

How we identify and minimize further damage to **written heritage collections**

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National Library of Indonesia (NLI) has many cultural heritage collections. Due to many factors, its paper collections can be degraded, so conservation treatment are needed based on a priority scale, and the condition of the collection, with well-structured conservation steps. NLI has used a condition survey form to determine the types and steps of conservation needed to these collections. The form consists of 2 main parts, namely pre and post condition forms. The pre form records both, shelf mark data and the condition of the collection such as title, size, physical condition (acidity, ink fades, fungus/biota, missing parts). Next part is suggestions for the treatments that will be carried out, after analyzing the initial condition, such as: deacidification, lamination, lining, etc. The post form consists of information about the treatments applied, obstacles, suggestions, before and after treatment photos. By using this form collections can be conserved in the best condition, the procedural stages are more focused, damage and errors in the conservation process can be minimized, the need for tools and material can be estimated. Pre-conservation documentation can also help in preserving paper collections that have become puzzled (damaged) due to the conservation process, thereby minimizing further damage.

Keywords: paper identification, paper conservation, damage, library collection, documentation