

(First edition. August 2018)

**Preservation Checklist for Individual Items**

This checklist is to examine paper-based individual items in the Japanese special collection, in particular such items as extremely rare, significantly fragile and when the items are taken for exhibitions or digitisation.

This checklist enables you to assess the condition of the item. The set of information collated by using the checklist can clarify the aging process of a rare book and the change of the condition of the item before and after of a loan or digitisation. This checklist can also be used to assess the necessity of its preservation needs for repairs, housing, digitisation etc.

NOTE:

1. An individual item is not necessarily a single item.Iit could be more than one physical unit (e.g. multi volume books or a unit of several sheets of paper.)
2. This checklist is only for paper-based materials. This does not cover other materials such as microfilms, films, videos, sound recordings or digital files.
3. If it is necessary or appropriate, add photographs of the item or relevant items such as boxes.

Assessor(s)＊:

Date＊:

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

**I Bibliographical data and other information**

Title of the item:

Call number:

Name of the collection which the item belongs to:

Print or manuscript?

Year of publication/production

Number of pages or folded leaves（丁数）

 (the number of books or items if it is a single unit of items)

Size: cm x cm (height x width)

Which Division of the library has the responsibility of the item?

Location of the item:

Any restrictions of its usage?
 ☐ Yes (What restrictions? )
 ☐ No

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

If yes, are they accessible on line?
 ☐ Yes
 ☐ No

Other features＊：

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

**II Format**

*Wasō* (Traditional Japanese book form), *kansubon* (scroll), *bosatsu* (document portfolio) wood-block print, map, photograph, manuscript(s), journal (diary), correspondence, other (specify )

Repaired? (bound in Western style, re-bound etc.):

**III Compositions and/or structures of the item\***

Cover:

Material
 Colour
 Pattern/illustration(s)

 *Daisen* (title slip): Yes No If yes, where?

 Material of the text block

 How is it folded or bound?:

 Bookplates, stamps/seals, autographs, written-in notes

Illustrations or pictures included?
 ☐ Yes (many some)
 ☐ No

 Inks: Sumi (Japan ink) iron gall ink colour (dye pigment)

\* This section is mainly for the Japanese books. For other formats, describe according to the item.

**IV Condition of the item**

 Cover: Good Bad. Cover damaged? Title slip torn off?

 Stain? Soaked and dried? Discoloration? Worm damage? Mold damage?

 Text block: Good Bad. Wear and tear? Page crease? Water damage? Stain? *Fuke*? Discoloration? Insect damage? Mold damage?

Binding: Good Bad

Stitching: Broken thread? Paste deterioration

**V Protective enclosures**

With a protective enclosure?
 ☐ Yes
 ☐ No

If yes, what is it?
*Chitsu* Card board box Wooden box Envelope Polyester encapsulation Other (Specify )

Is the enclosure original?
 ☐ Yes
 ☐ No

Is the enclosure 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.

**VI Conservation treatment in the past**

Has the item been carried out conservation treatment in the past?
 ☐ Yes
 ☐ No

If treated in the past, explain when, how and by whom it was done.

**VII Need of conservation treatment**

Does the item need repair in order to be used without damaging it any further?
 ☐ Yes
 ☐ No

Does the item need a new protective enclosure in order to be kept appropriately?
 ☐ Yes
 ☐ No

＊If the existing enclosure is either not of archival material or too small for the item, it is advisable to have a replacement enclosure.

**VIII Reproduction**

Was the item reproduced in the past?
 ☐ Yes
 ☐ No

If reproduced, in which medium?
 ☐ Paper
 ☐ Microfilm
 ☐ Digital

When was it done?

How do you manage the original item once you have made a reproduction? Do you relocate it in more secure but less accessible storage? Do you apply stricter regulation for the usage of the item?

**IX Needs of digitisation**

The following questions are for assessing the needs of digitisation.

Rarity:
 ☐ High
 ☐ Low

Brittleness:
 ☐ High
 ☐ Low

Has the item reproduced in the past?
 ☐ Yes (Paper copy Microfilm)
 ☐ No

Priority of digitisation:
 ☐ High
 ☐ Low

**XI Exhibitions**

Was the item exhibited in the past?
 ☐ Yes
 ☐ No

If yes, who organised the exhibition? Where, when and how long was the item displayed?

**XII Any other remarks**

　　Write any other remarks regarding the preservation of the item such issues as problem of inadequate storage, security concerns etc.