



**INSTITUTION DETAILS**

**Partner Institution Details**

Main liaison staff member (if applicable):

<b>Title</b>		<b>Gender</b>	
<b>First Name (s)</b>		<b>Date of Birth</b>	
<b>Surname</b>			
<b>Position</b>			
<b>Department</b>			
<b>Institution</b>			
<b>Address</b>		<b>Tel.</b>	
		<b>Fax</b>	
		<b>Email</b>	

**Please answer the following questions, giving further details if necessary:**

Where in the institution are the manuscripts stored and used (top storey, middle storey, ground level, basement)?

How many manuscripts are there in the collection?

Is the collection kept entirely in the same room?

Yes  No

Who in your institution determines preservation policies?

Who in your institution is responsible for carrying out these policies?

Do the people responsible for implementation of these policies understand what they are doing and why they are doing it?

Yes  No

Does anyone on the managerial level follow-up to ensure that the policies are carried out?

Yes  No

Have the staff of the institution received any education on the preservation of manuscripts?

Yes  No

If they have, what was the length of the training?

Is there a preservation problem that is frequently encountered in your library?

Yes  No

Have original bindings been replaced with modern bindings in your institution? Is this still going on?

Yes  No

Have inappropriate materials or techniques been used in the past (for example, lamination or use of pressure sensitive tape)?

Yes  No

Are the relative humidity and temperature in the library measured periodically?

Yes  No

If they are, according to the season, what is the approximate temperature and relative humidity?

What materials are the shelves in the library made from?

Do you use any kind of packaging methods for the manuscripts when they are stored?

Yes  No

If you do use any packaging methods, what are they?

What kinds of access does the library have to the outside environment (windows, doors, sky lights, etc.)?

Do the windows open to the outside?

Yes  No

Are doorways placed in series to buffer contact with the outside environment?

Yes  No

Are doors and windows insulated?

Yes  No

Are window frames made of wood or synthetic material?

Is there a UV filtering system on windows which receive sunlight?

Yes  No

Have there been major insect or rodent infestations?

Yes  No

Are there any water pipes in, above or near the areas where the manuscripts are stored or used?

Yes  No

Does the library have a response plan in case of some kind of disaster?

Yes  No

Are staff trained to know what to do in the event of a fire, flood, earthquake or some other type of disaster?

Yes  No

Is there a fire alarm system?

Yes  No

What kind of fire-suppressant system does the library use, if any?

Are the manuscripts periodically given maintenance care?

Yes  No

How often are the spaces where the manuscripts are used cleaned, and in what manner are they cleaned?

Are the manuscripts given periodic dry cleaning and examined for insect or rodent problems?

Yes  No

Are the manuscripts exhibited for any reason in any space?

Yes  No

Approximately how long do manuscripts stay on exhibition at a time?

Are the manuscripts treated in any way before display?

Yes  No

Are book supports used during exhibition?

Yes  No

Are these supports determined by the sizes and special characteristics of the manuscripts?

Yes  No

Are the materials used in the construction of exhibition cases known?

Yes  No

During the period of display, are the levels of light, heat and relative humidity monitored?

Yes  No

When manuscripts are brought to readers or researchers are there special handling procedures?

Yes  No

Are special carts or boxes used for transporting the manuscripts?

Yes  No

With regard to preservation and conservation of the manuscripts in your institution, what type of deficiencies do you see in your institution?

With regard to the preservation of the manuscripts in your institution, what types of help would you like to get?

Signature..... Date.....