

DOCUMENTATION
OF ARTEFACTS' COLLECTIONS
工艺品藏品备案



United Nations
Educational, Scientific and
Cultural Organization

联合国教育、
科学及文化组织

图书在版编目 (CIP) 数据

工艺品藏品备案: 汉、英/联合国教科文组织著; 民族出版社译. —北京: 民族出版社, 2010. 3

(文化遗产保护手册; 3)

ISBN 978 - 7 - 105 - 10665 - 3

I. 工… II. ①联…②民… III. 手工艺品—藏品保管 (博物馆) —汉、英 IV. G264. 2

中国版本图书馆 CIP 数据核字 (2010) 第 047159 号

出版发行: 民族出版社出版发行

地 址: 北京市和平里北街 14 号 邮编 100013

网 址: <http://www.mzchs.com>

印 刷: 北京佳顺印刷有限公司印刷

经 销: 各地新华书店经销

版 次: 2010 年 4 月第 1 版 2010 年 4 月北京第 1 次印刷

开 本: 880 毫米×1230 毫米 1/32 字数: 15 千字

印 张: 1.125

该书如有印装质量问题, 请与本社发行部联系退换

编辑室电话: 010 - 58130515

发行部电话: 010 - 64224782

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© UNESCO, 2007. 文化遗产保护手册 第三册. 工艺品藏品备案，UNESCO，巴黎。

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Printed in 2007 by the:

United Nations Educational, Scientific and Cultural Organization

2007年由联合国教育、科学及文化组织 印刷

7, place de Fontenoy, 75732 Paris 07 SP, France

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(CLT/CH/MUS-06/19)

由中国民族博物馆组织翻译

G064.2
2012/1

阅 览



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.

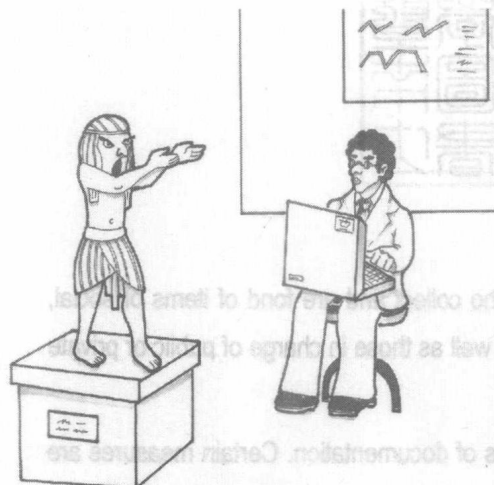
说明

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。

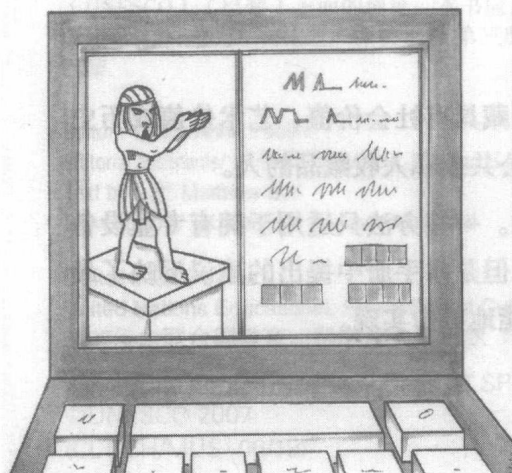
WHY DOCUMENTATION IS IMPORTANT

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。

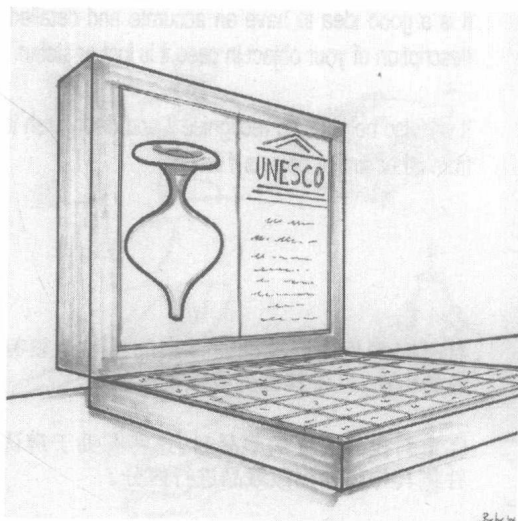


Proper documentation will allow a museum to :

- 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

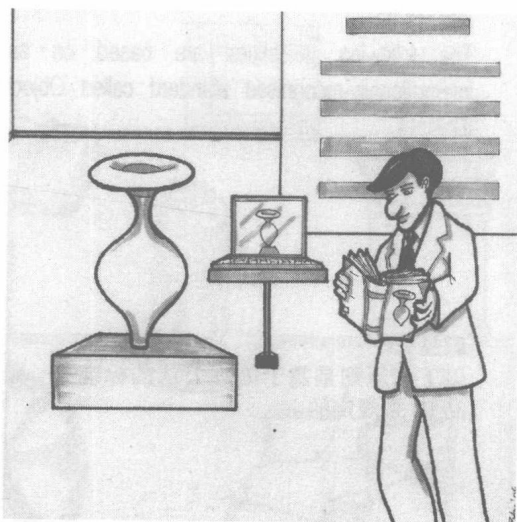
适当的备案可以使博物馆：

- 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



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有很有效的做法,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。



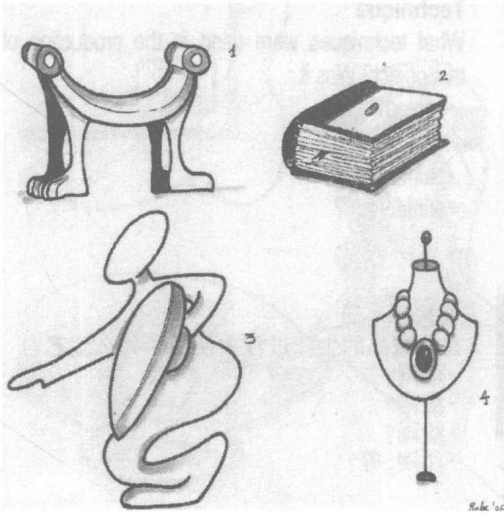
© The J. Paul Getty Trust, 1999.

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

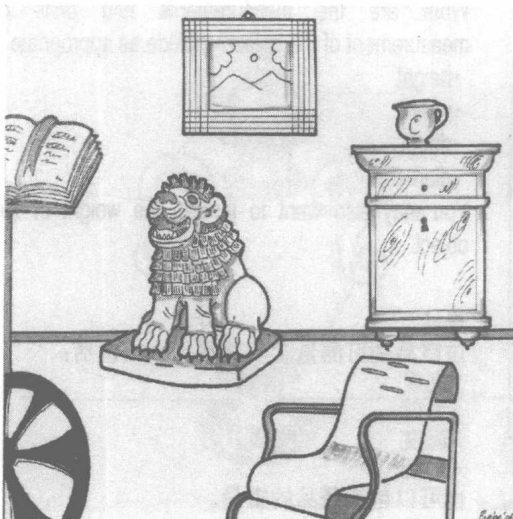
You will need to record the type of object you are describing. For example, is it a :

- 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

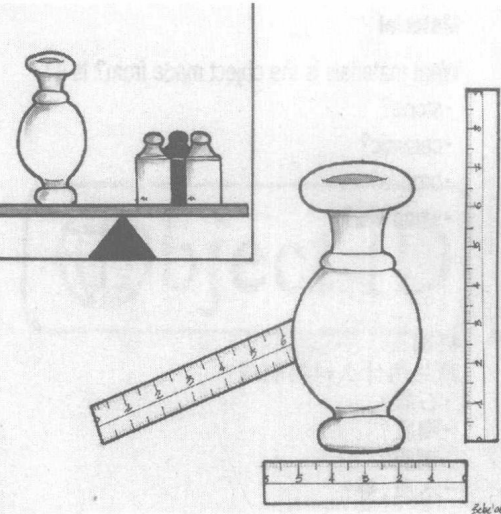
What techniques were used in the production of this object? Was it :

- carved?
- cast?
- painted?
- printed etc.?

工艺

在该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

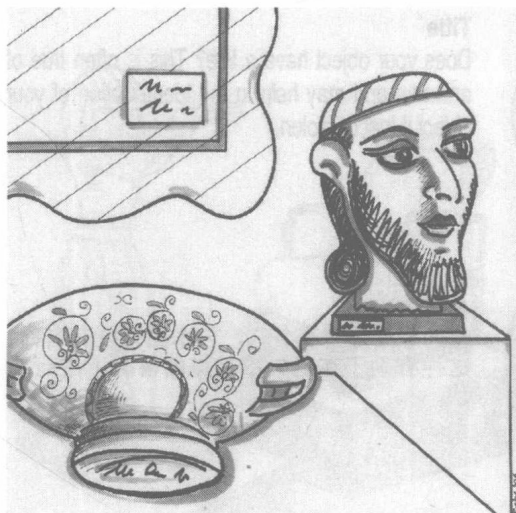
You may also want to include the weight of the object.

尺寸

该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

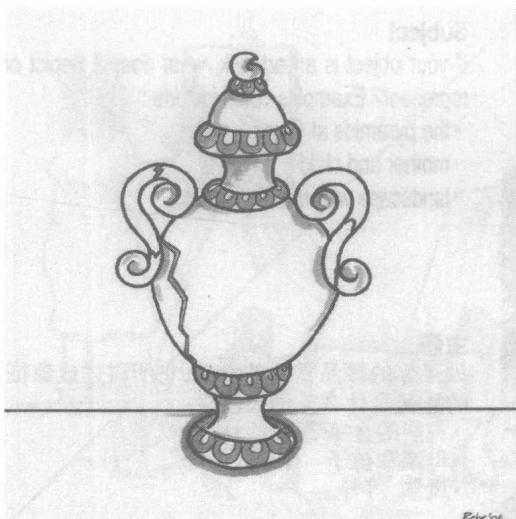
Does the object have any clearly identifiable marks or inscriptions? These could include :

- 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 :

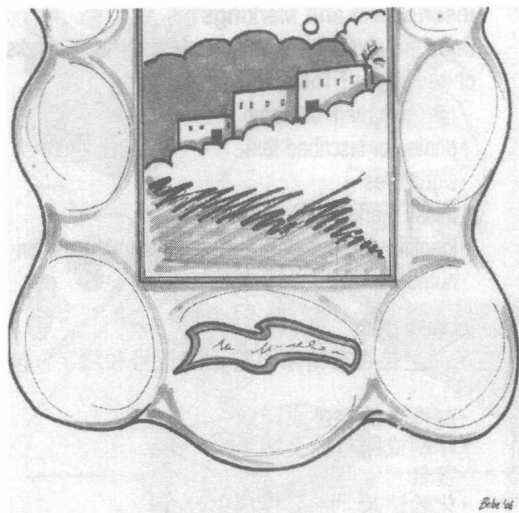
- damages
- repairs
- modifications
- manufacturing defects

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

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

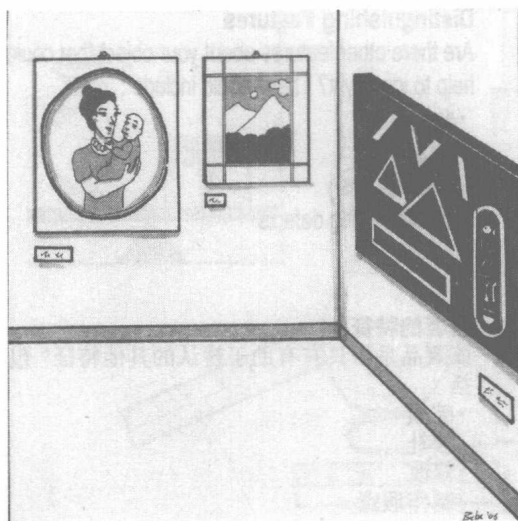


Title

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

你的藏品是否有名称？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

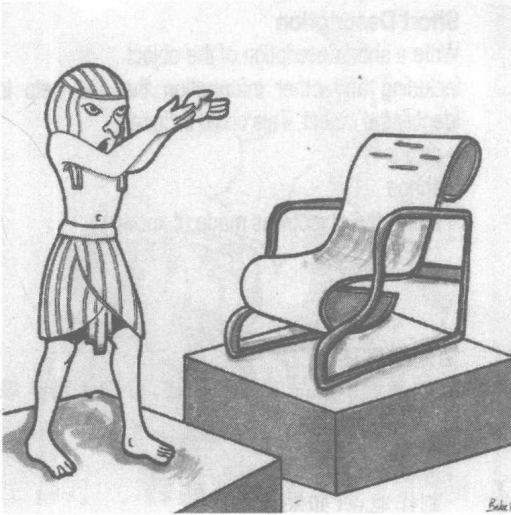
If your object is an artwork, what does it depict or represent? Examples could include :

- 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。

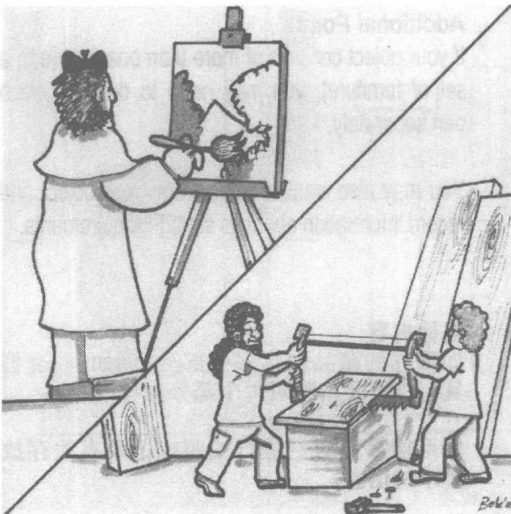


Date or Period

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)

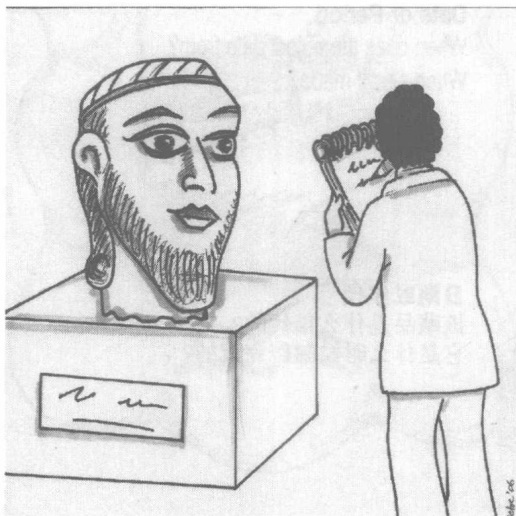
制作者

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)

DESCRIBING AND CATALOGUING OBJECTS

对藏品进行描述和分类



Short Description

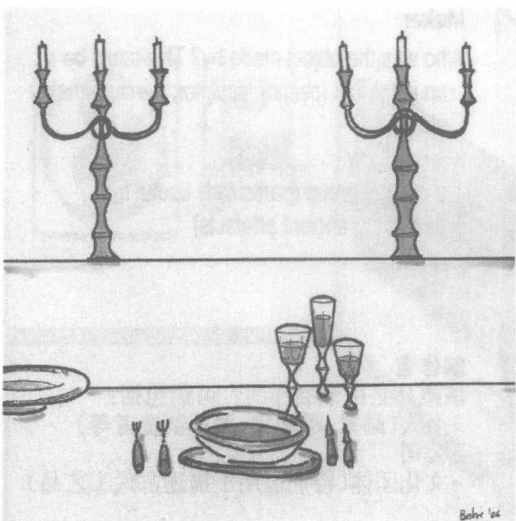
Write a short description of the object including any other information that will help to identify the object. This could include :

- colour
- shape
- where the object was made (if known)

简短的描述

记录关于该藏品的简短描述,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

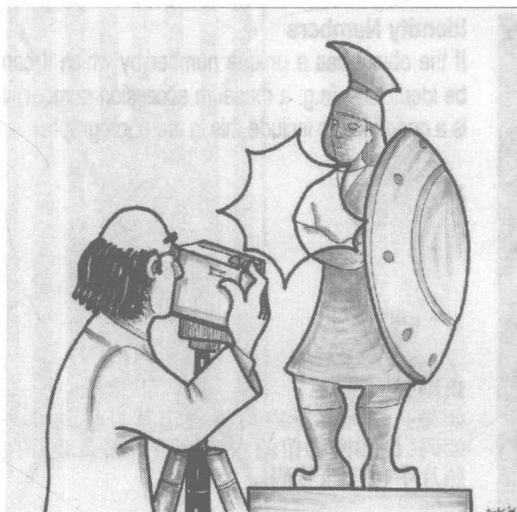
If your object consists of more than one part (e.g. a set of furniture), you may need to describe each part separately.

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,一套器具),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。

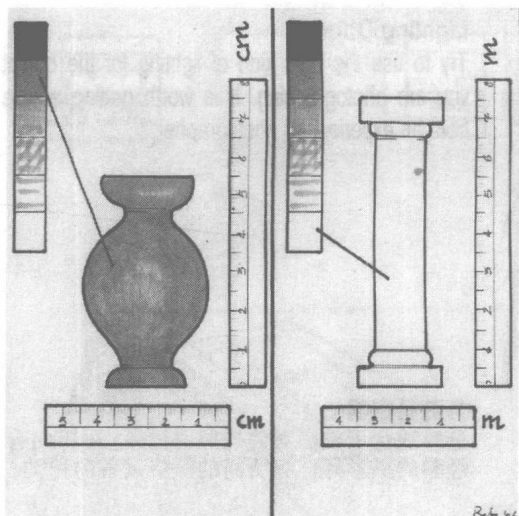


Photographing your object will help in identification if it is lost or stolen.

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盜的情况下进行辨认。

拍照还有助于减少对易损藏品的移动, 避免不必要的损失。



Size and Colour

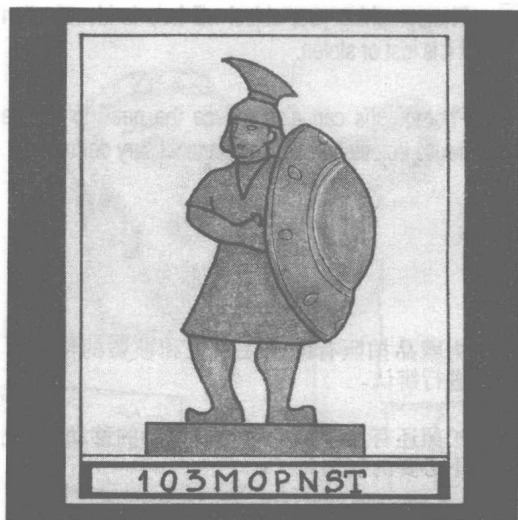
It is a good idea to include a scale in your photograph to show how large the object is. A ruler will do.

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度尺, 以便确认正确的色调。

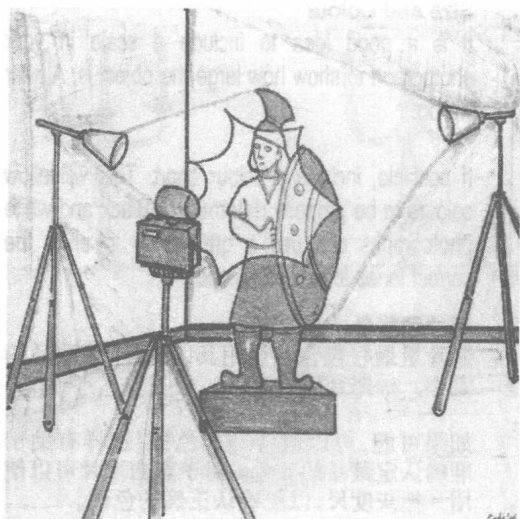


Identity Numbers

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。

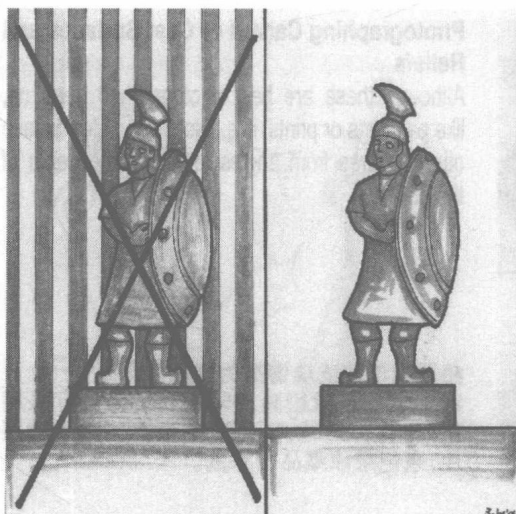


Lighting Objects

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

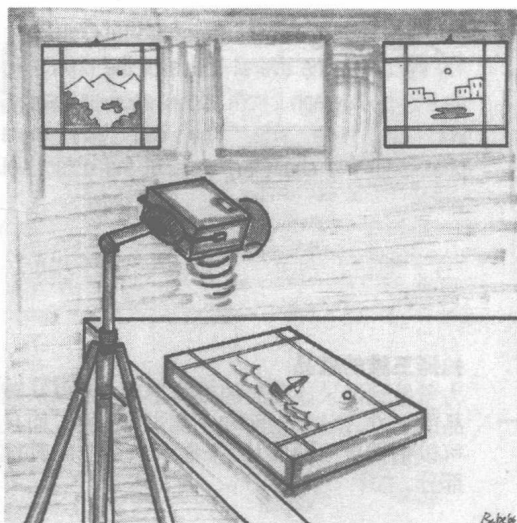
Objects are best photographed against a plain white backdrop. This is particularly helpful in ensuring the correct colour balance is achieved.

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。

如果需要呈现对比效果,可以使用深色的背景。



Photographing Two-dimensional Objects

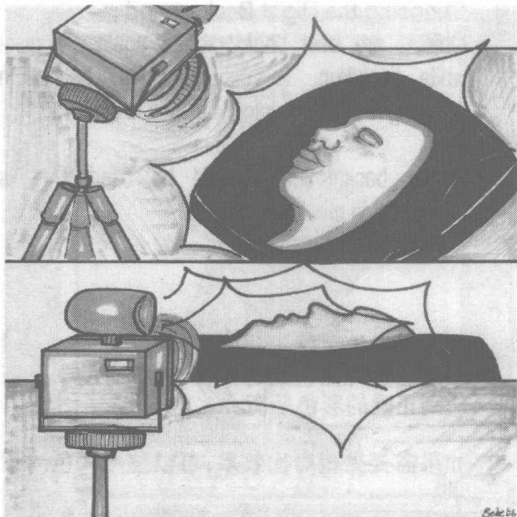
Objects such as paintings, prints, drawings and textiles are best photographed head on. Where possible, remove pictures from walls, laying them flat and photographing from above.

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。

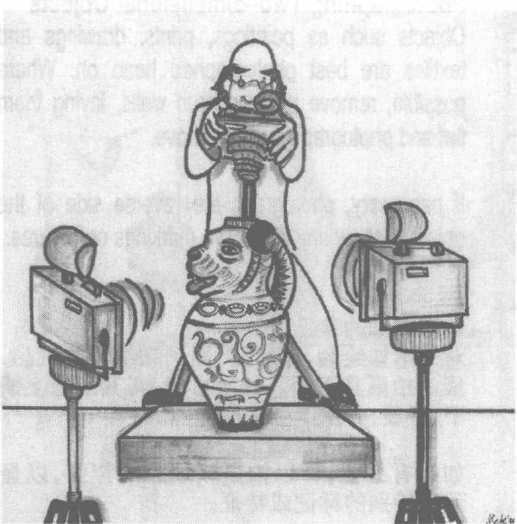


Photographing Carved or Cast Surfaces and Reliefs

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.

拍摄雕刻品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。