

(First edition. August 2018)

**Preservation Checklist
for Individual Collections**

Japanese special collections often have collections named after the donors or collectors. There are also many libraries with collections specialised in certain categories such as ukiyoe, old photographs and old maps. In most cases, the items in the collections are rare or unique so that they require special attention.

This check list is an assessment tool to examine the individual collection (hereafter ‘Collection’ in short).

Assessor(s)＊:

Date＊:

＊Whenever you make additional remarks after the first assessment, make a note of your name and the date you made the addition.

**I Bibliographical data and other information**

The name of the Collection:

The number of the items in the Collection:

Period (years) of publication or production of the items in the collection：

Are the items in the Collection catalogued?
 ☐ Yes
 ☐ No

If catalogued, are the cataloguing data accessible online?
 ☐ Yes
 ☐ No

How did the Collection come to the library?：

Describe the outline of the Collection：

Are there journalistic and/or academic articles about the Collection?
 ☐ Yes
 ☐ No

If there are articles, are they accessible online：
 ☐ Yes
 ☐ No

Other features＊：

＊This includes features such as whether they are long term loan, if there are conditions imposed by the donor or rarity of the Collection.

**II Administration**

Who has the responsibility for the Collection?:

Where is the Collection stored?

Are there any restrictions regarding the usage (reading, photocopying, lending- out etc.) of the Collection?
 ☐ Yes
 ☐ No

**III Formats and types of the Collection**

Write what kind of formats or types of items are seen most in the Collection. Formats and types are, for example, *wasobon* (Japanese traditional books), *jikumono* (scrolls), *bosatsu* (document portfolios), wood-block prints, maps, etc. Also write if there are any formats which need special conservation consideration.

**IV Materials and compositions of the items in the Collection**

Write overall materials and contents of the items in the Collection. For example, binding style, cover material, text-block material, inclusion of illustrations or pictures, ink type etc.

**V Condition of the Collection**

How is the general condition of the Collection?
 ☐ Good
 ☐ Not so good
 ☐ Bad

How are the levels of discoloration and biological damage (insect and mold damages) of the Collection?
 ☐ High
 ☐ Low
 ☐ None

**VI Protective enclosures**

Are the items in the Collection in protective enclosures?
 ☐ Yes
 ☐ Yes some
 ☐ No

What types of enclosures are they if items are stored in them? *Chitsu* Card board boxes Wooden boxes Paper envelops Resin enclosures Others (Specify)

Are there any items come with the original enclosures in the Collection?
 ☐ Yes
 ☐ Yes some are
 ☐ No

Are the materials of enclosures archival quality＊?
 ☐ Yes
 ☐ No

＊Archival quality: If it is paper or card board, it should contain neither acid nor lignin. If it is resin, it should be an inert material such as polyester film.

**VII Conservation treatment in the past**

Were items carried out conservation treatment in the past?
 ☐ Yes
 ☐ Yes some
 ☐ No

If treated in the past, when, how and by whom were they done?

**VIII Necessity of the conservation treatment**

Are there any items which need repair in order to be used without further damage or to be kept properly in the storage? Yes many Yes some None

Are protective enclosures or re-housing＊necessary for items in the Collection?
 ☐ Yes
 ☐ Yes some
 ☐ No

＊’Re-housing’ is to provide a replacement enclosure when the existing enclosure is either not of archival material or too small for the item.

**IX Reproduction**

Has the Collection been reproduced in the past?
 ☐ Yes
 ☐ No

If reproduced, what medium was used for the Collection?
 ☐ Paper
 ☐ Microfilm
 ☐ Digital

When was it done?

How many items were reproduced?
 ☐ All items
 ☐ Some items

Answer whether there are any special cares or handlings of the originals in the Collection after their reproduction. Special care or handlings are for example move of originals to the remote storage, use restriction of the originals etc.

**X Needs of digitisation**

The following questions are in order to assess the needs of digitization.

How frequently is the Collection used (Use includes reading, lending, exhibition etc.)?
 ☐ Used often
 ☐ Used sometimes
 ☐ Almost no use

Rarity of the Collection
 ☐ Rare
 ☐ Not rare

Answer the priority of digitisation of the Collection
 ☐ High
 ☐ Low

**XI Promotion of use**

　Have you ever taken any measures to promote the use of the collection which includes through reproduction and exhibition?
 ☐ Yes
 ☐ No

　　If yes, write what you have done:

Are there any measures which you think necessary in the future for the promotion of use of the Collection?.

**XII Any other remarks**

　　Write any other remarks and comments regarding the preservation of the Collection. They might include such issues as problem of inadequate storage, security concerns, insufficient recognition of the importance of the Collection, need of staff’s preservation knowledge etc.