

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

图书在版编目 (CIP) 数据

手稿维护与处理: 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; 2)

ISBN 978 - 7 - 105 - 10665 - 3

I. 手… II. ①联…②民… III. 手稿—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 047158 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.mzcbs.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: 7 千字

印 张: 1.375

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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Division of Cultural Heritage, African and Arab museum unit

文化遗产部，非洲与阿拉伯博物馆处

Text by / 著: Antonio Mirabile

Drawings by / 绘: Beatrice Beccaro Migliorati

Printed in 2006 by the:

United Nations Educational, Scientific and Cultural Organization

2006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-06/18)

由中国民族博物馆组织翻译

G264
2012/

阅 览



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.

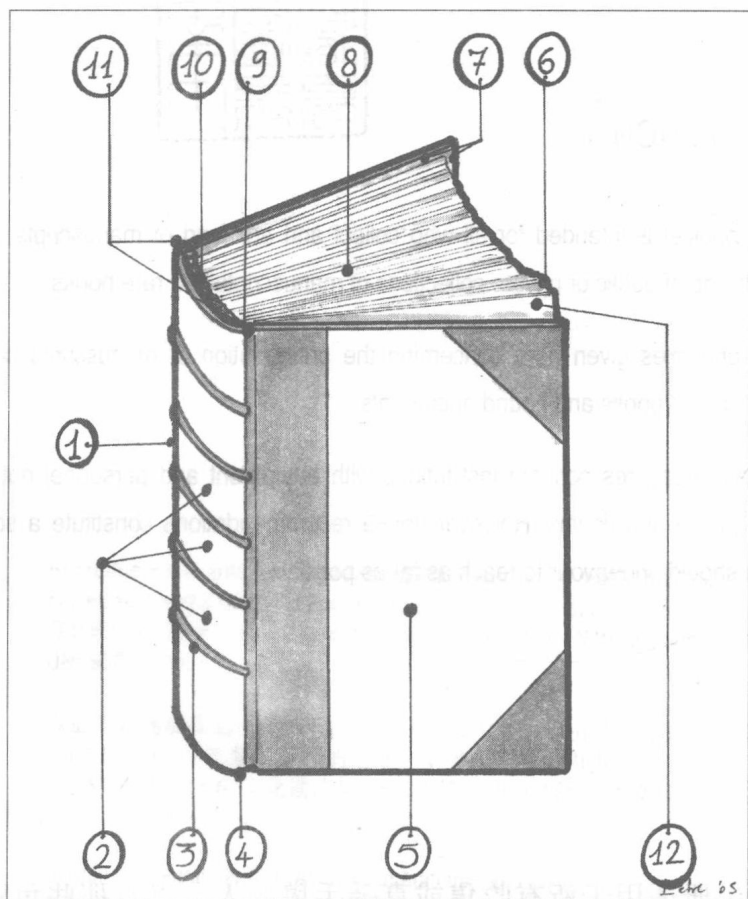
说明

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。

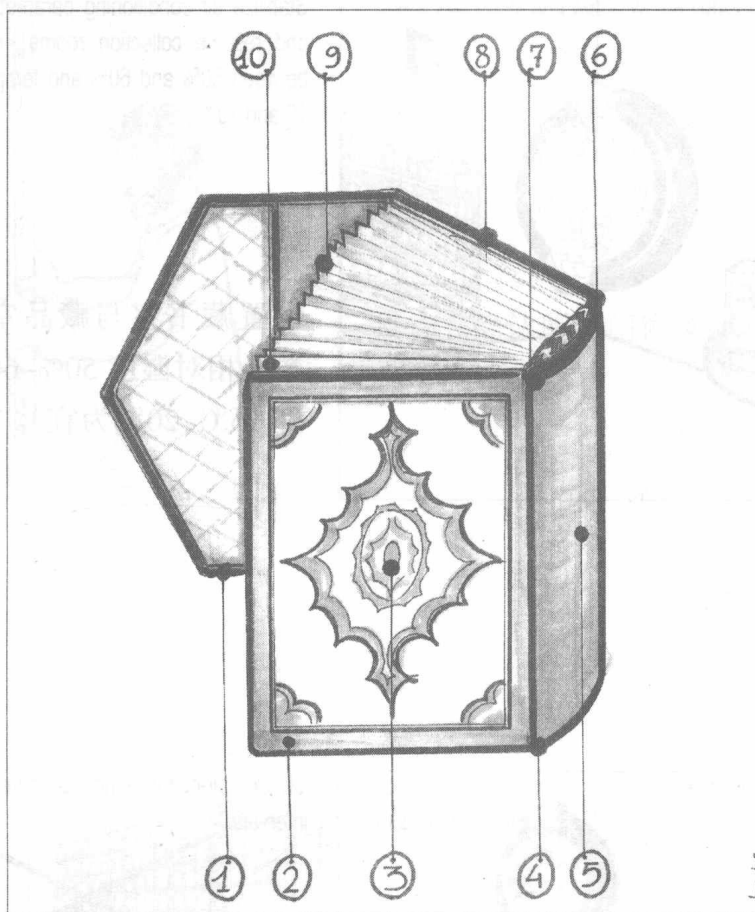
一些方法只适用于拥有专业设备和人员的机构，而不适用于个人。但是，本手册中提出的这些建议，个人也可以尽可能地努力实现。

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

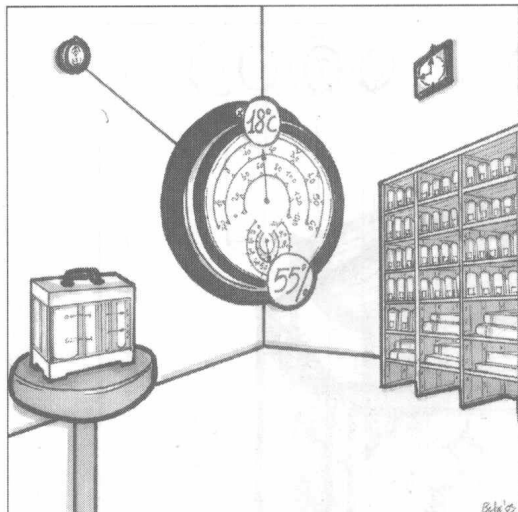
ARABIC MANUSCRIPT/ 阿拉伯式手稿



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

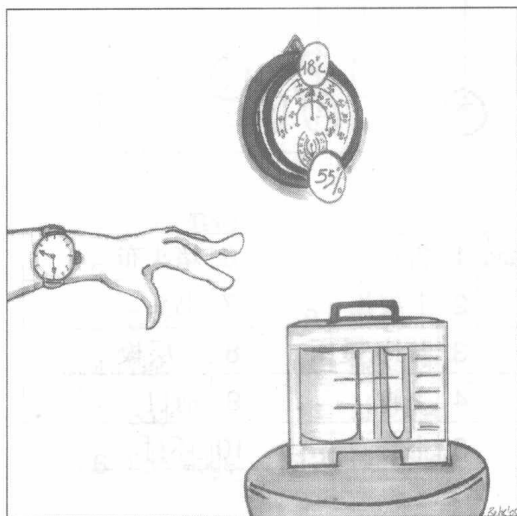
LIBRARY AND RESERVE COLLECTION ROOMS

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）。



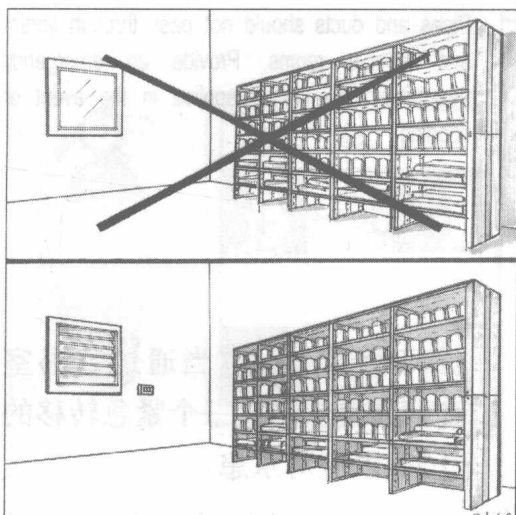
Check air-conditioning parameters at regular intervals.

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。



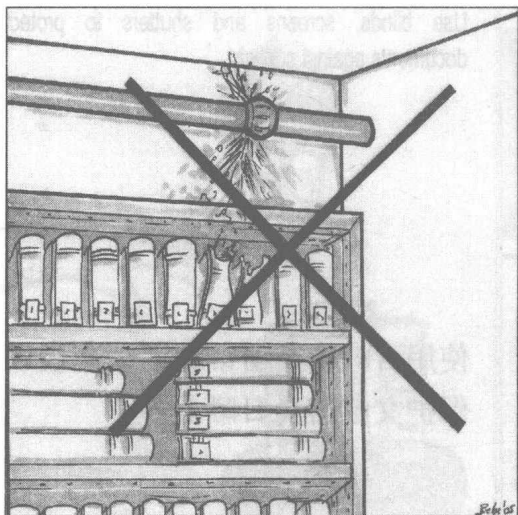
Use blinds, screens and shutters to protect documents against sunlight.

使用百叶窗、窗帘和活动遮板以保护文献避免日晒。



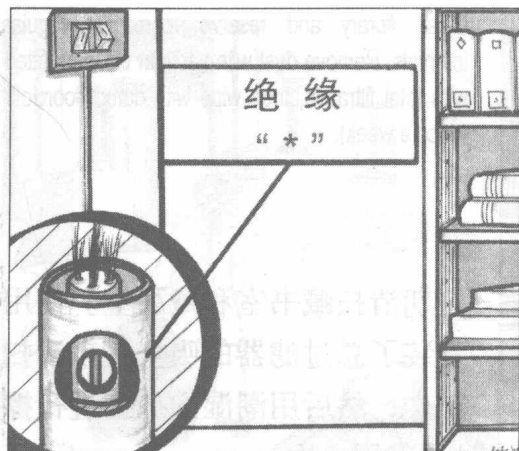
Fit all openings with a grid. Use a grid with sufficiently fine mesh to keep insects out while not restricting airflow.

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。



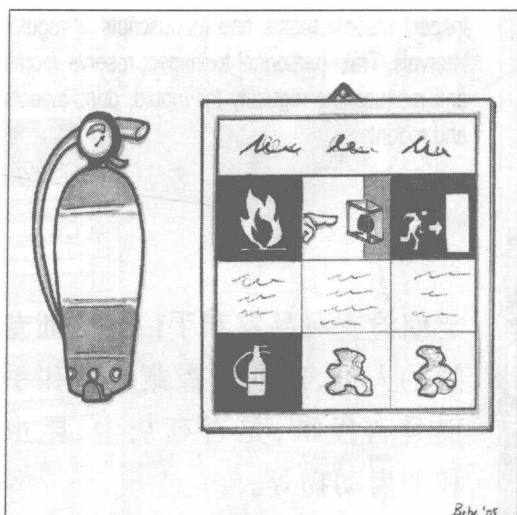
Pipes and ducts should not pass through library and reserve rooms. Provide an emergency evacuation plan to be applied in the event of flooding.

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。



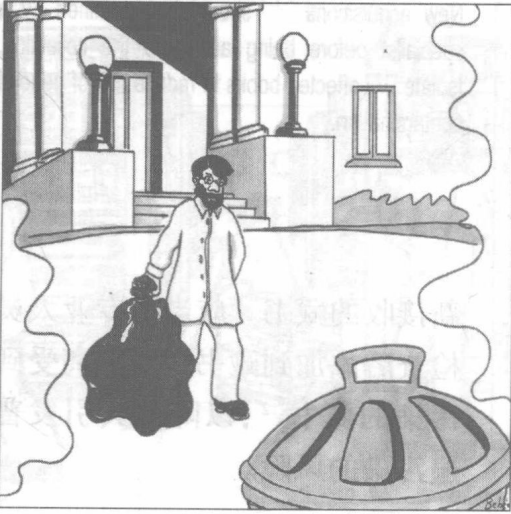
Clean library and reserve rooms at regular intervals. Remove dust with vacuum cleaners fitted with total filtration, then wipe with damp floorcloth (once a week).

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)。



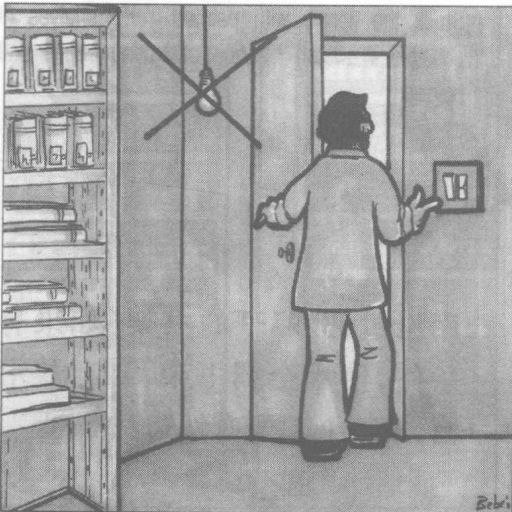
Inspect reserve rooms and manuscripts at regular intervals. Train personnel to inspect reserve rooms and manuscripts regularly for mould, dust, insects and rodents.

定期检查藏品室和手稿。培训专门的人员,定期检查藏品室和手稿是否发霉,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).

在黑暗环境中存放手稿（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

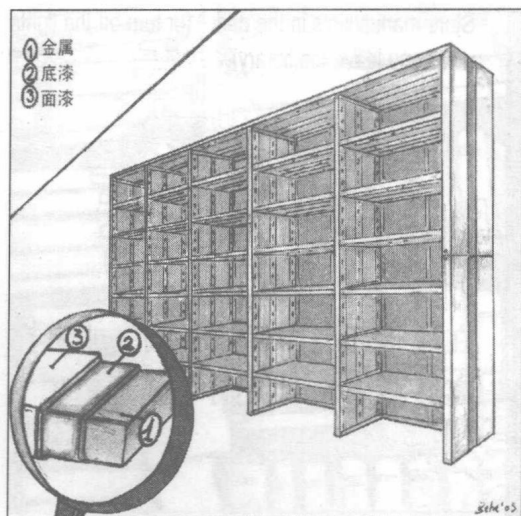


New acquisitions "1" should be examined by a specialist before being added to the collection. Isolate "2" affected books to reduce risk of general contamination.

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。

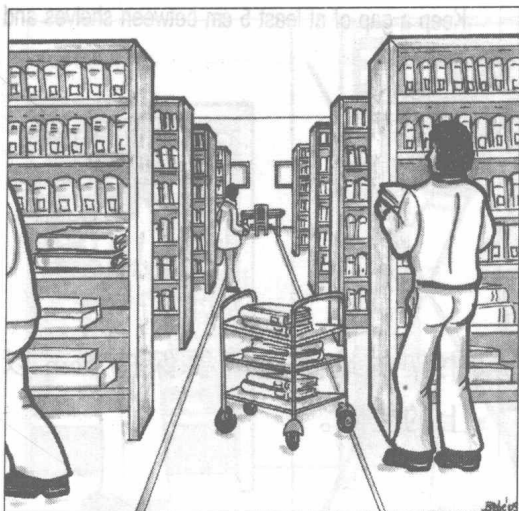
FURNITURE

书架



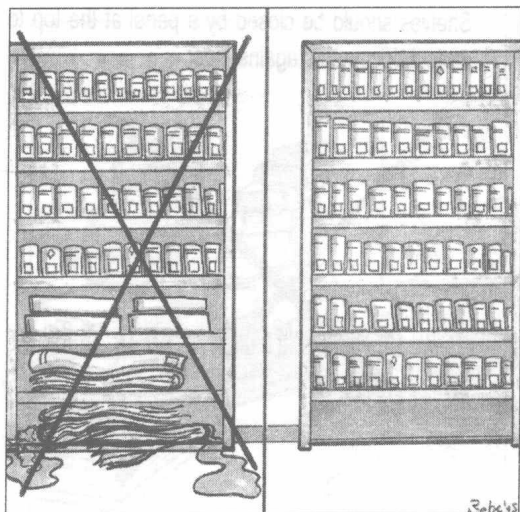
Stock the library with painted "2,3" shelves (if possible in metal) "1", free of cutting edges and bulges.

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。



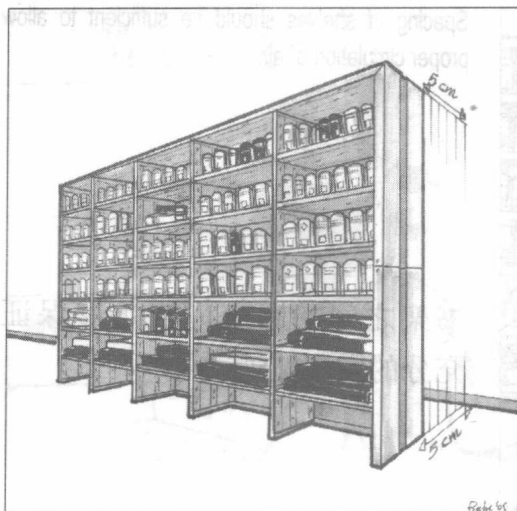
Spacing of shelves should be sufficient to allow proper circulation of air.

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.

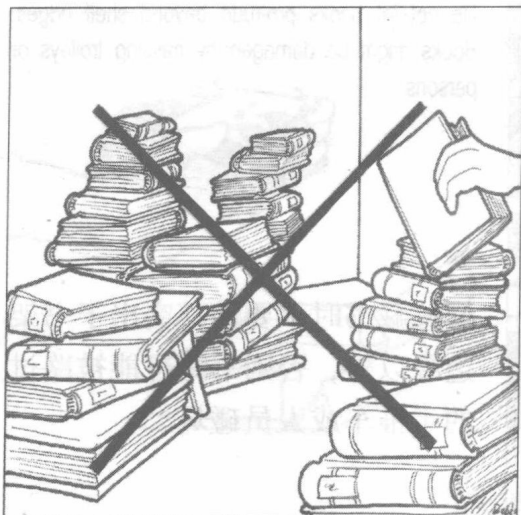
书架顶部应当封闭，防止文献被灰尘污染。



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

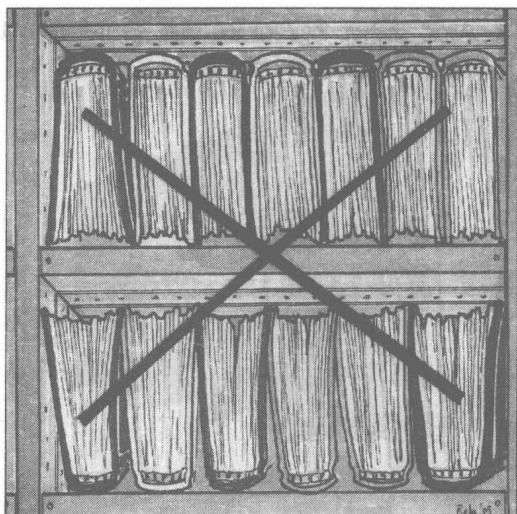
书架不宜过高,手稿应当置于易于触及的地方。

BOOK STORAGE 藏书的存放



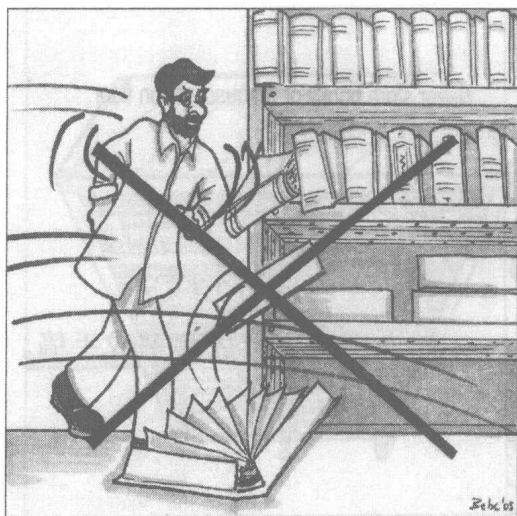
Never store books or manuscripts on floor.

不要在地面上存放藏书或手稿。



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。