

CARE AND HANDLING
OF MANUSCRIPTS
手稿维护与处理



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

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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.

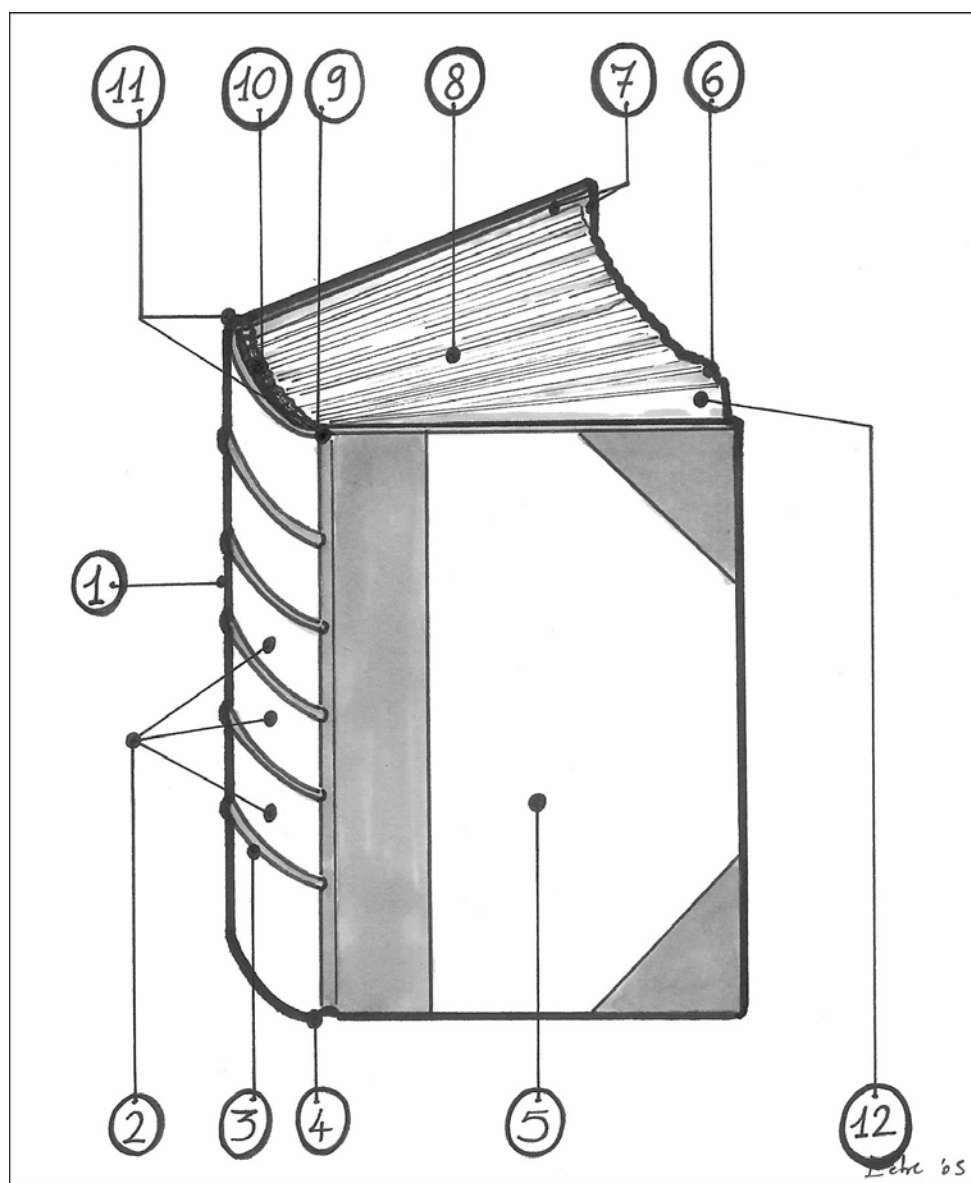
说明

本手册适用于所有收集或喜爱手稿的人，以及那些负责公共或私人手稿及珍稀书籍藏品的人员。

本手册中提出的关于保存手稿的原则也适用于印刷类书籍和装订的文献。

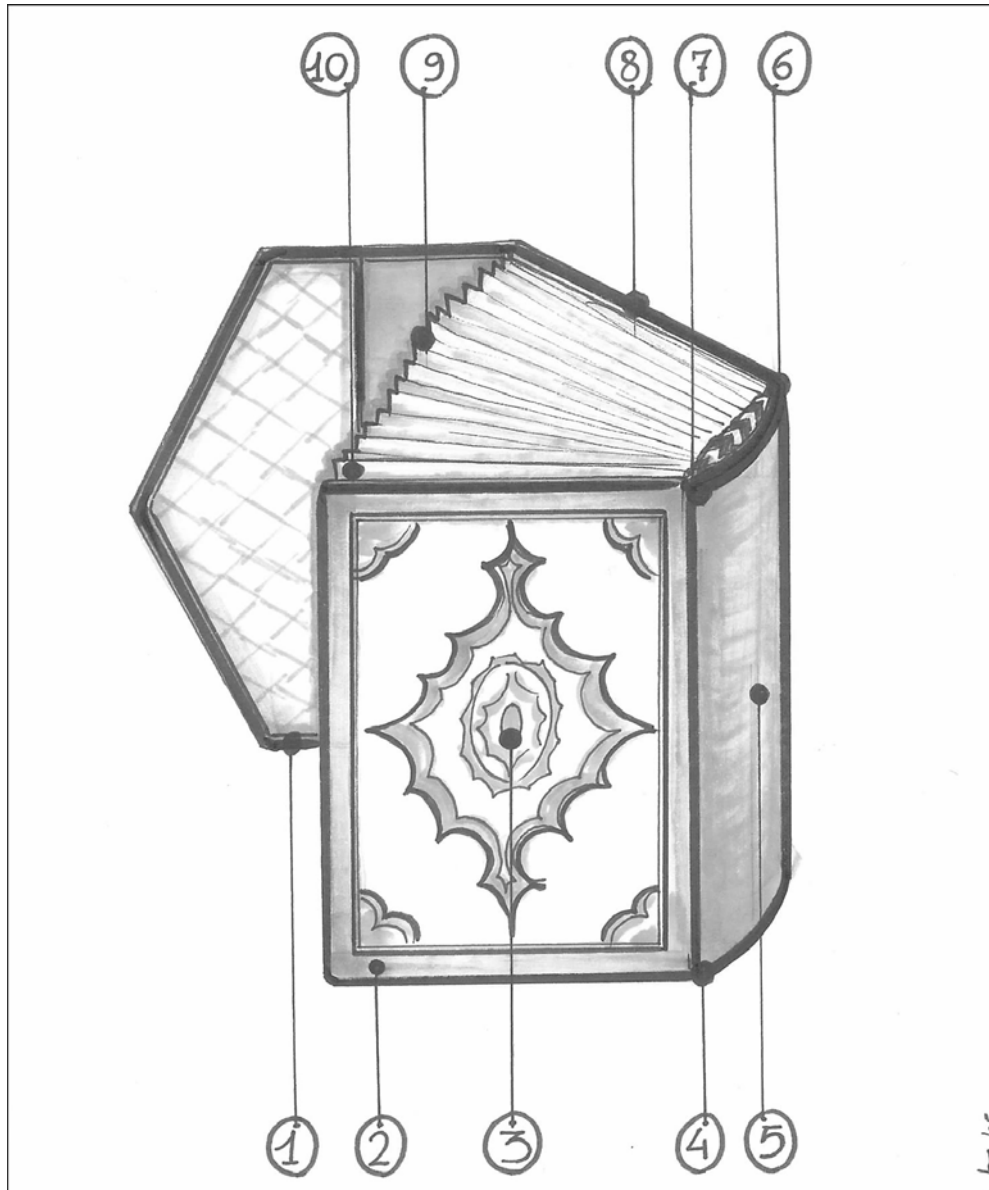
一些方法只适用于拥有专业设备和人员的机构，而不适用于个人。但是，本手册中提出的建议很多，个人也可以尽可能地努力实现。

OCCIDENTAL MANUSCRIPT/ 西式手稿



1	Spine/Back	7	Squares	1	书脊/书背	7	飘口
2		8	Edge	2		8	上切口
3	Cord	9	Head	3	锁线	9	书头
4	Tail	10	Headband	4	书脚	10	堵头布
5	Board	11	Shoulder	5	护封	11	中腰
6	Fore edge	12	Guard-leaf	6	前口	12	环衬

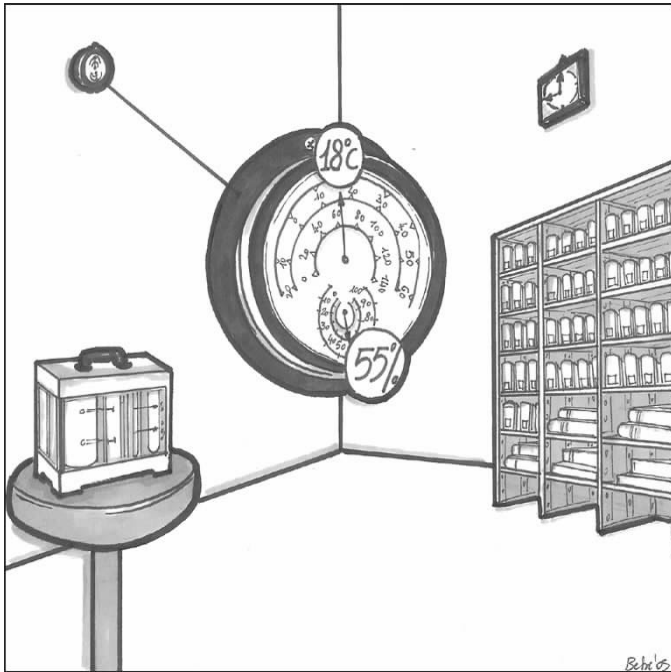
ARABIC MANUSCRIPT / 阿拉伯式手稿



1	Flap	6	Headband/Endband	1	折板	6	堵头布
2	Upper board	7	Head	2	上层板	7	书头
3	Decoration/Tooling	8	Lower board	3	装饰/烫压	8	下层板
4	Tail	9	Fore edge	4	书脚	9	前口
5	Spine	10	Guard-leaf	5	书脊	10	环衬

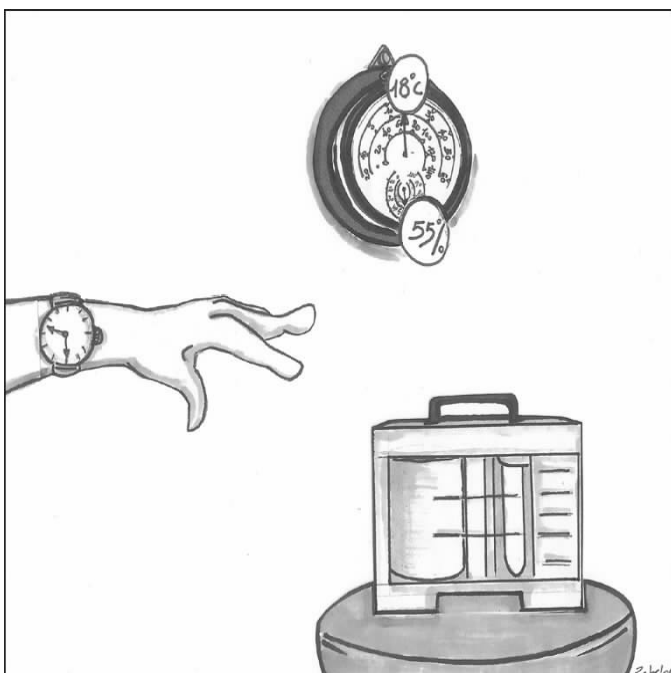
LIBRARY AND RESERVE COLLECTION ROOMS

藏书室与藏品室



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

设置藏书室与藏品室的空调参数（相对湿度 50%–60%为宜，温度 16°C–20°C为宜）。



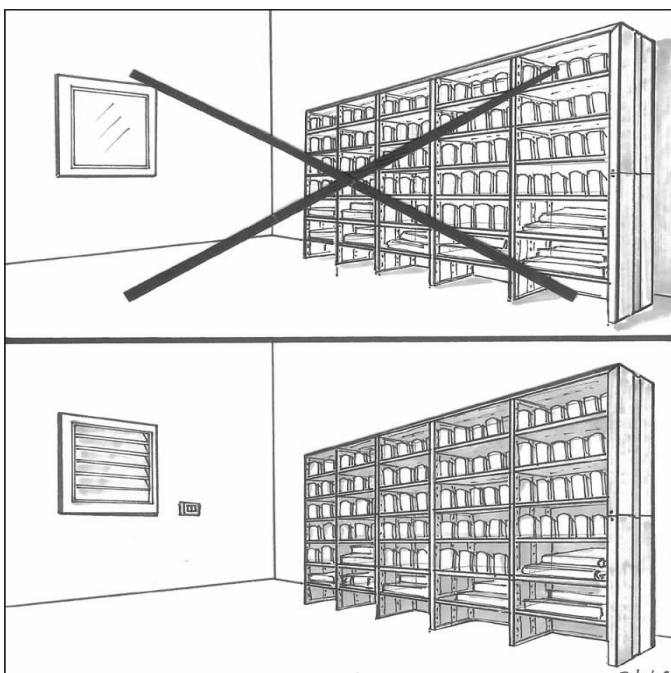
Check air-conditioning parameters at regular intervals.

按照一定的时间间隔检查空调参数。



Check that doors and windows are tightly closed.

检查并确认所有门窗紧闭。



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

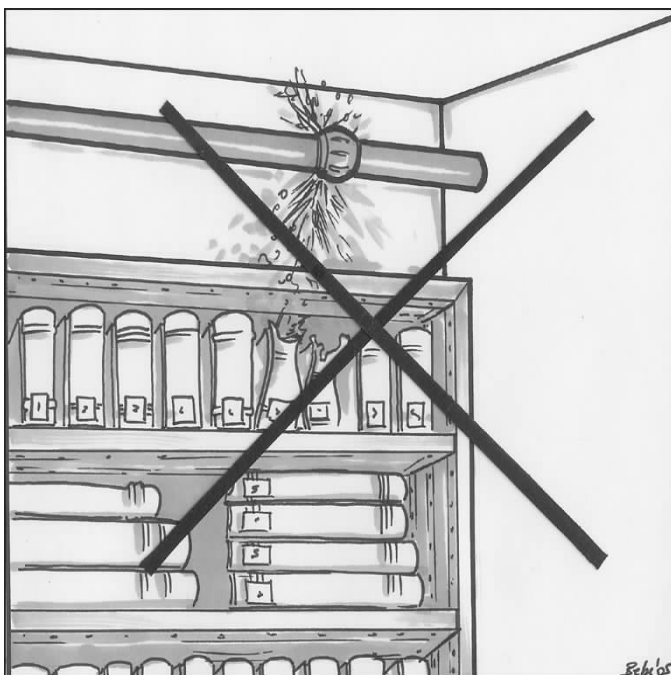
使用百叶窗、窗帘和活动遮板使
保护文献避免日晒。

LIBRARY AND RESERVE COLLECTION ROOMS
藏书室与藏品室



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

为所有的通道口安装栅栏。栅栏的网格应当足以将昆虫拦在室外,同时不至于影响空气流通。



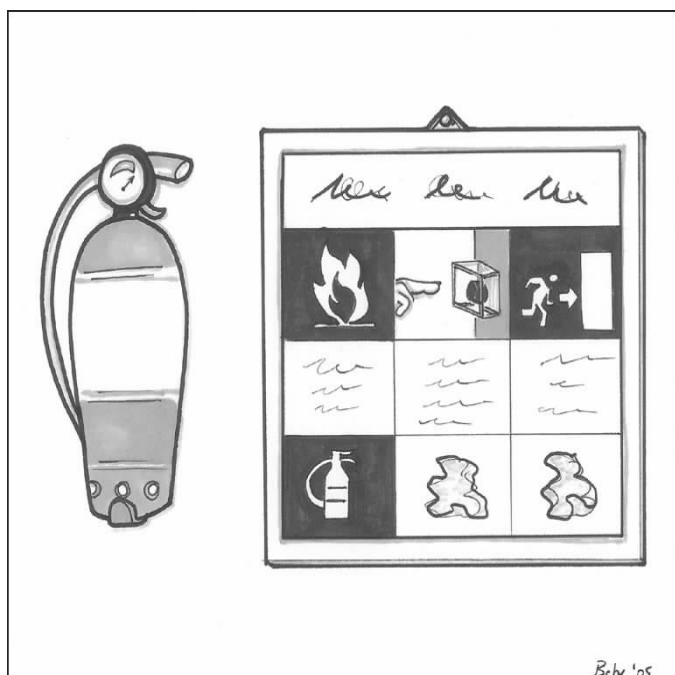
Pipes and ducts should not pass through library and reserve rooms. Provide an emergency evacuation plan to be applied in the event of flooding.

任何管道都不应当通过藏书室和藏品室。制定一个紧急转移的计划,以应对水患。



Insulate “*” electrical systems, avoiding loose wires.

对电力系统进行绝缘*保护,避免接触松动线路。



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

提供监测和应对火灾的设备;并公示火灾发生时采取的措施。

LIBRARY AND RESERVE COLLECTION ROOMS 藏书室与藏品室



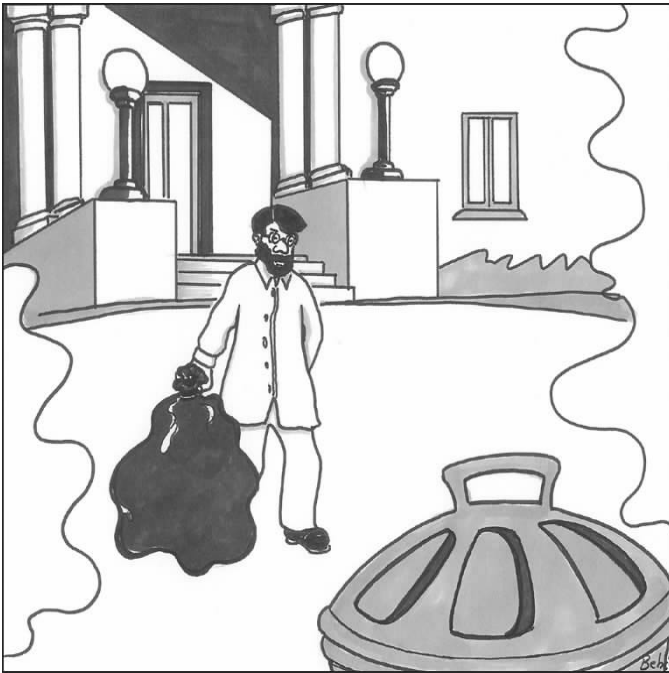
Clean library and reserve rooms at regular intervals. Remove dust with vacuum cleaners fitted with total filtration, then wipe with damp floorcloth (once a week).

定期清扫藏书室和藏品室。使用安装了总过滤器的吸尘器来清扫灰尘，然后用潮湿的拖把进行擦拭(每周一次)。



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

定期检查藏品室和手稿。培训专门的人员,定期检查藏品室和书稿是否发霉,是否有灰尘、昆虫和啮齿动物等。



Store waste far from library.

垃圾桶应当远离藏书室。



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

在黑暗环境中存放书稿（或者在离开藏书室时关闭电灯）。

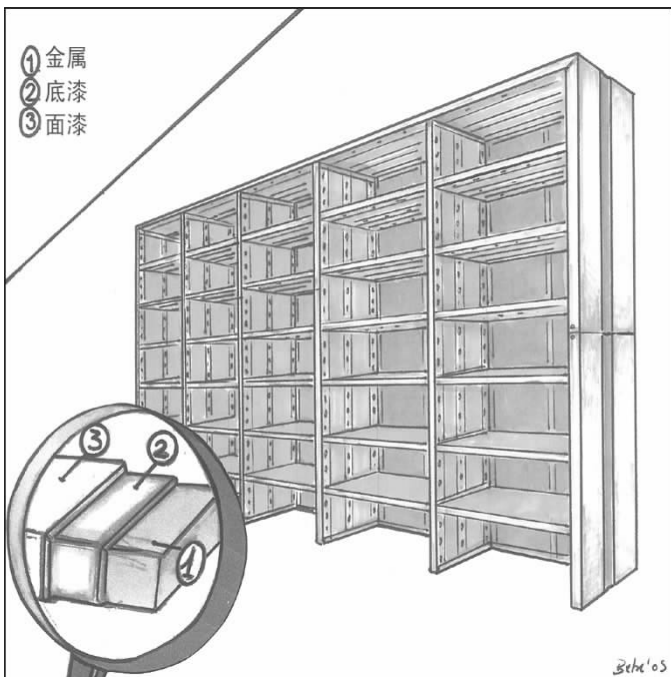
LIBRARY AND RESERVE COLLECTION ROOMS 藏书室与藏品室



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.

新接收的藏书“1”应当由专业人员检查后添加到藏书中。隔离受到污染的藏书“2”，以降低其引发普遍污染的风险。

FURNITURE 器具



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

用涂过油漆“2,3”的书架(如果有条件,使用金属书架)“1”存放书籍,书架上不要有切边和凸起。



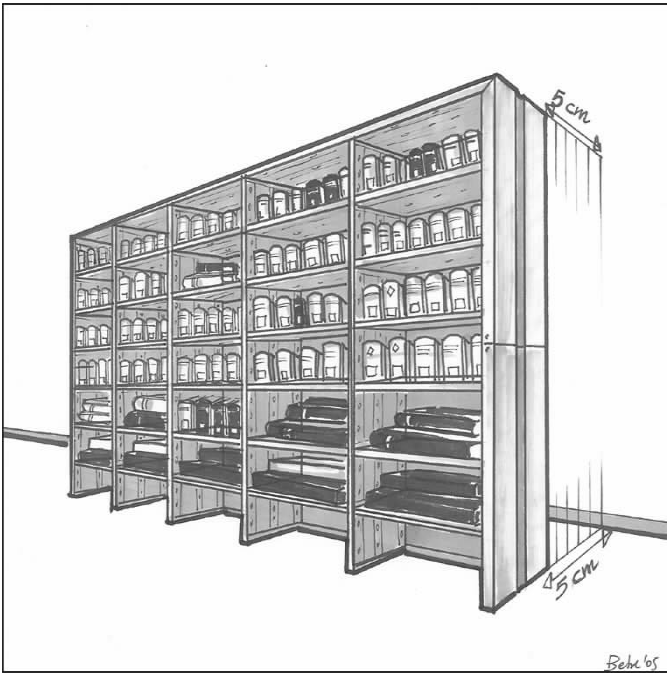
Spacing of shelves should be sufficient to allow proper circulation of air.

书架之间的距离应当足够保证充分的空气流通。



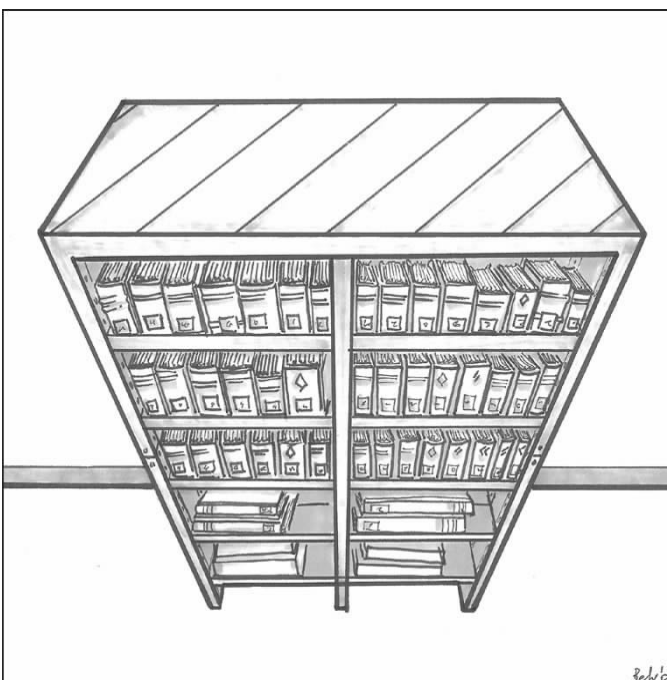
The lower shelf should be at least 15 cm above floor level in order to protect books against damp and rodents.

书架的最下层应当高于地面15cm以上,以防止藏书受潮或被虫蛀。



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

书架与墙壁之间要保持 5cm 以上的空隙。



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

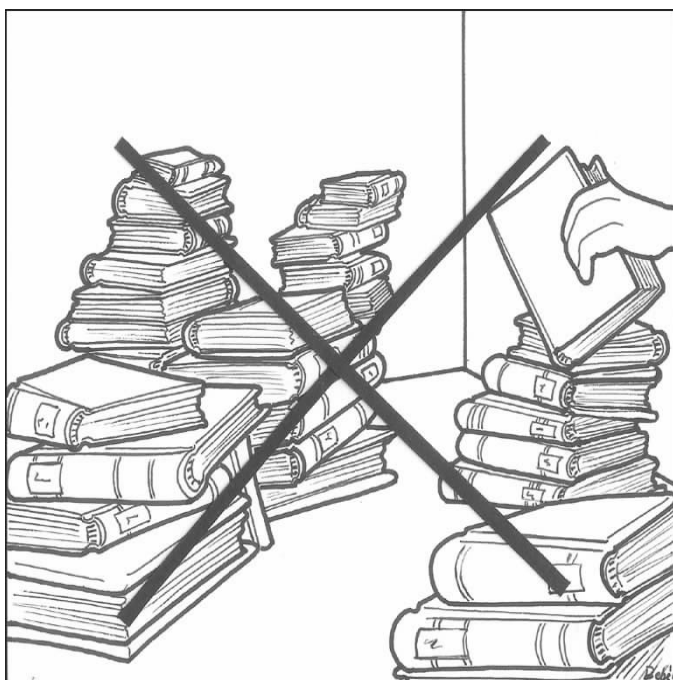
书架顶部应当封闭，防止文献被灰尘污染。



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

书架不宜过高,手稿应当置于易于触及的地方。

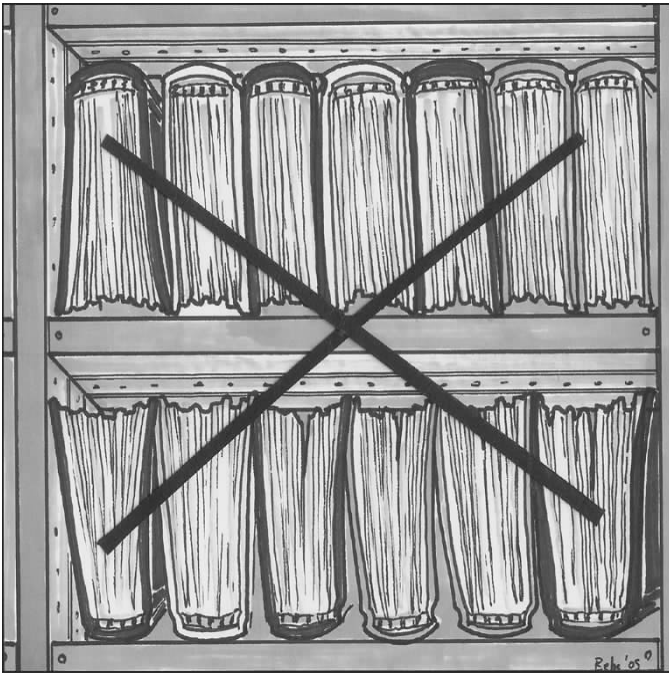
BOOK STORAGE 藏书的存放



Never store books or manuscripts on floor.

不要在地面上存放藏书或手稿。

BOOK STORAGE
藏书的存放



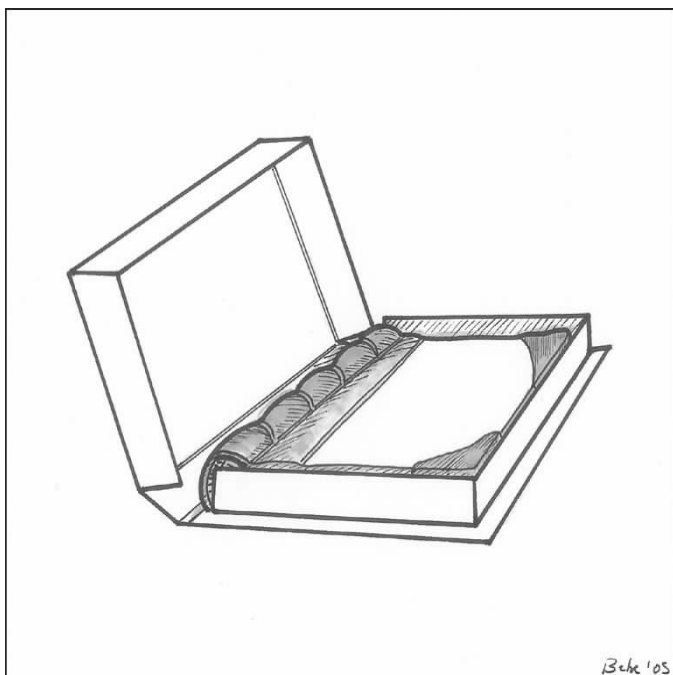
Do not store books on their fore edge or spine. As this may place undue pressure on spine and binding.

存放藏书时,不要将前口或书脊朝下,这样会导致书脊或装订线承受过大的压力。



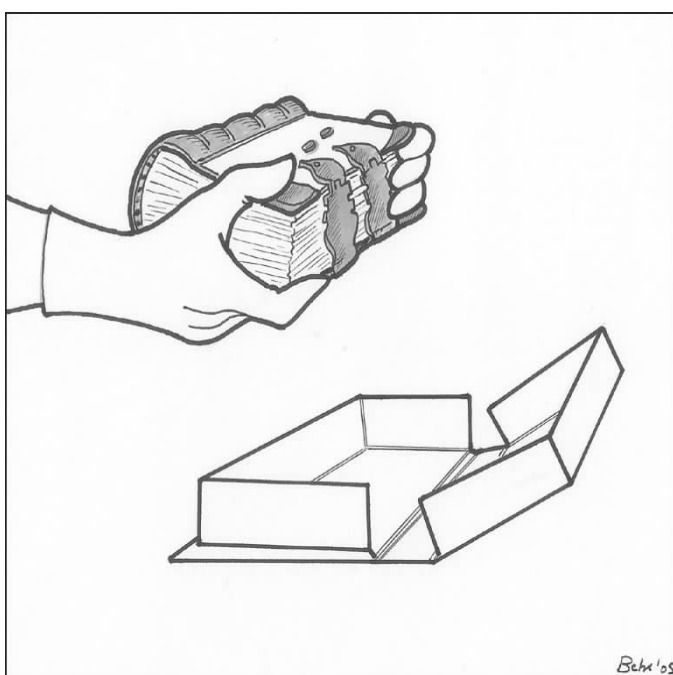
Do not let books protrude beyond shelf edges. Books might be damaged by passing trolleys or persons.

摆放藏书时不要使其突出于书架边缘以外,否则书籍可能被路过的手推车或人员碰坏。



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

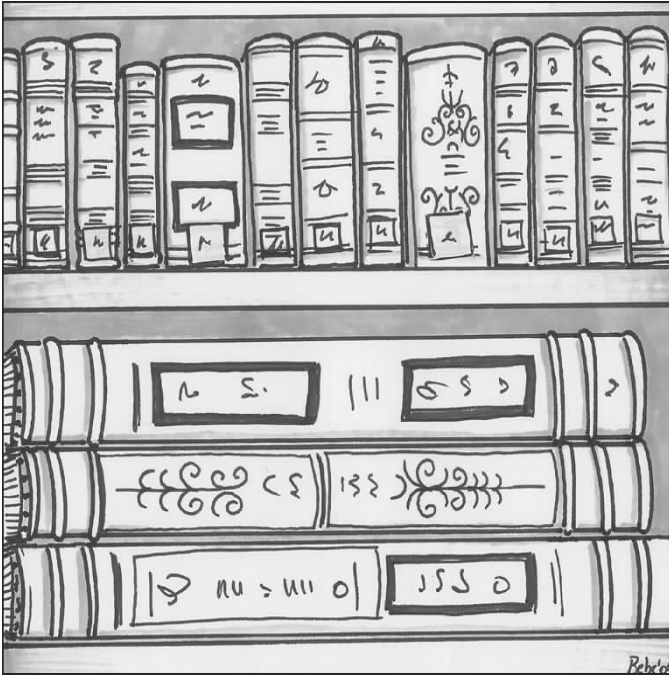
使用适当的盒子存放手稿、珍贵的和破损的书,并将它们平放。



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.

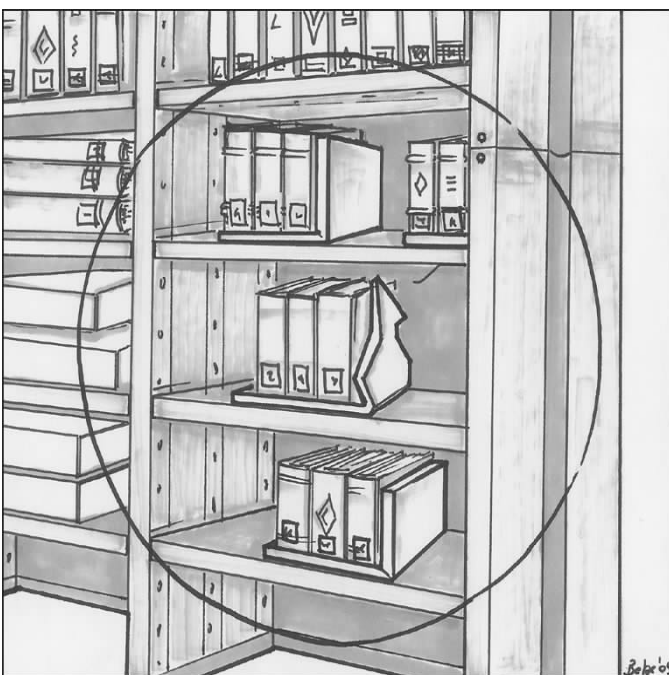
用特别设计制作的盒子存放带有金属组件的书。如果存放在书架上,这些金属组件很可能损坏放置在其两侧的书。

BOOK STORAGE 藏书的存放



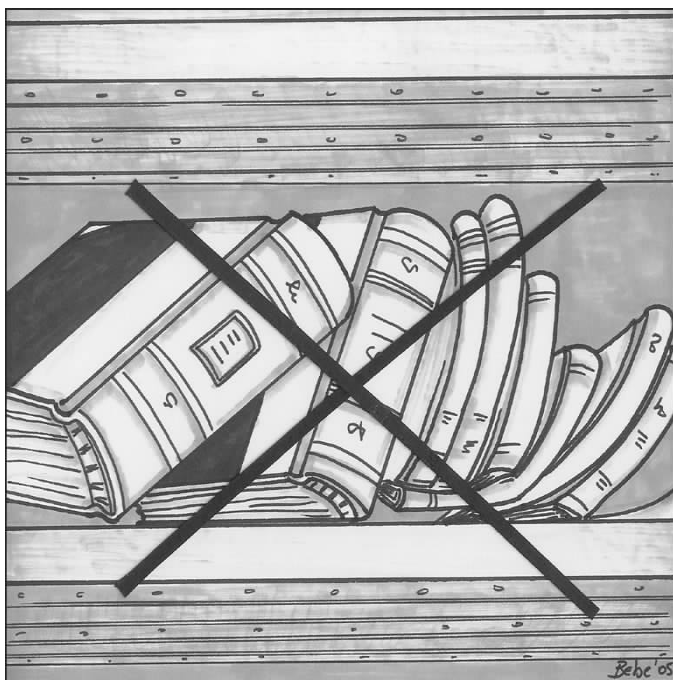
Lay large volumes flat; stack no more than three or four books of the same format.

大开本的书应当水平放置；3-4本同一规格的书可以叠放在一起。



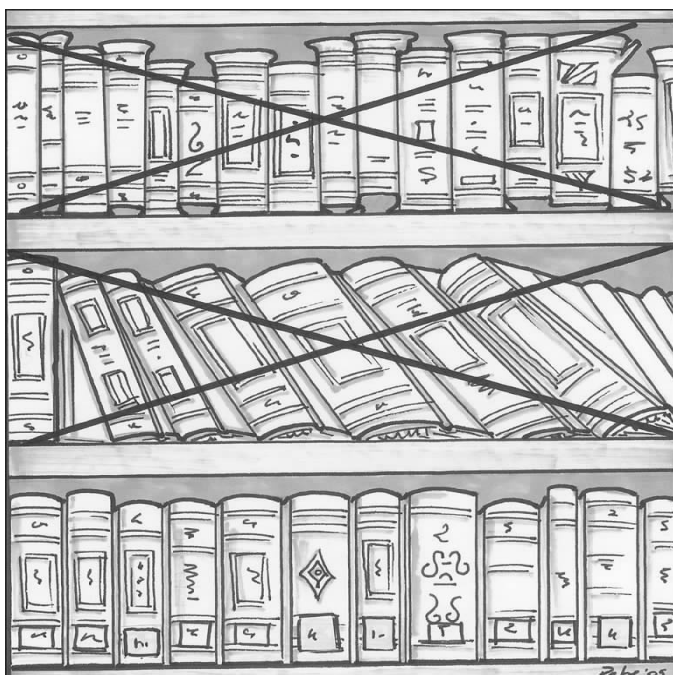
Only small books in good condition may be stood upright with book ends. Book ends should be smooth and have large angles.

只有状况良好的小开本的书才可以直立放置在书夹上。所用书夹应当是光滑的，并且有大的挡板。



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

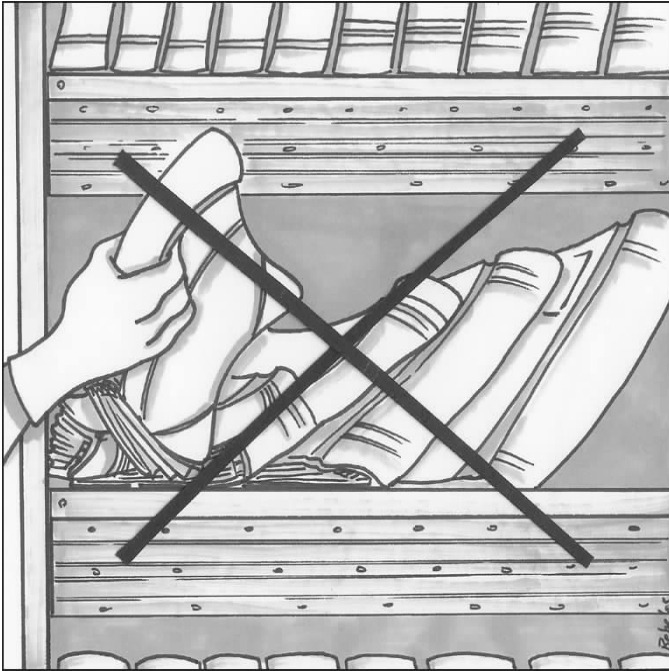
小开本的书不要与大开本的书放置于相邻位置,否则大开本的书将缺少足够的支撑力。



Do not tighten or space books excessively on shelves.

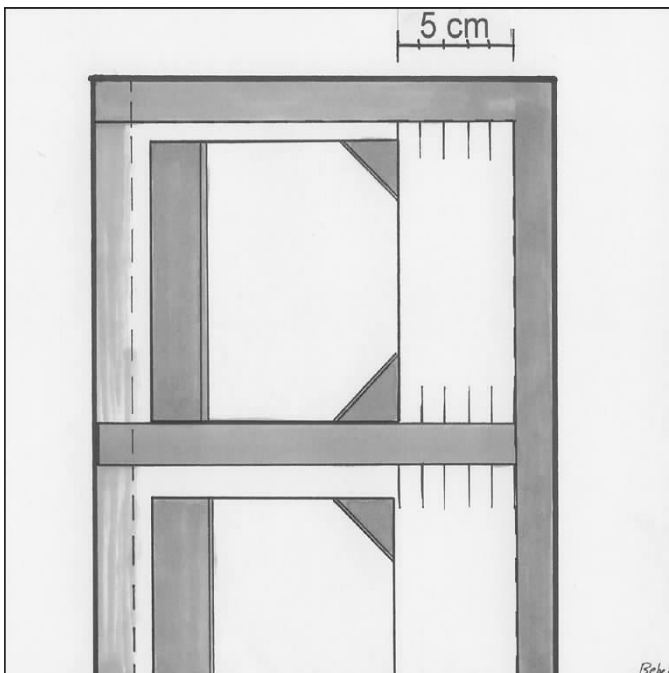
在书架上,不要过于密集或过于松散地放置。

BOOK STORAGE
藏书的存放



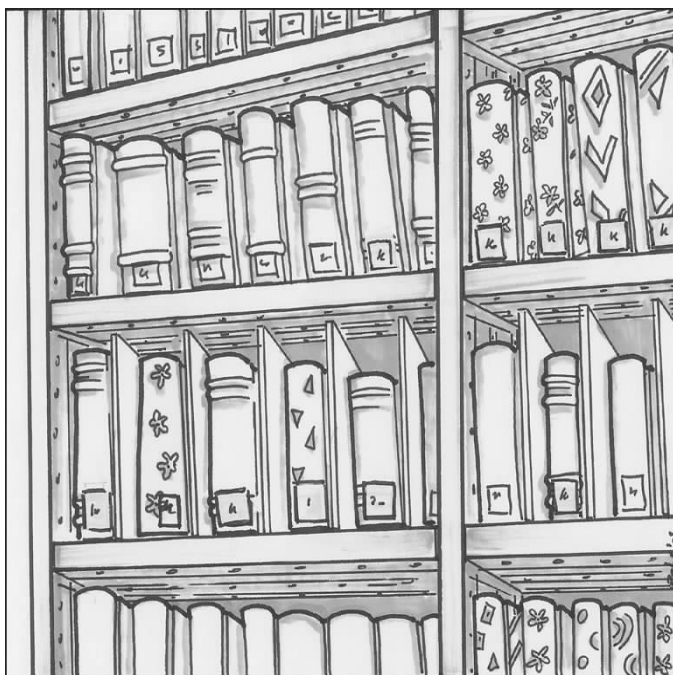
Leaning books are inclined to bend.

倾斜放置藏书有可能变形。



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

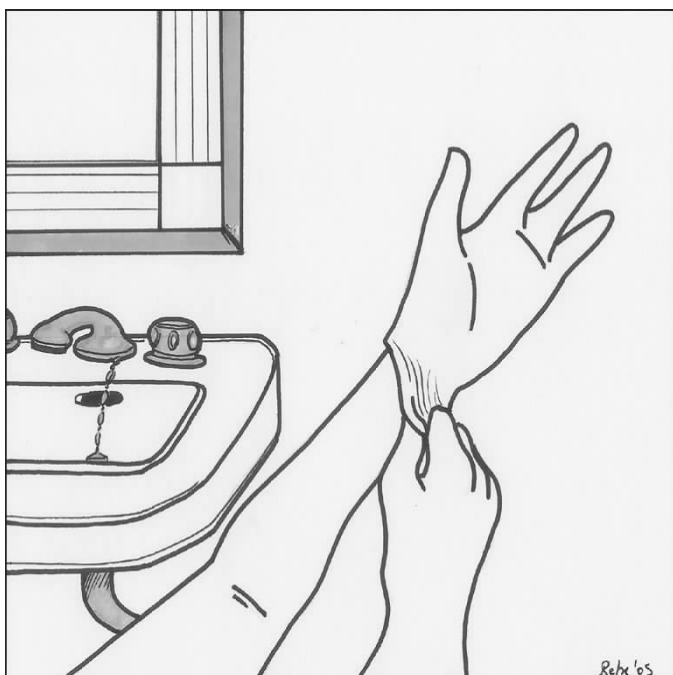
藏书应与书架挡板保持 5cm 以上的距离。



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

皮质书壳的书要与纸质、布制书壳的书以及平装书分开存放。棕色或酸性的皮质书壳可能污染纸质和织物类书壳。

HANDLING 处理



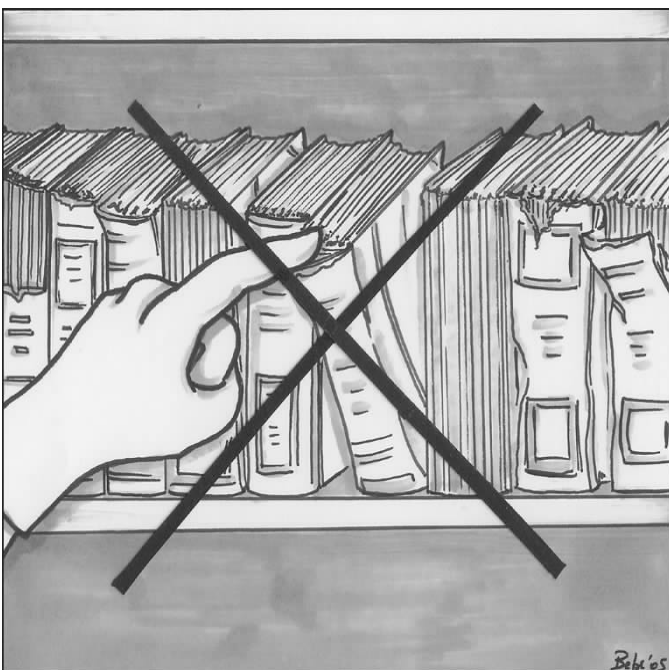
Wash and dry hands prior to handling. Cotton gloves are highly recommended.

处理藏书之前应当洗净并擦干双手。特别建议戴上棉质手套。



Provide space where to lay down the books moved.

腾出一定的空间以便放置被移动的藏书。



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

不要拉书头顶端来取出藏书, 否则会使书脊变松。



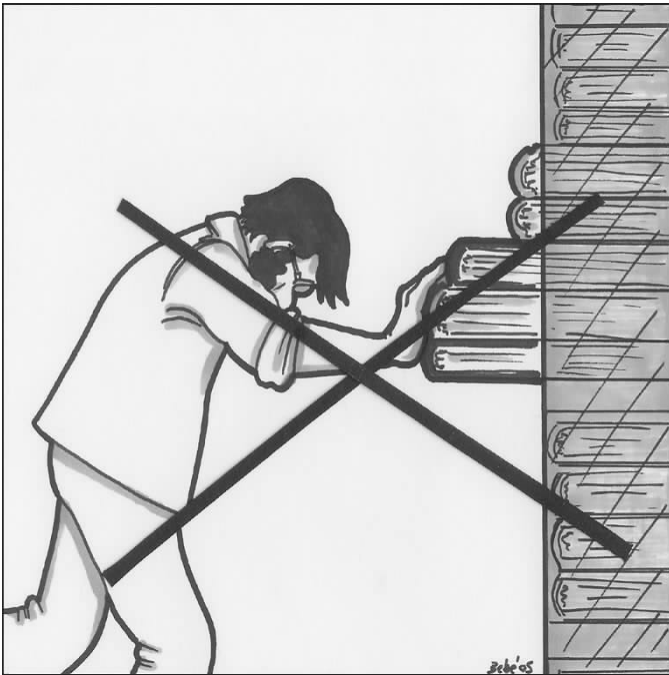
Grasp the book at centre of spine while moving aside the volumes next to it and slightly lifting it.

如果想要拿出一本书，先移动其两侧的书，然后抓住书脊中间，并轻轻提起。



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

如果书的上方有足够的空间，可以用手推动书的前切口，将书取出。



Never force a book into its shelf position.

不要强行将书推入书架中。



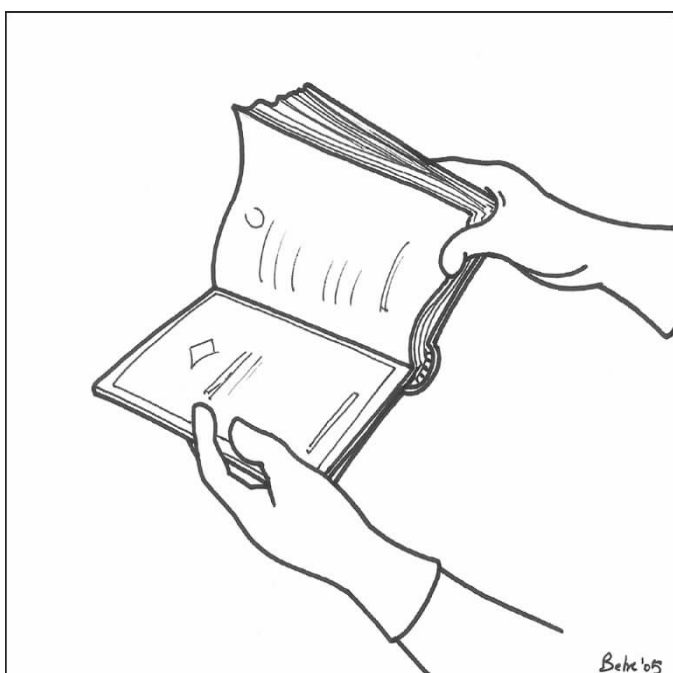
Open the manuscript carefully. Lay the manuscript down on a table...

打开手稿时应小心，将手稿放置在桌面上……



...first open the centre pages...

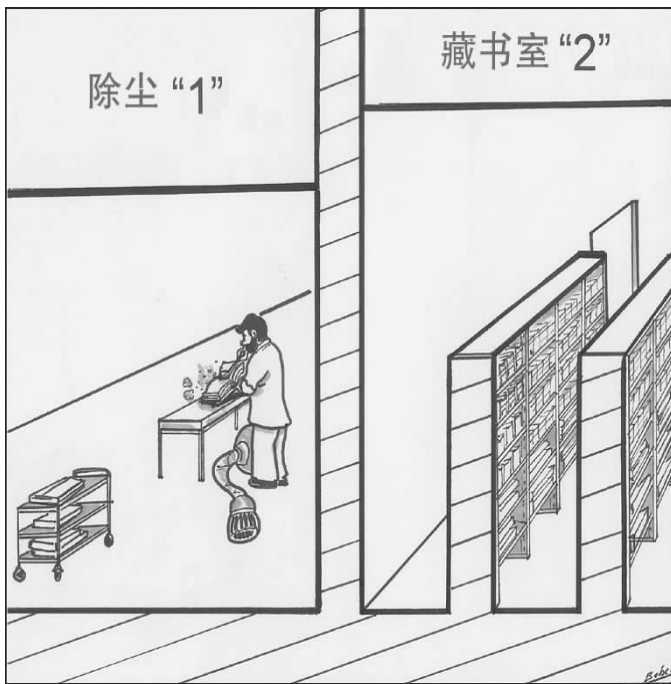
……先打开中间部分……



...then go back to the beginning.

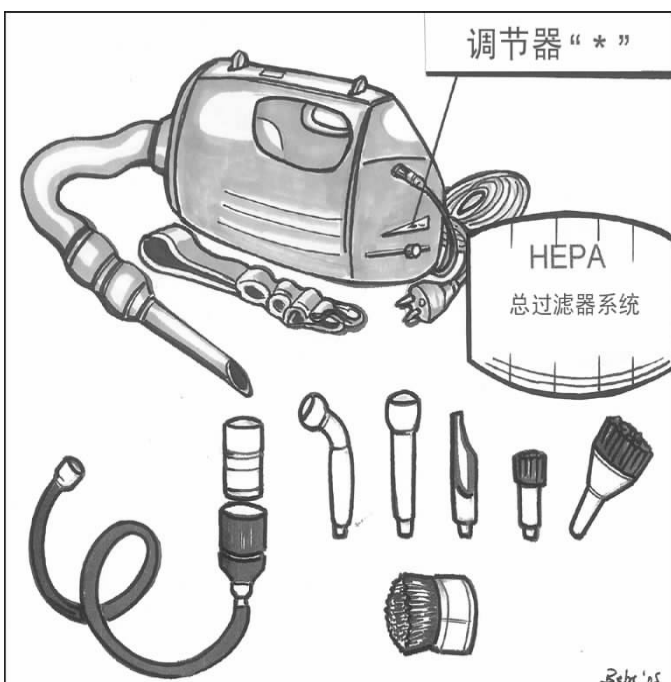
……再回到书的前面部分。

DUST REMOVAL 除尘



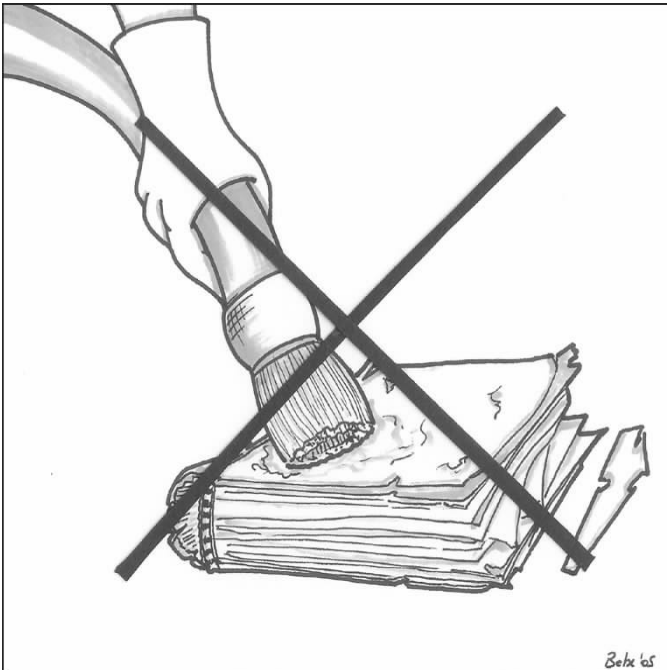
Perform dust removal “1” in a room at some distance from library or reserve “2”.

在与藏书室和藏品室“2”有一定距离的房间里进行除尘“1”。



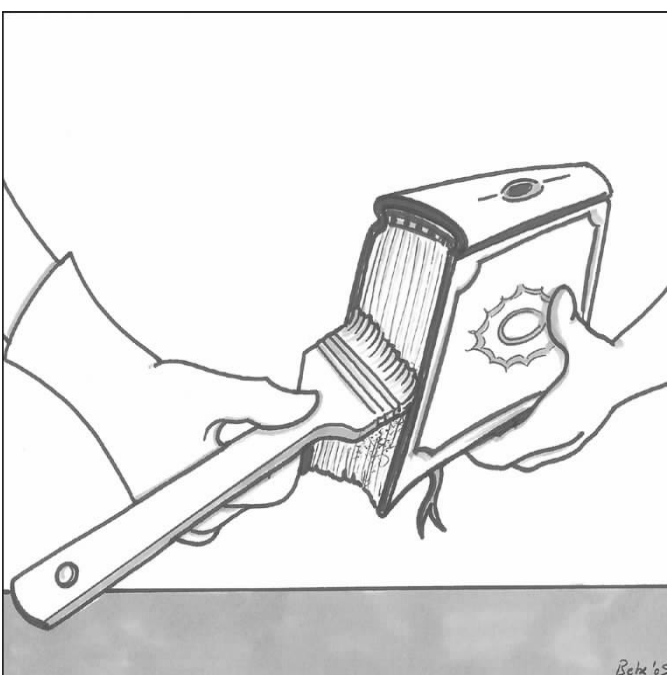
Use a vacuum cleaner fitted with a total filtration system, a power adjustor “*” and a soft brush.

使用带有总过滤器系统、调节器“*”和软刷的吸尘器进行除尘。



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

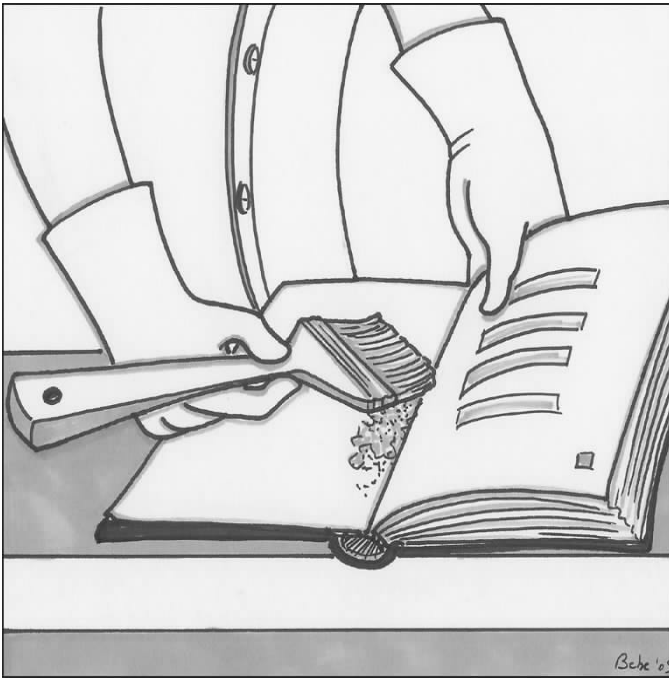
不要对状况不佳的手稿或手稿的易损部分使用吸尘器。



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

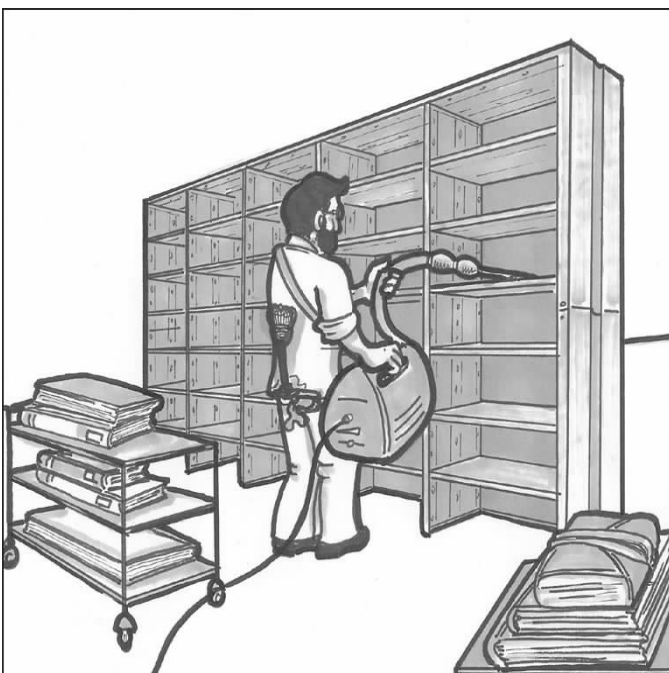
从书的外侧开始除尘,避免使灰尘留在角落里。

DUST REMOVAL
除尘



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.

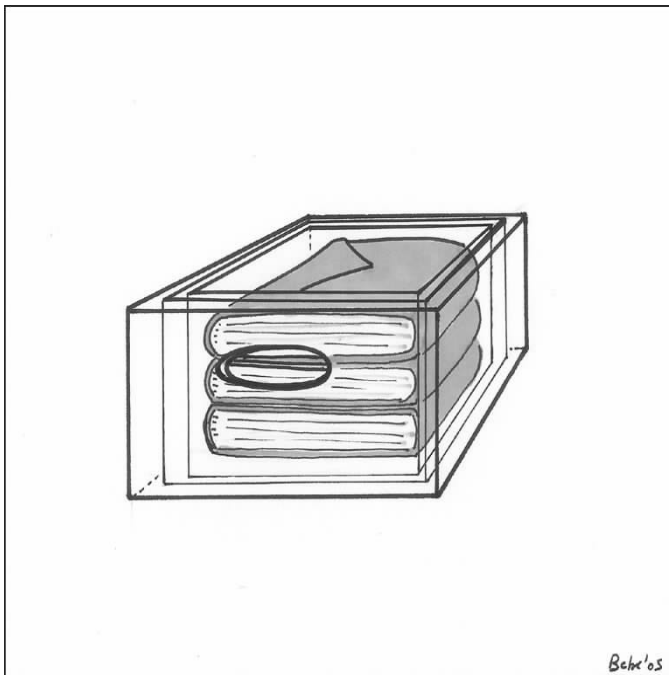
使用大的软刷对扉页、书的前端和末端进行除尘。拿起手稿的一角,使灰尘滑向较低的一边。



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

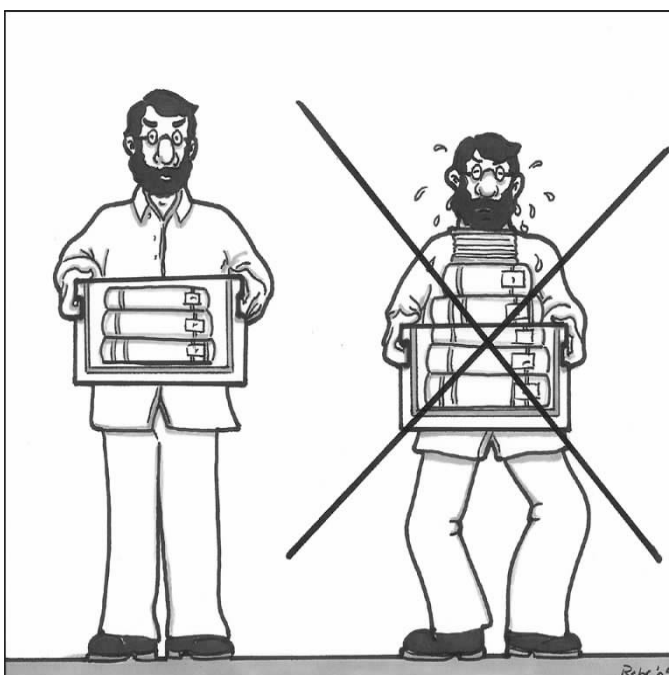
把书稿放回书架之前,用吸尘器
和潮湿的抹布清理书架。

TRANSPORT 运输



Transport manuscripts lying horizontally in a box.

将手稿水平放置在盒子里进行运输。



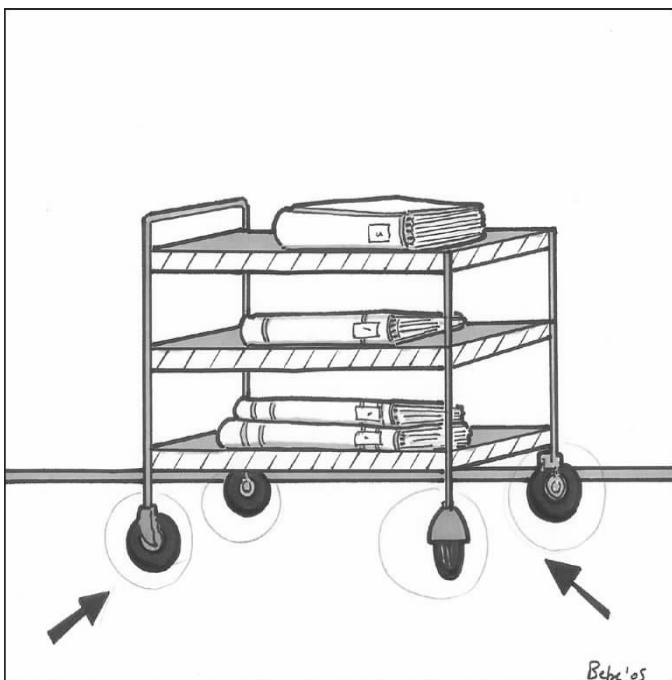
Carry only a limited number of manuscripts at a time (three or four).

一次只能搬运一定数量的手稿（3或4本）。



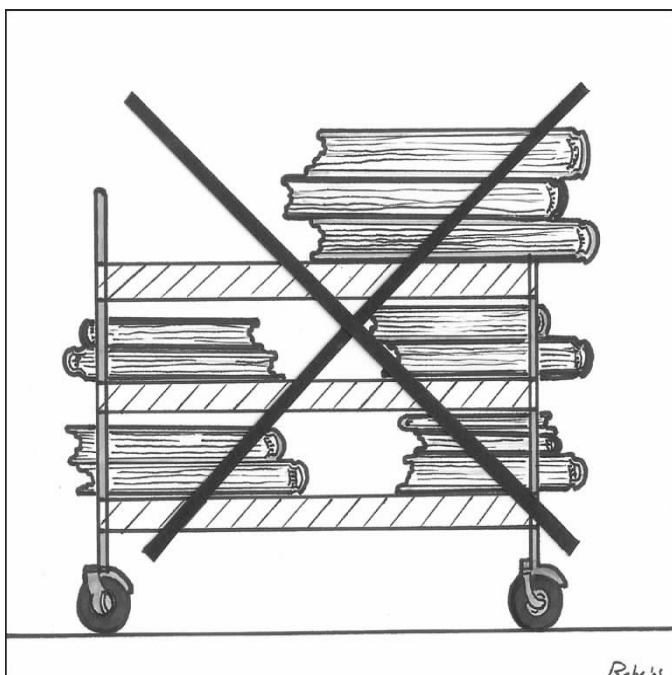
Heavy manuscripts should be moved by trolley.

应当使用手推车运输较重的手稿。



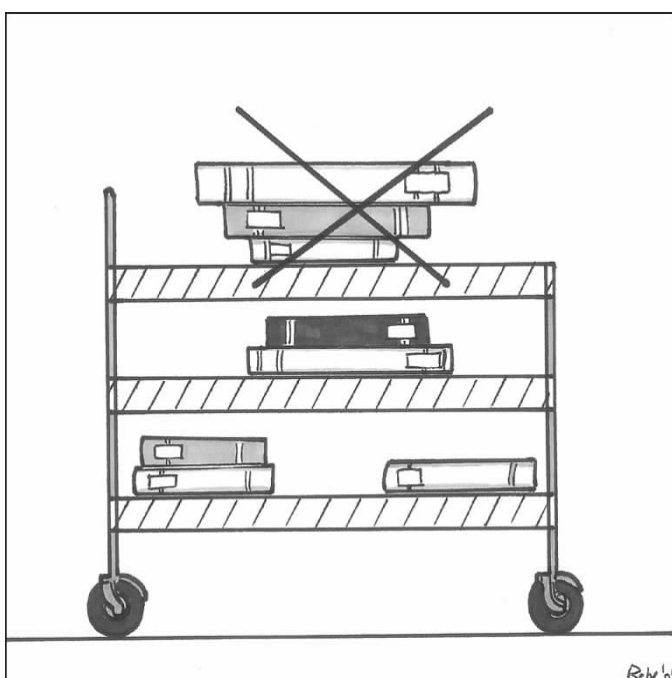
Use a trolley fitted with large rubber wheels. Such wheels keep the manuscripts in a stable position and absorb vibrations.

使用装有大的橡胶轮的手推车，因为这种手推车的轮子可以使手稿保持稳定，减轻振动。



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

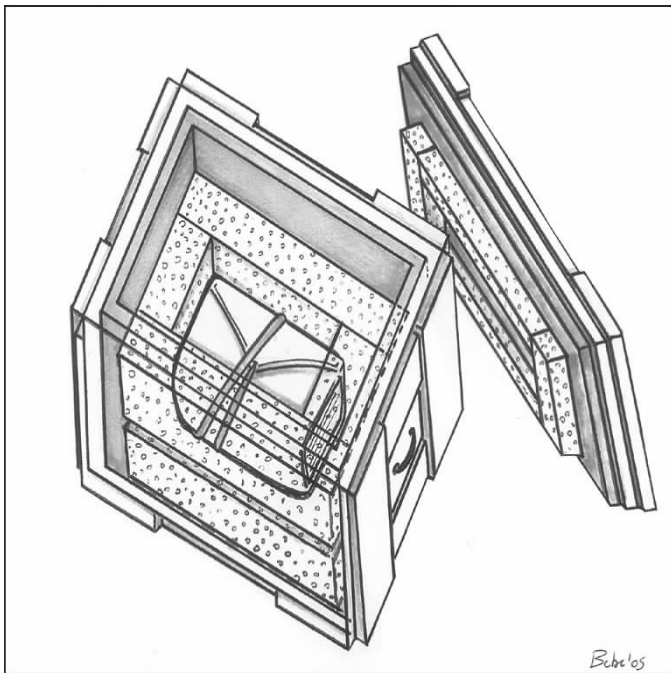
注意不要让手稿凸出于手推车边缘以外。



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.

不要将大开本的书放在小开本的上面，否则有可能会使大开本的书在运输过程中掉落。

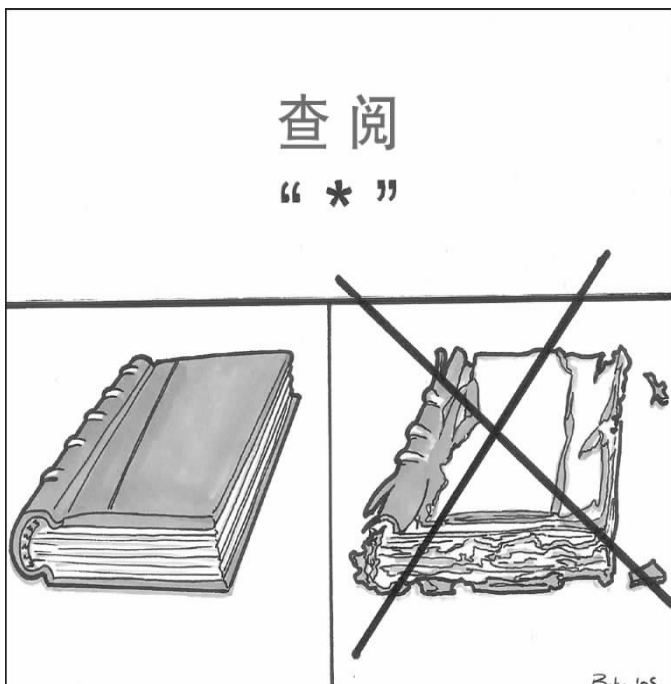
TRANSPORT
运输



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

如果需要室外运输（到其他的建筑物里），则需要使用密封的盒子。

CONSULTATION
查阅



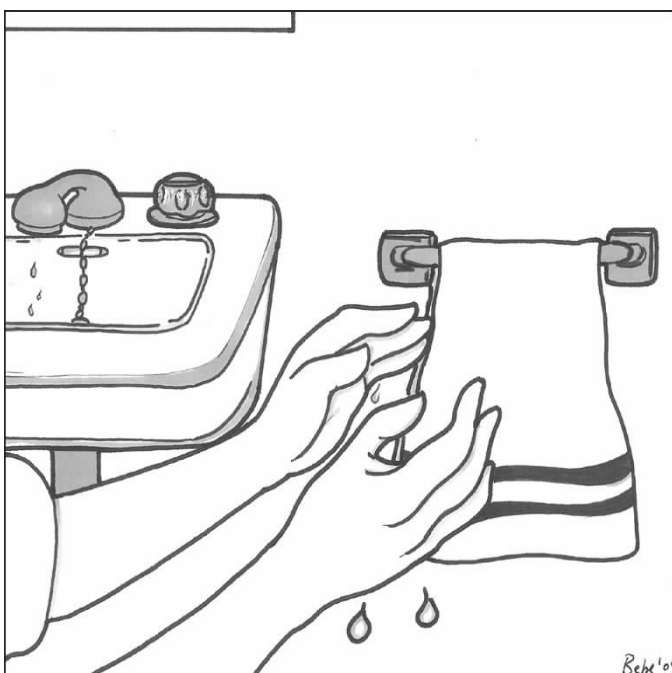
Do not leave manuscripts in poor condition available for consultation “*”.

不要将状况不佳的手稿作为查阅“*”对象。



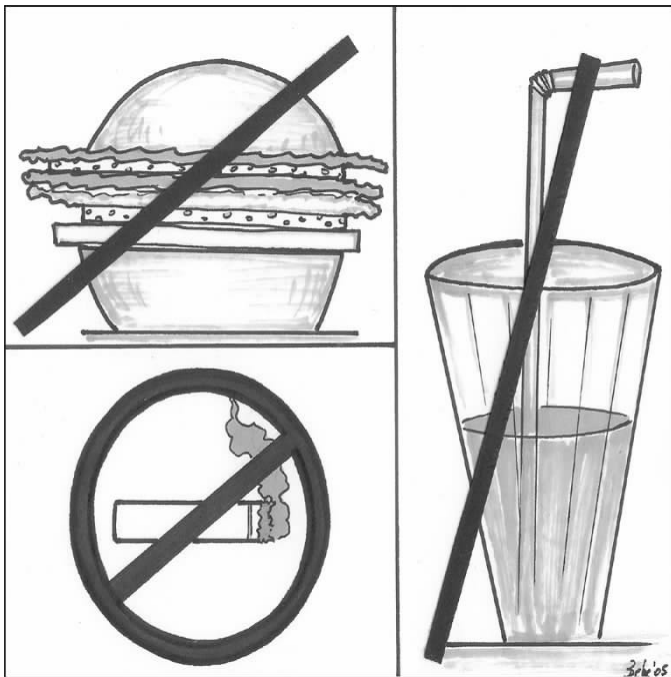
Display the basic rules for handling. Provide for surveillance of consultation room.

公示处理手稿的基本原则。在查阅室安排监督人员。



Wash and dry hands before handling manuscripts.

处理手稿前洗净并擦干双手。



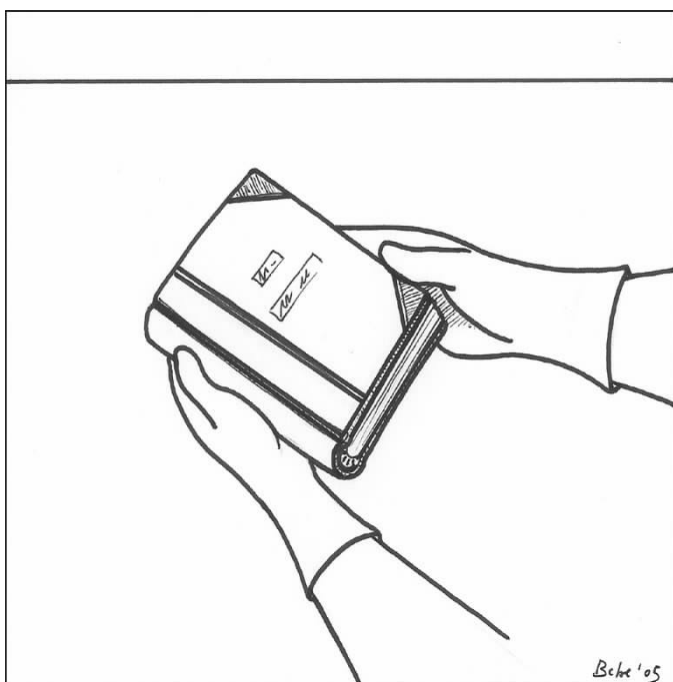
Do not drink, eat or smoke in library or reading room.

不要在藏书室或阅览室吃东西、喝饮料或吸烟。



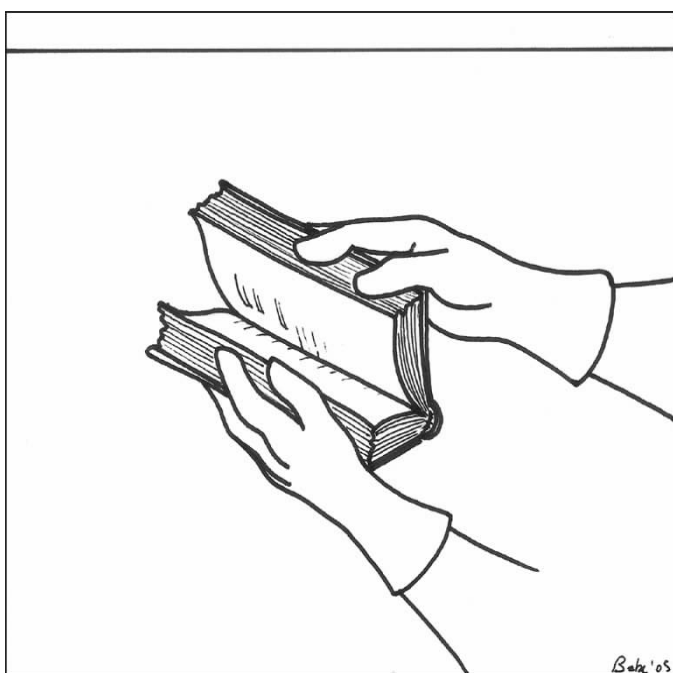
To consult a manuscript, lay it on a clean table free of any object, or use a book-rest suited to size of volume.

查阅手稿时，将其放在一个干净而且没有其他物品的桌子上，或者放在适合手稿规格的阅读架上。



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

缓缓打开手稿,将它放在桌面上……



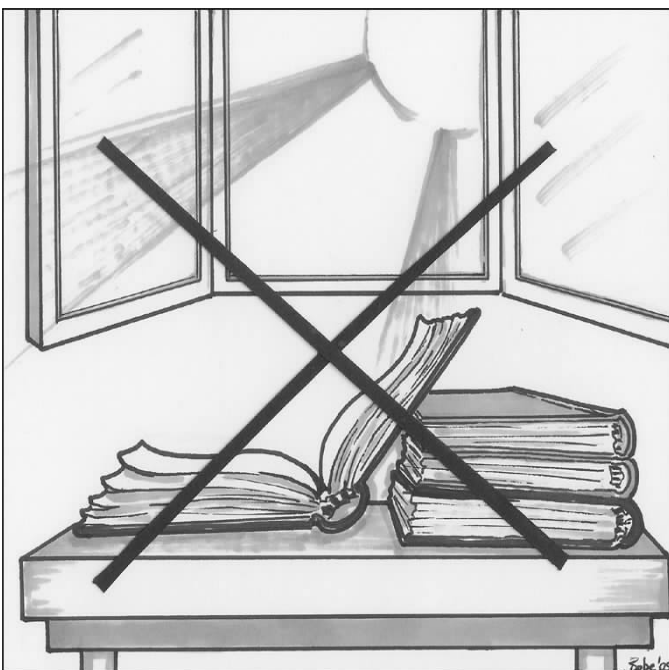
... first open the centre pages...

……先打开中间部分……



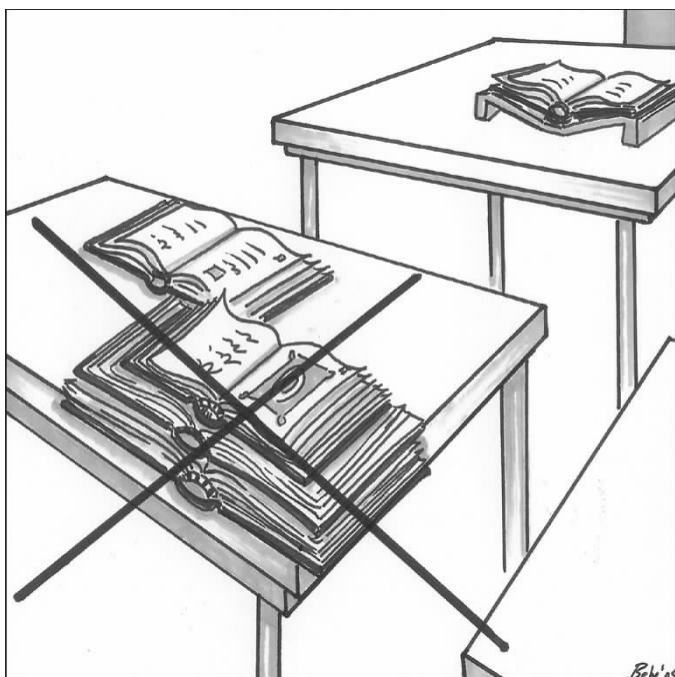
...then go back to the beginning.

……然后翻回到书的前面部分。



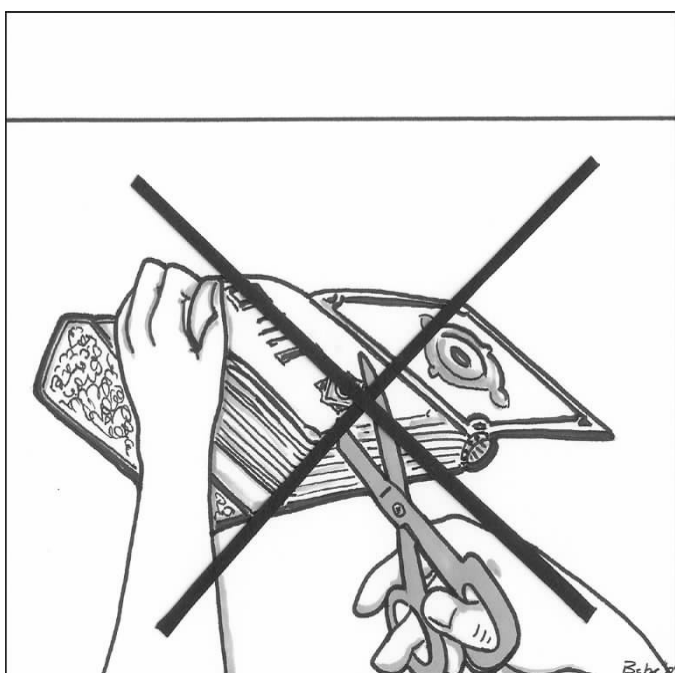
Do not place manuscripts facing a window and do not expose to direct sunlight.

不要将手稿放在窗边，应避免阳光直射手稿。



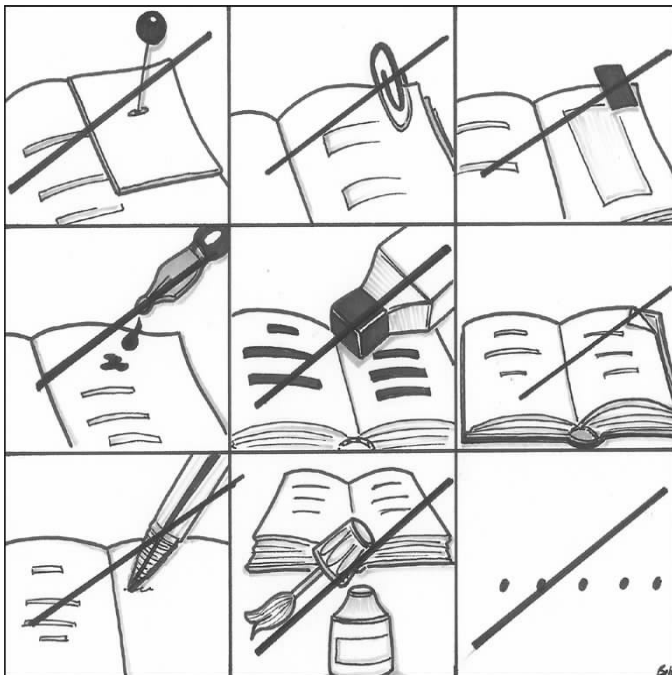
Do not stack open manuscripts.

不要将打开的手稿叠放。



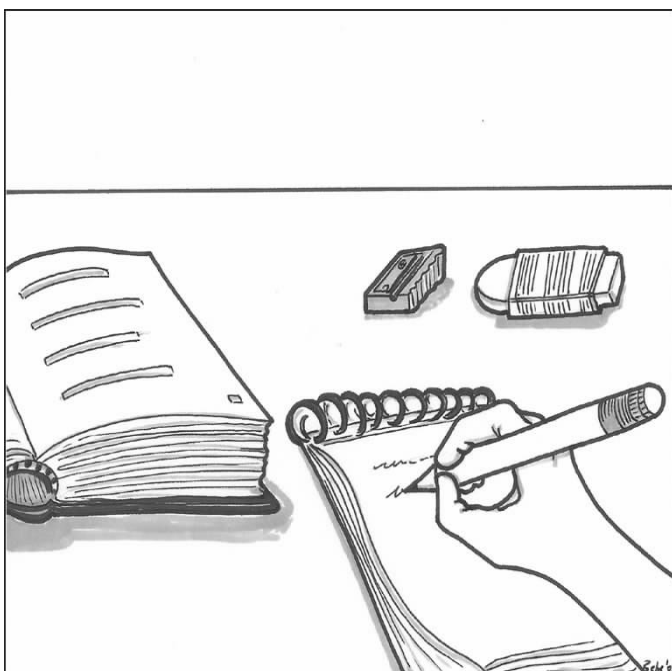
Do not tear or cut pages.

不要撕下或剪下页面。



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...

不要以任何方式标注手稿（大头针、回形针、贴纸、墨水、圆珠笔、修正液、标记笔）或将手稿折角，等等。



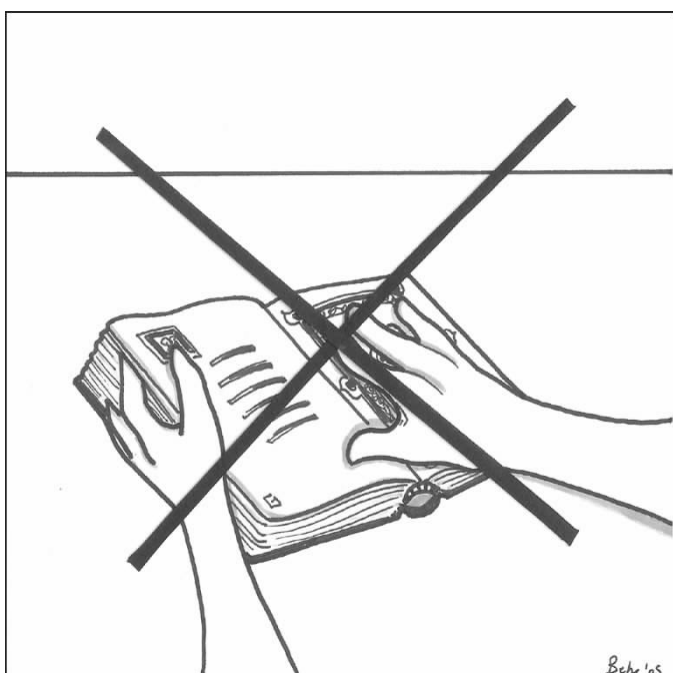
To write down notes, only pencils are authorized.

只允许使用铅笔来做笔记。



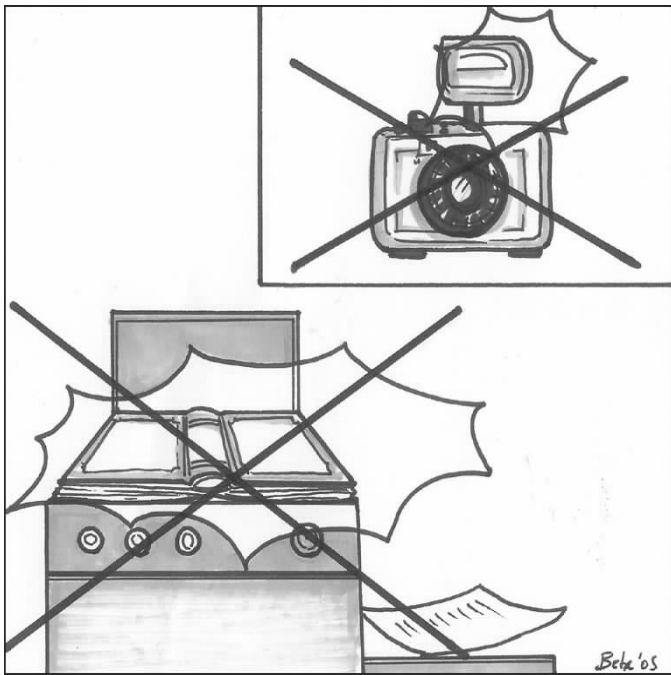
Do not lean on manuscripts while reading them or taking notes.

阅读书稿或做笔记时不能压住手稿。



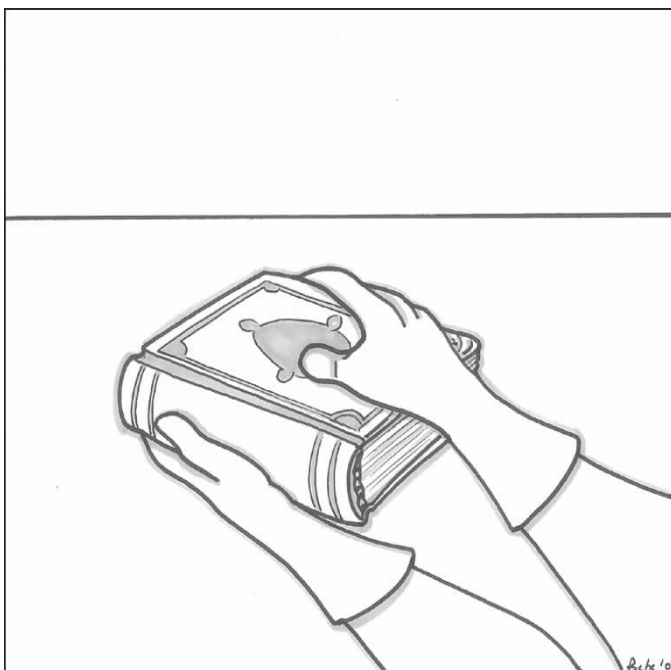
Do not touch illuminations/illustrations, or manuscript and printed areas.

不要触碰彩饰或插图,以及手写和印刷的区域。



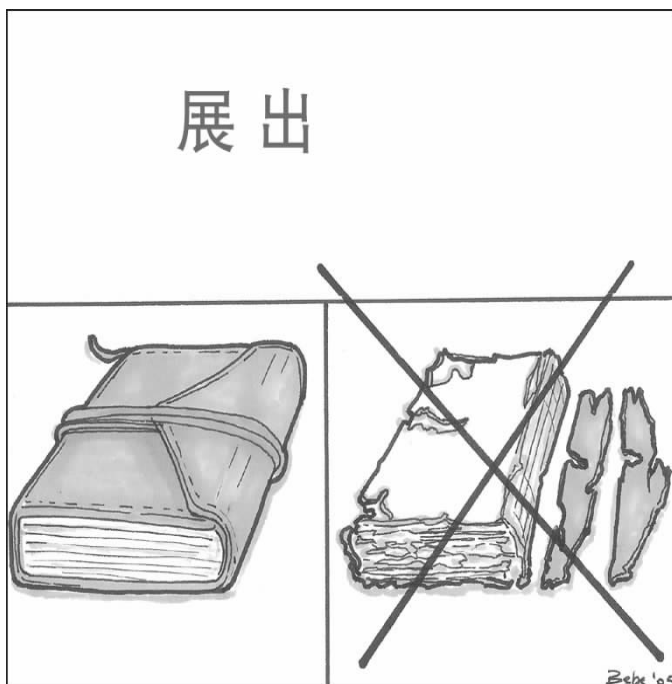
Do not photocopy manuscripts or take pictures without the consent of the owner or person responsible.

未经手稿的所有者或负责人允许,不要影印手稿或拍照。



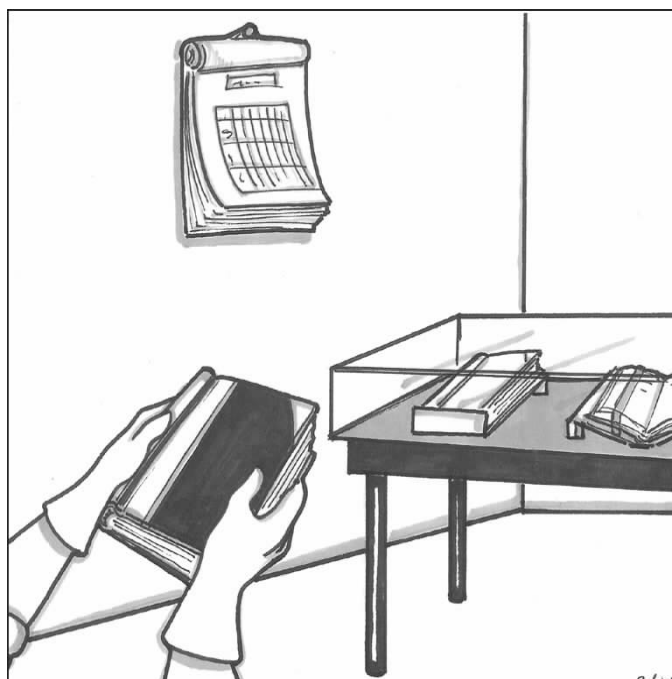
Close the manuscript after consultation.

查阅后,合上书稿。



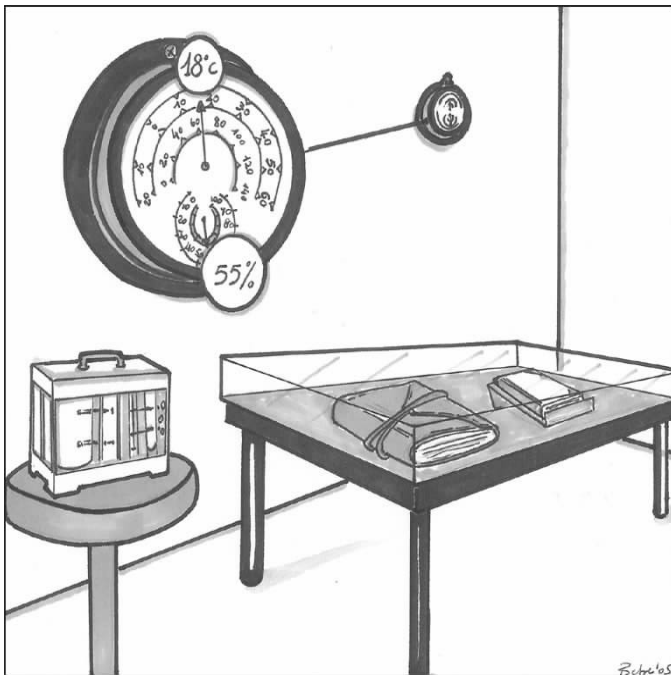
Check state of preservation of manuscripts before displaying them.

展出手稿之前,应当查看手稿的保存状况。



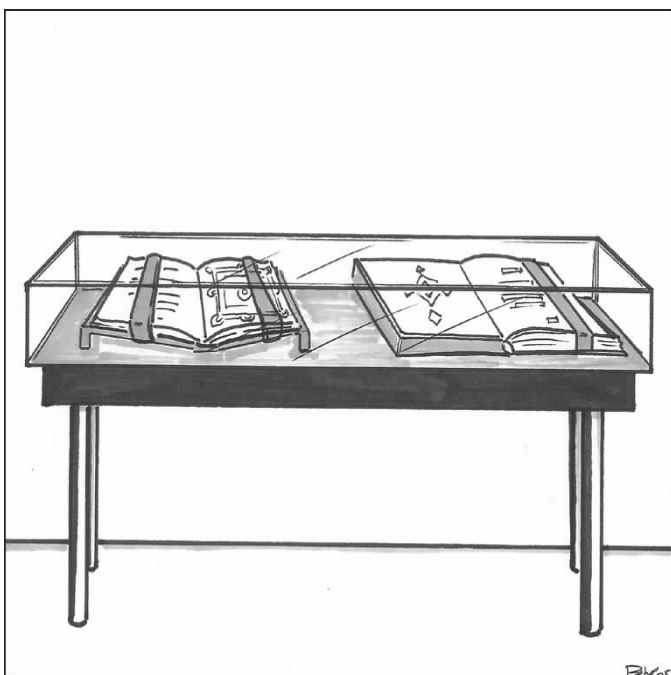
If they are in good condition, you may expose them for a maximum of one month each year.

对于状况良好的手稿,每年可以展出最多一个月的时间。



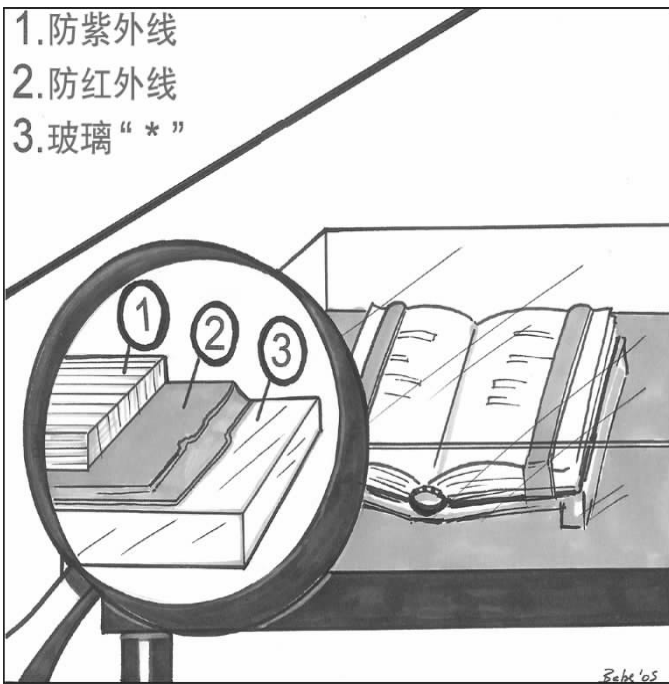
Set the display room air conditioning parameters (relative humidity between 50% and 60% and temperature between 16 and 20°C).

设置展示厅的空调指数(相对湿度为 50% -60% , 温度为 16°C -20°C)。



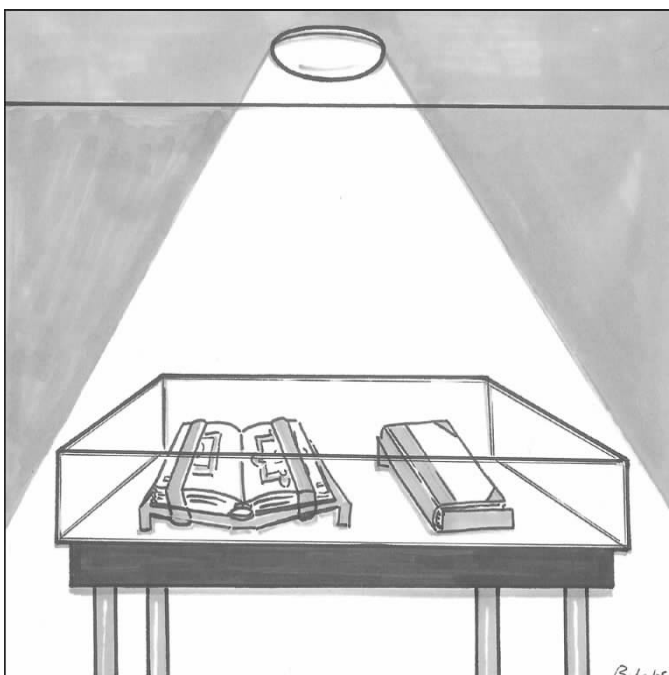
Display manuscripts in safe showcases.

在安全的陈列柜中展示手稿。



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

为陈列柜的玻璃板安装隔热层和紫外线过滤层。



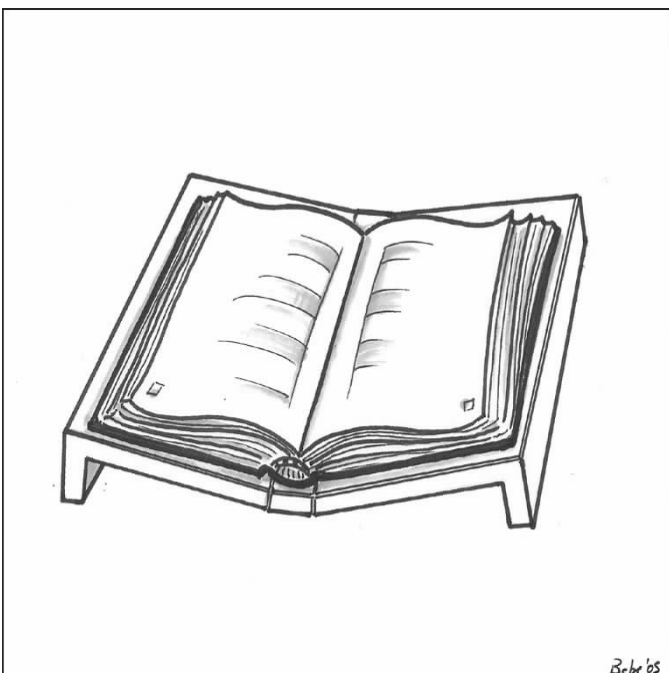
Place light source outside showcase.

将光源置于陈列柜以外。



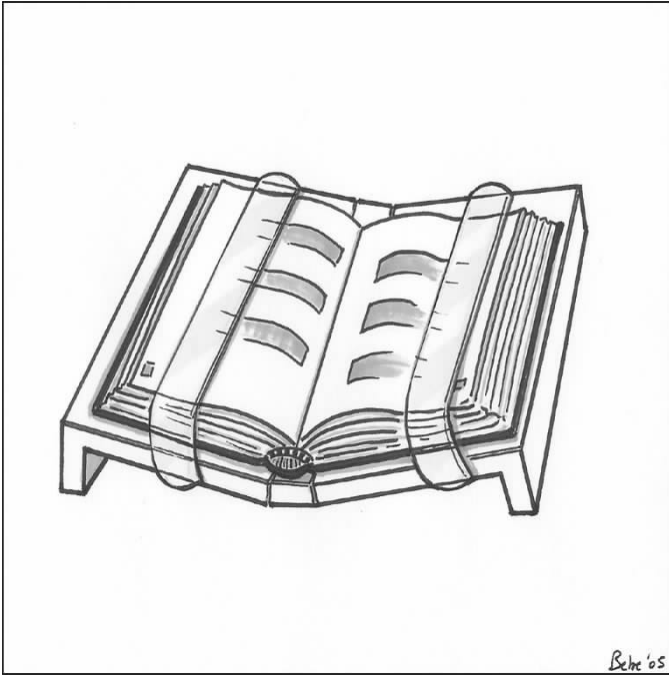
The intensity of the light shall be limited to 50 Lux.

光线强度应当限制在 50 勒克斯。



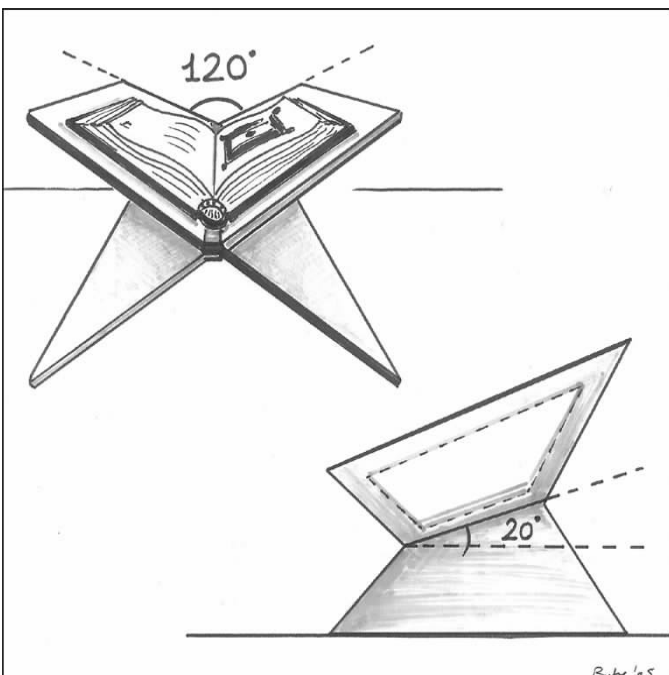
Display manuscripts on book-rests made of or lined with neutral cardboard.

在中性纸板制成的或装有中性纸板的书架上展示手稿。



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

手稿应当用适合书稿规格的聚酯带固定打开。



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

手稿打开的角度不应当超过 120° ，书架与水平桌面所成的角度不应当超过 20° 。



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