|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | |  | |