据库能存储与藏品纸面记录的相关信息。
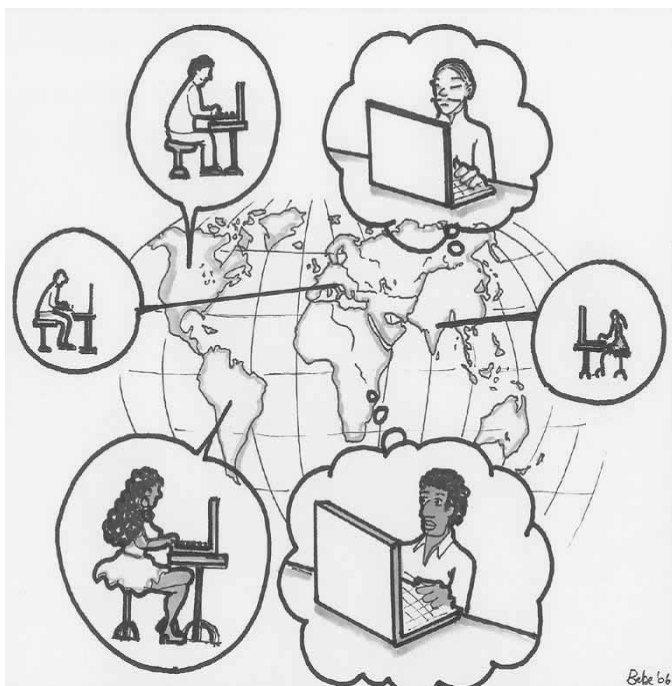
Sharing Information

Digital information is easy to share, allowing photographs and descriptions of items to be sent to researchers, the police or international bodies such as UNESCO.

信息共享

数码信息很容易共享,有利于将藏品的照片和相关描述发送给研究人员、警察或国际机构,例如联合国教科文组织(UNESCO)。

Multiple Uses for Information
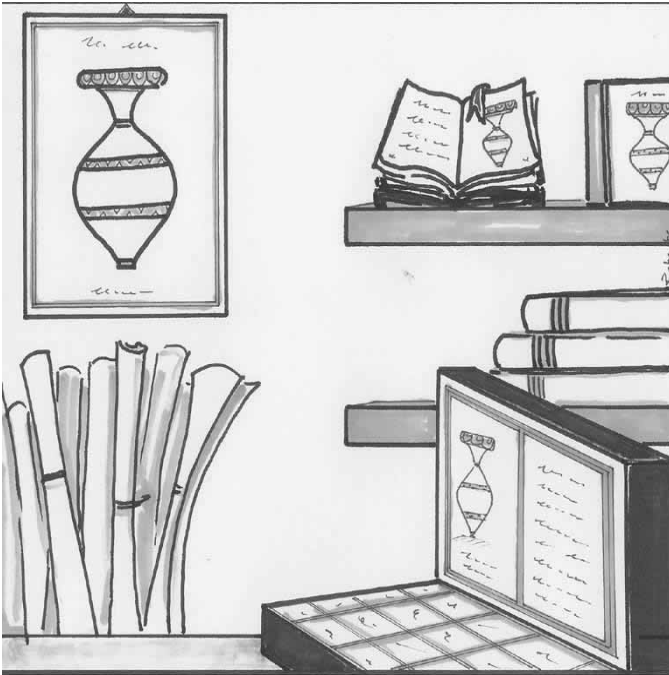Information held in databases can be reused in many different ways, including creating catalogues, exhibition texts or on-line exhibitions.

信息的多种用途
数据库里的信息可以以不同方式反复使用，包括创建目录、展览的文本资料或进行在线展览。

OBJECTS ENTERING THE MUSEUM
藏品入馆
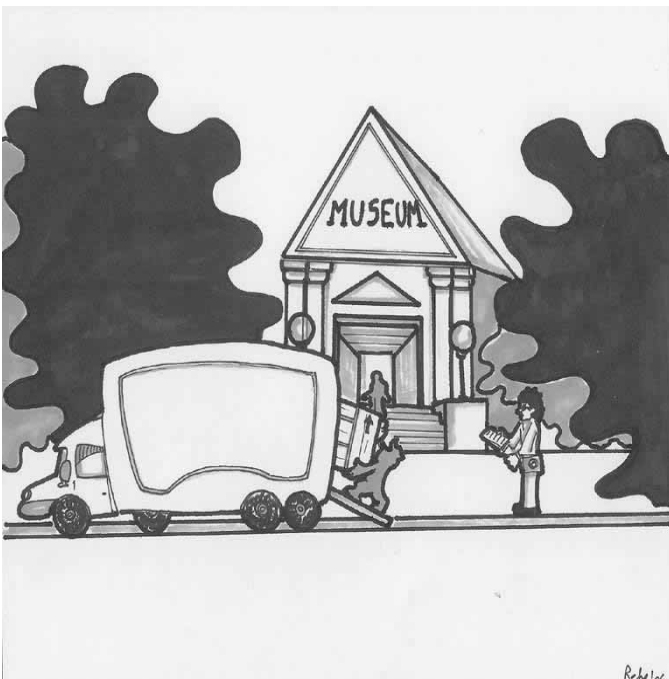
When an object enters a museum, information about it should be recorded on a form.

This will capture important information about the object, as well as acting as a receipt for the depositor.

当一件藏品进入博物馆时，应当在登记表中记录其信息。

这样不但可以获取有关该藏品的重要信息，也可以作为对存放者的接待程序。

Object Entry Forms

Ideally these should be pre‑numbered and printed on carbonless copy paper.

The top sheet is retained by the museum and stored in the object-entry file.

One copy should be provided to the depositor. The second copy should be kept with the object.

《藏品入馆登记表》

这些登记表应当事先编号,并制作成多联表册。

最上面一页由博物馆保存,并存放在藏品接收档案里。

一份副本应当由存放者保存,第二份副本附于藏品上。
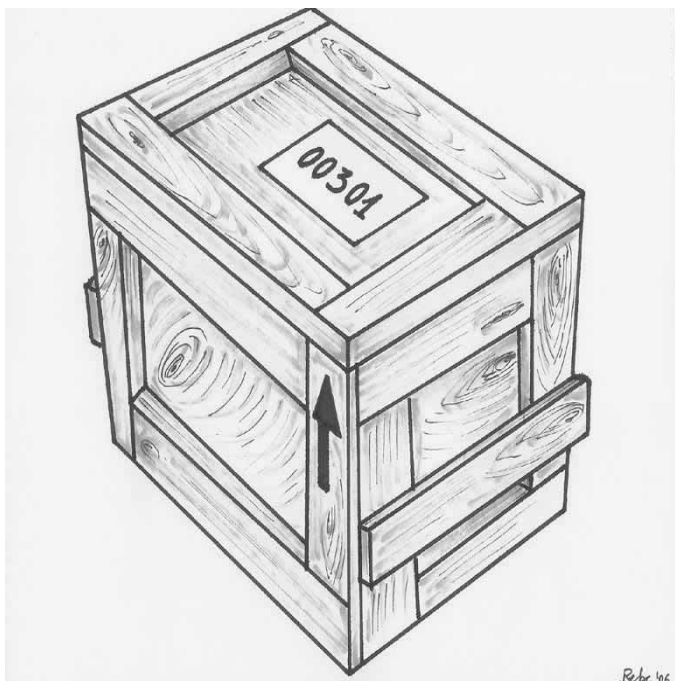
Object Entry Numbers

The number from the Entry Form can be used to uniquely identify the object.

If more than one object is recorded on the same form then sub-numbers can be used (e.g. 00301.1 & 00301.2 etc.).

藏品入馆编号

入馆登记表上的入馆编号可以用于识别该藏品。

如果在一份登记表中记录了多个藏品,那么可以使用次编码 (例如,00301.1、00301.2等)。

Owner and Depositor

You will need to record the name and address of the owner of the object, as well as that of the depositor as these will not necessarily be the same.

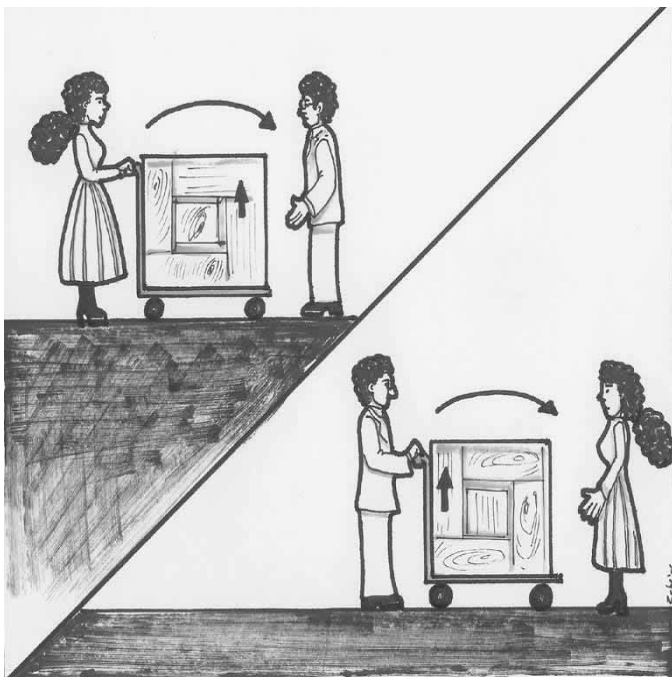Ask the depositor to sign and date the Entry Form. A representative of the museum should also sign to confirm that the details recorded are correct.

所有者和存放者

你需要记录该藏品所有者和存放者的名字和地址，因为二者并不一定一致。

请存放者在入馆登记表中签字并标注日期。博物馆的代表也应当签字以确认所记录的细节完全正确。

Establishing Ownership Rights

It is a good idea to check whether or not the depositor wants the object to be returned. If not, you may want to ask the owner to transfer title of the object to the museum (see "Acquisition"). If you then don't want to keep the object you will be free to dispose of it appropriately without further consultation (see "Object Disposal").

确认所有权

最好确认存放者是否想要博物馆归还该藏品。如果不需要，你可以请所有人将该藏品的所有权转移给博物馆（查看"接收"篇）。此后，如果你不想保存该藏品，你可以自由处理该藏品而不再需要进一步取得他人同意（参看"藏品处置"篇）。

Reason for Entry

Record the reasons why the object has been brought into the museum. These may include :
- offer for donation
- purchase
- loan
- identification

入馆的原因

记录藏品入馆的原因。可能包括：
- 捐赠
- 购买
- 借用
- 鉴定
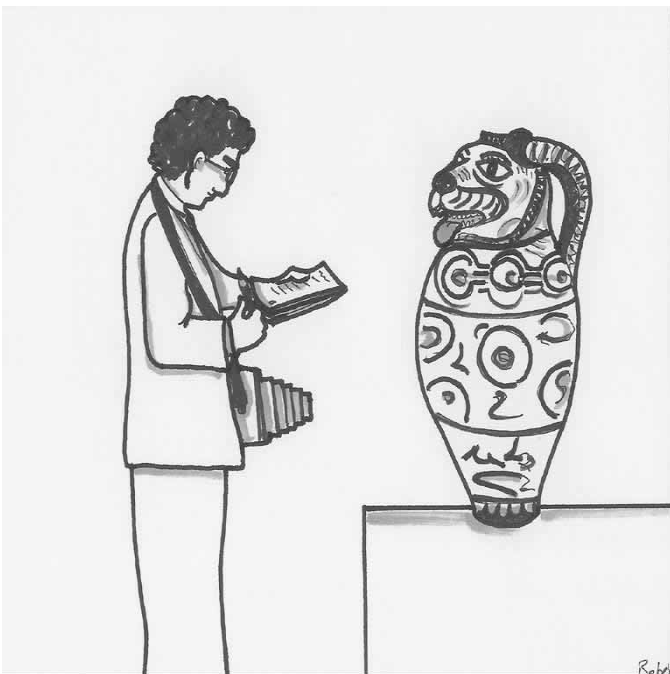
Capturing Important Information

Try to capture as much information as possible when the object enters a museum.

If you are bringing an object into a museum for donation or as a loan, remember to bring any relevant details or documents with you.

获取重要的信息

当藏品进入博物馆时，获取尽可能多的信息。

如果你捐赠或出借收藏品给博物馆，记住随身携带相关文件。

Other Details
Other details may include :
- a brief description of the object
- insurance valuation
- price (if purchased or offered for sale)
- copyright holder (see "Rights Management")
- agreed return date

其他细节
其他细节可以包括：
- 藏品的简要描述
- 保险评估
- 价格（如果是购买的或用于出售的）
- 著作权的拥有者（参见"权利管理"的相关内容）
- 协议归还的日期

ACQUIRING AND ACCESSIONING OBJECTS
接收藏品并登记注册

Museums need to be able to establish title to the objects they own. This means recording any transfer of ownership.

Accessioning is the process by which an object becomes a formal part of the museum's collection.

博物馆应当能够确认其所有藏品的权利归属。这意味着需要记录所有权的每一次移转。

登记注册是一个物品成为博物馆藏品的必要步骤。

Transfer of Title Forms

Although transfer of title can be recorded on an Object Entry Form (see "Object Entry") it is often better for ownership to be established using a separate form. This should include the current and new owner and details of any payments made.

《权利转移表格》

尽管权利的转移可以在《藏品入馆登记表》（参见"藏品入馆"的相关内容）中予以记录，但是最好还是使用单独的表格来确认所有权。表格内容应当包括当前的和新的所有人信息以及支付价款的所有情况。
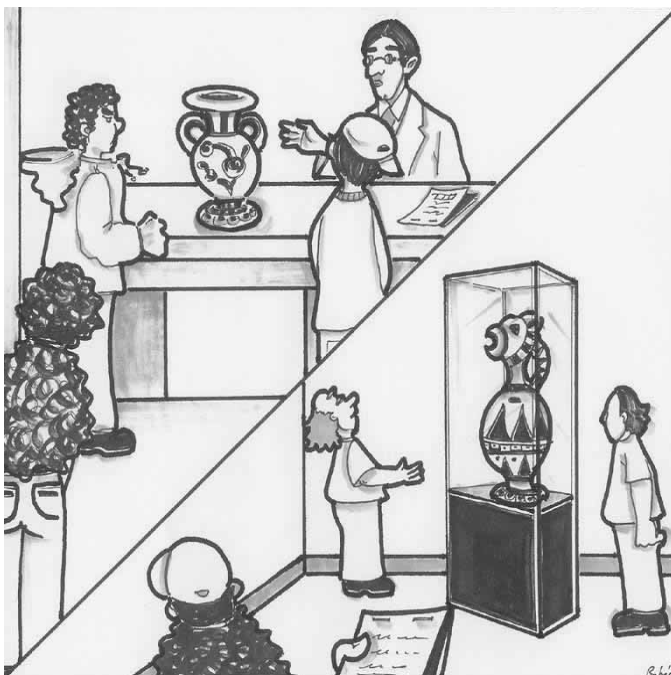
Reason for Acquisition

Not all objects are acquired by museums for addition to the permanent collection. Instead, they can be used for handling or teaching collections. The reason for acquisition should be recorded on the Object Entry Form (see "Object Entry").

接收的原因

并非所有的藏品都会被博物馆接收为永久收藏品。相反，它们可能只是进行处理或用于教学。接收的原因应当在《藏品入馆登记表》（参见"藏品入馆"的相关内容）中予以记录。

Accession Register

Accessioned objects should be recorded in the museum's Accession Register. This is an unalterable written record of the museum's collection and exists in addition to the catalogue or computerised database. Includes :
- initial storage location
- entry number
- accession number
- date accessioned
- person or organisation received from
- brief description

登记注册簿

已登记注册的藏品应当记录在博物馆的登记注册簿上。登记注册簿是博物馆藏品不可变更的书面记录,独立于目录或计算机数据库。包括：
- 初始存放位置
- 入馆编号
- 登记编号
- 登记日期
- 提供藏品的个人或组织
- 简要描述

BORROWING OBJECTS
借入藏品

Loan Agreements

When your museum borrows an object, try to establish a proper loan agreement, signed by both the museum and lender. Loans should ideally be for set periods of time, although these can be extended or renewed. Long—term or open—ended loans are best avoided wherever possible.

借用协议

如果博物馆需要借入一个藏品,应当签订一个借用协议,由博物馆和出借方签字。应当确定出借的期限，但期限可以延长或变更。尽量避免长期或不定期的借用。
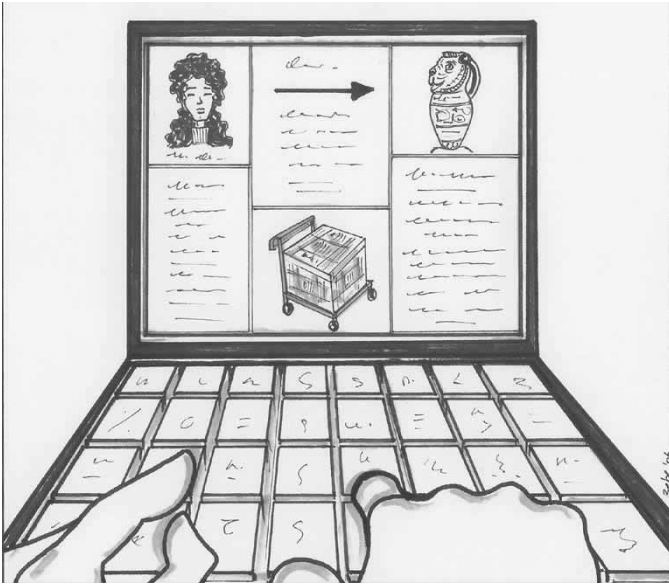
Recording Loans
The museum's database or catalogue should record :
· the name of the lender
· duration of loan
· expected return date
· standards of care
· responsibility for conservation
· insurance arrangements
· transport arrangements

记录借入的藏品
博物馆的数据库或目录应当记录：
· 出借者的名字
· 出借的期限
· 归还的日期
· 保存的标准
· 保存的责任
· 保险的安排
· 运输的安排

Filing Loans Records
As well as keeping loan agreements in the object's history file, copies can also be stored in a "Loans In File" in return date order. This will allow loans to be monitored and renewed more easily.

借用记录归档
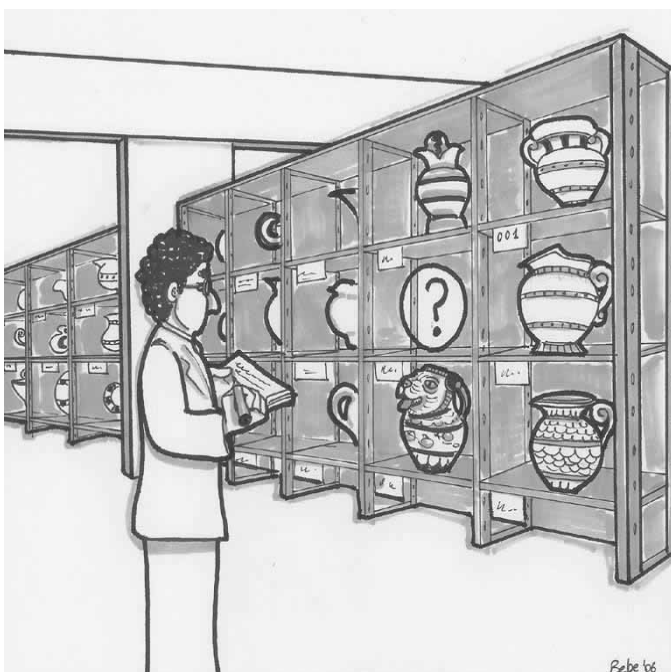将借用协议保存在藏品的历史档案中，也可以按照归还日期的顺序将副本保存在"借入藏品文档"中。这样可以更好地监督并更新借用品。

Museums need to be able to account for objects in their care. Controlling the location and movement of objects will ensure that they can easily be found and losses quickly spotted.

博物馆应当掌握其保存的所有藏品。处理好藏品的放置和移动，以保证顺利找到藏品，并在遗失时能够及时发现。

Recording Storage Locations
Try to assign each object a normal storage location. You will then know where it should be returned to if it is taken to a new, temporary location.

记录存放的位置
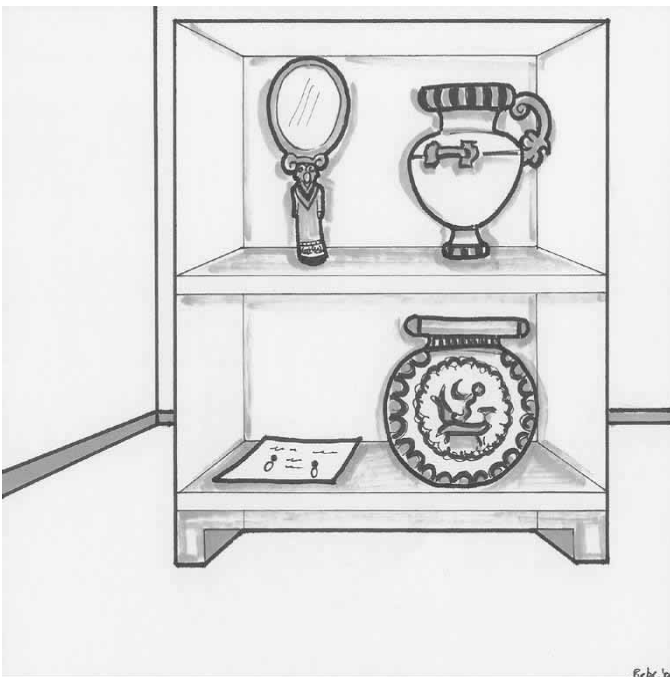为每个藏品设置一个常用的存放位置。这样，如果它被移至新的或临时的位置,你会知道它应当归放于何处。

Updating the Catalogue

It is a good idea to record object movements on the museum's catalogue or database. This should include changes to normal locations as well as temporary movements.

更新目录

最好在博物馆的目录或数据库中记录藏品移动的信息,这应当包含常用位置的变更和临时的位置变动。

Proxy Cards

When an object is temporarily moved it is often a good idea to leave a card in its usual location.
This should include :
·identity number
·object name
·date removed
·new location
·name of remover
·expected return date

代用卡

如果一个藏品被临时移动,最好在其常用的位置上留下一个卡片。卡片上记录:
·藏品编码
·藏品名称
·移走的日期
·新的位置
·移动的人员
·预定归还的日期

Checking the Object

Objects need to be checked regularly to ensure that they are not deteriorating. It is also a good idea to check them before leaving the museum on loan or for conservation (see "Object Exit"). This will allow any damage to be easily detected.

检查藏品

藏品需要定期检查，以确保它们没有坏损。在因借用或保养之需（参见"藏品移出"的相关内容）移出博物馆时最好进行检查。这样可以很容易发现任何坏损之处。

Recording Condition Assessments

The condition of the object can be recorded on the museum's catalogue or database. Remember to update your records if any alterations to the objects storage conditions are required.

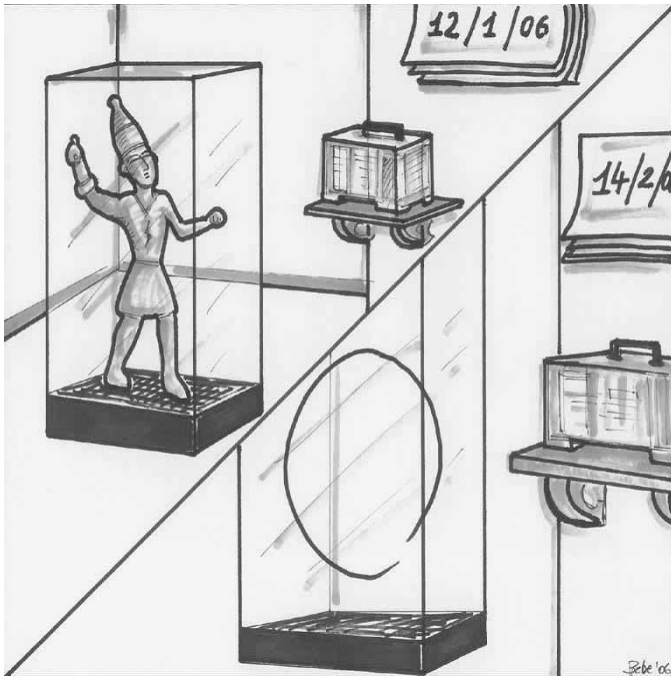It is a good idea to record the name of the person carrying out the check, along with the date.

记录状况评估

可以在博物馆目录或数据库中记录藏品的状况。如果需要变更藏品存储状况，记住要更新记录。

最好记录检查人员的名字和检查日期。

LENDING OBJECTS
出借藏品

Loan Agreements

Objects lent by museums should be the subject of proper loan agreements signed by the museum and borrower. Loans should ideally be for set periods of time, although these can be extended or renewed. Long-term or open-ended loans are best avoided wherever possible.

借用协议

博物馆在出借藏品时,需要由博物馆和借用方签订借用协议。应当确定出借期限,但是该期限可以延长或变更,最好避免长期或无期限的借用。
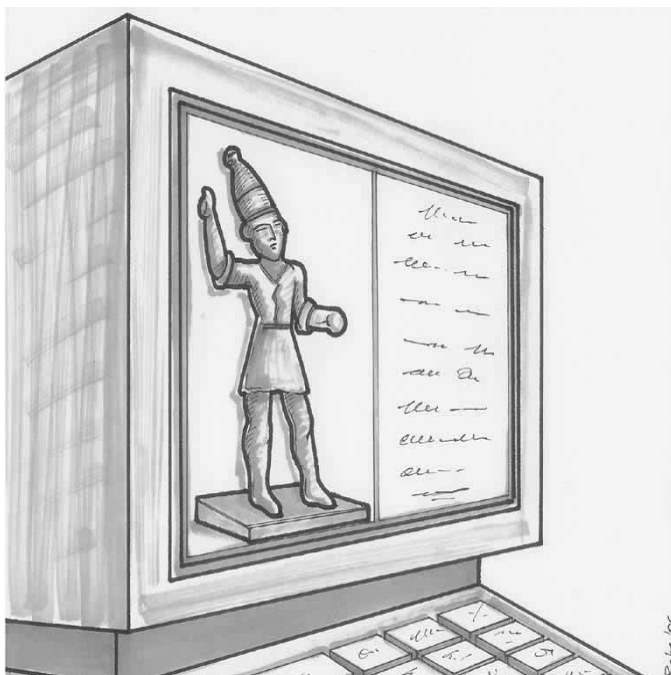
Recording Loans to Others

The museum's database or catalogue should record :
· the name of the borrower
· duration of loan
· expected return date
· standards of care
· responsibility for conservation
· insurance arrangements
· transport arrangements

记录出借情况

博物馆的数据库或目录应当记录:
· 借用方的名字
· 借用的期限
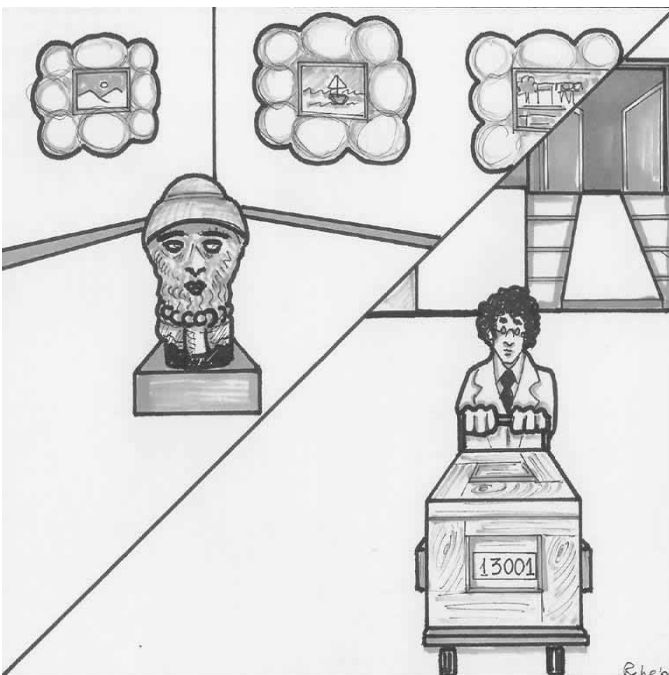· 预定的归还日期
· 护理的标准
· 保存的责任
· 保险的安排
· 运输的安排

Filing Loans Records

As well as keeping loan agreements in the object's history file, copies can also be stored in a "Loans Out File" in return date order. This will allow loans to be monitored and renewed more easily.

借用记录归档

将借用协议保存在藏品的历史档案中，也可以按照归还日期的顺序将副本保存在"出借品文档"中。这样可以更好地监督借用情况并更新借用信息。

DISPOSING OF OBJECTS
藏品的处置

Dealing with Unwanted Objects

Occasionally a museum will want to dispose of an object. This is usually because it no longer fits in with the museum's collecting policy or because it would be better to transfer it to another museum. The actual exit of the object should be recorded on an Exit Form (see "Object Exit").

处置不需要的藏品

博物馆有时需要处置藏品。这是因为该藏品不再符合博物馆的收藏标准或者因为它更适合于移送其他博物馆收藏。移出藏品应当在《藏品移出登记表》（参见"藏品移出"的相关内容）中予以记录。

Deaccessioning

Objects forming part of the museum's permanent collection and that the museum would like to dispose of will need to be deaccessioned. Remember to record this in the accession register and the database along with the reason for disposal.

注销

对博物馆想要处置的永久性藏品需要注销。牢记在登记注册簿和数据库中记录注销情况以及处置的原因。

OBJECTS LEAVING THE MUSEUM
藏品的移出

Museums need to be able to account for all objects leaving their care. This should be recorded on an Exit Form, as well as on the computerised database if it exists.

If an object is returned to its owner (e.g. if it is a loan or unwanted gift) then an Exit Form is not usually required as its return can be logged on the original Object Entry Form.

博物馆应当掌握脱离其管理的所有藏品,并且记录于《藏品移出登记表》中,有计算机数据库的博物馆,也需要将情况记录于其中。

如果一件藏品被归还给他的所有者（例如,如果它是借用的藏品或者是不需要的礼物）,那么并不需要填写《藏品移出登记表》,因为它的归还情况会记录于原始的《藏品入馆登记表》中。

Exit Forms

Ideally these should be pre- numbered and printed on carbonless copy paper.

The top sheet is retained by the museum and stored in an Object Exit File. A copy should be provided to the recipient. If the object has been loaned out, a second copy can be stored in return date order in a Loans Out File until the object's return.

《藏品移出登记表》

《藏品移出登记表》应当事先编号并制作多联表册。

最上面一页由博物馆保存,并存放在"藏品移出档案"里。一份副本应当由接收者保存。如果该藏品被借出,那么第二份副本可以在藏品被归还以前,按照预定的归还日期的顺序存放在"出借品文档"中,直到该藏品被归还。

Remover and Recipient

It is a good idea to record the name and address of the remover of the object as well as that of the recipient, as these will not necessarily be the same.
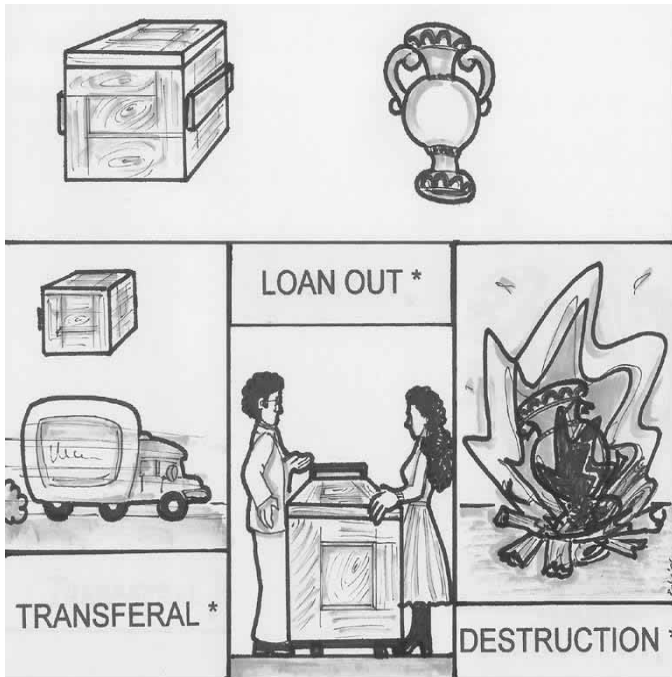
Ask the remover to sign and date the Exit Form. A representative of the museum should also sign to confirm that the details recorded are correct.

搬运者和接收方

最好记录搬运者和接收方的名字和地址,因为二者不一定一致。

请搬运者在《藏品移出登记表》中签字并标注日期。博物馆的代表也要签字以确认所记录的细节是正确的。
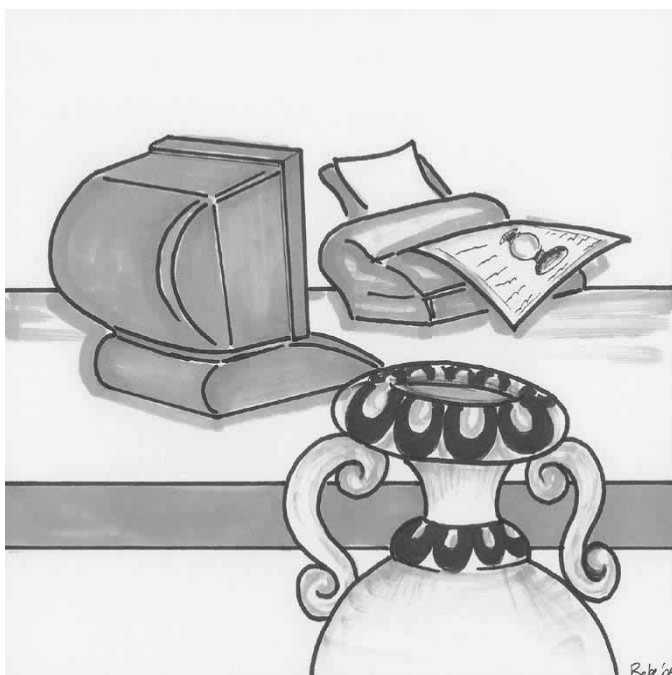
Reason for Removal

Remember to record the reasons why the object is leaving the museum. These may include :
- transferral *
- loan out *
- destruction *

移出的理由

记住要记录藏品移出博物馆的理由。这可能包括：
- 转移 *
- 借出 *
- 毁损 *

Object Information

The Exit Form should include key information about the object including :
- a brief description of the object
- identifying number
- insurance valuation
- conditions governing removal
- agreed return date

藏品信息

《藏品移出登记表》应当包括藏品相关重要信息，包括：
- 藏品的简要描述
- 识别码
- 保险评估
- 搬运的管理情况
- 协议归还的日期

Return of Objects

It is a good idea for the original Exit Form to be signed by a museum representative to record when an object is subsequently returned to the museum (for example if it has been loaned out or sent for conservation).

藏品的归还

最好由博物馆的代表在原始的《藏品移出登记表》上签字,以记录藏品最终归还博物馆的时间(例如,如果它被借用或送去保养)。

United Nations
Educational, Scientific and
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联合国教育、
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