|  |  |  |
| --- | --- | --- |
| MANUSCRIPT DIGITISATION | Name | Date |
| MANUSCRIPT METADATING |
| Shelfmark: |  |  Foliation | present / supplemented / new |
| Custodian:  |  |  Number of folios |  |
| Short title: |  |  Total amount ofimages |  |
| Author, date: |  |  Additional comments |  |
| Enclosure: |  |  |  |
| BINDING | BOOKBLOCK |
| Handling  | **☐** easy**☒**moderate **☐**difficult  | Handling | **☐**easy**☐**moderate**☐**difficult |
| Dimensions (HWD) |  \* \* mm | Bookblock material(s) |  |
| Covering material(s) |  |  |  |
| Spine | **☐** hollow back **☐**tight back | Sewing | **☐**good**☐** moderate **☐**poor |
| Cap (head) | **☐**good**☐** moderate **☐**poor | Stiching | **☐**no **☐**yes |
| Cap (tail) | **☐**good**☐** moderate **☐**poor | Loose gatherings/folios | **☐**none**☐**some **☐**many |
| Gilding on spine  | **☐**no **☐**yes | Adhering folios | **☐**no **☐**yes |
| Powdery leather | **☐**no **☐**yes | Mold damage | **☐**none**☐**some **☐**many |
| Rigid sewing supports | **☐**no **☐**yes | Distorted parchment | **☐**none**☐**some **☐**many |
| Broken sewing supports |  out of | Dog ears, creases | **☐**none**☐**some **☐**many |
| Left outer joint | **☐**good**☐** moderate **☐**poor | Tears | **☐**none**☐**some **☐**many |
| Right outer joint | **☐**good**☐** moderate **☐**poor | Unstable lacunas | **☐**none**☐**some **☐**many |
| Left inner joint | **☐**good**☐** moderate **☐**poor | Soiled folios | **☐**none**☐**some **☐**many |
| Right inner joint | **☐**good**☐** moderate **☐**poor | Mold residu | **☐**no **☐**yes |
| Detached board | **☐**0 **☐**1 **☐**2 | Fold-outs | **☐**no **☐**yes |
| Detached binding | **☐**no **☐**yes | Guards (covering info) | **☐**none**☐**some **☐**many |
| Vulnerable boards | **☐**no **☐**yes | Seals/pins/etc. |  |
| Headband | **☐**good**☐** moderate **☐**poor | Other loose components |  |
| Tailband | **☐**good**☐** moderate **☐**poor | Flaking inks/pigments | **☐**no **☐**yes |
| Clasps | **☐**no **☐**yes | Vulnerable paint layers | **☐**none**☐**some **☐**many |
| Vulnerable fastenings | **☐**no **☐**yes | Gilding | **☐**no **☐**yes |
| Silver components | **☐**no **☐**yes | Ink/copper corrosion | **☐**none**☐**some **☐**many |
| Loose fragments | **☐**no **☐**yes | Text in spine-fold | **☐**no **☐**yes mm |
| Additional comments |  | Additional comments |  |
|  |  |  |  |
| PAY ATTENTION! – BINDING: | PAY ATTENTION! – BOOKBLOCK: |
|  |  |
| CONSERVATION  | DIGITISATION**☐**NO **☐**YES |
| Preparation | **☐**no **☐**yes | Orientation | **☐**Western (start left)**☐**Eastern (start right) |
| Treatment | **☐**no **☐**yes | Glass plate | **☐**no **☐**yes |
|  | **☐**before**☐**during**☐**after | Max. opening angle | **☐**180o**☐**120o**☐**90o **☐**<90o |
| Duration estimate | **☐**less than a day **☐**more | Conservation Copy Stand | **☐**no **☐**yes |
| New enclosure needed | **☐**no **☐**yes | Conservator’s assistance  | **☐**no **☐**yes |
|  |  | Recommended aids |  |