

# Preserving History 保存歷史

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## Additional Information

### 其他資料

#### Common Preservation Terms

##### 一般保存術語

Understanding these terms can help you make better decisions about preserving records and artifacts.  
了解這些術語可以幫助你對保存紀錄和歷史文物做出更好的決策。

##### Archival

###### 收藏專用

A term that suggests a material is chemically stable and can be safely used for preservation purposes.

此詞彙是指某項材料的化學性質穩定，可以安全地應用在以收藏為目的之用途。

##### Lignin

###### 木質素

Contributes to paper degradation. Avoid using materials with this chemical.

木質素會導致紙質退化。要避免使用含有此化學成份的材料。

##### pH

###### pH 值

(from potential of hydrogen) the level of acidity/alkalinity on a scale of 0-14. Store your records and artifacts in acid-free containers.

(氫離子濃度，酸鹼值) 從 0-14 劃分酸／鹼度的等級。將紀錄和歷史文物存放在無酸的容器裡。

- Acid: pH of less than 7
- 酸性：pH 值小於 7
- Alkaline: pH of more than 7
- 鹼性：pH 值大於 7
- Neutral: pH of 7
- 中性：pH 值等於 7
- Acid free: pH of 7 or greater
- 無酸：pH 值等於 7 或更高

##### Provenance

###### 出處

The history of who has been in possession of a document or artifact.

指某文件或歷史文物所有人的持有歷史。

##### RH

###### RH

Relative humidity. Try to keep the relative humidity surrounding your documents and artifacts to about 33%. This can be measured using a barometer.

相對濕度。盡量將文件和歷史文物的相對濕度保持在 33% 左右。可以用氣壓計來測量濕度。

## To find local suppliers of archival materials

### 找到收藏專用材料的本地供應商

1. Contact local libraries, especially major public or national libraries.
1. 聯絡當地的圖書館，特別是主要的公共或國家圖書館。
2. Ask for their preservation or conservation department. When talking to the preservation or conservation specialist, explain that you are creating a small archive and would like to use archival materials for storing your archives.
2. 要求聯絡他們的文物保護或保存部門。與文物保護或保存部門專員交談時，說明你正在建立一個小檔案，想要用收藏專用的材料來存儲你的檔案。
3. These specialists should be able to help you find the best archival suppliers for your area.
3. 這些專員應該能夠幫助你找到你區域中，最好的收藏專用材料的供應商。

## Sample Preservation Plan

### 保存計畫範例

Sister Jones has received a box full of records and artifacts from her great grandmother, Mae Smith. She wants to preserve these materials so both she and her posterity can study and enjoy them. She decides to take the following actions.

瓊斯姐妹收到曾祖母，梅·斯密，寄來的，一個裝滿了紀錄和歷史文物的箱子。她想要保存這些資料，這樣她和她的後代就能夠研究和欣賞它們。她決定採取以下行動。

- Before handling the objects in the box, she clears her kitchen table and covers it with a protective cloth. She puts on gloves and then places the box on the table.
- 在處理箱子裡的物件之前，她清理廚房的桌子並鋪上防護的桌巾；她戴上手套，然後把箱子放在桌上。
- While handling each object, she is as careful as possible. She places each item on the table on its most stable side.
- 在處理每個物件時，她非常的小心謹慎。她將每個物件最平穩的那一面朝下，擺放在桌上。
- Once she has spread out all the objects, she writes down a brief description of each one, including any information she knows about its provenance.
- 她把所有的物件攤放開來後，為每個物件寫下簡短的說明，包括她知道其出處的任何資料。
- When her list is complete, Sister Jones organizes the objects in three general categories: documents, three-dimensional artifacts, and photographs. For each category, she further organizes the objects. Here is what her organized list looks like
- 完成列表後，瓊斯姐妹將物件整理成三大類：文件、立體歷史文物和照片。對於每一個類別，她更進一步處理其中的物件。以下是她整理的清單看起來的樣式：
  - Documents
  - 文件
    - 1887-1900
    - 1887-1900 年
    - 1901-1920
    - 1901-1920 年
    - 1920-1950
    - 1920-1950 年
    - 1950-1976
    - 1950-1976 年
  - Photographs
  - 照片
    - Of Mae Smith
    - 梅·斯密
    - Of Mae Smith's family and relatives
    - 梅·斯密的家人和親戚
    - Of Mae Smith's associates

- 梅·斯密的朋友
  - Miscellaneous
  - 雜項
- Three-Dimensional Artifacts
- 立體收藏品
  - Created by Mae Smith
  - 梅·斯密的創作
  - Owned by Mae Smith
  - 梅·斯密的收藏
- Sister Jones decides to store each item in a more appropriate container.
- 瓊斯姐妹決定將每個項目存放在一個比較合適的容器中。
  - For the photographs, she uses archival quality photo sleeves which she then places in an archival 3-ring binder
  - 她使用耐久品質的照片封套存放照片，然後放在一個收藏專用的3孔資料夾裡。
  - She places the documents in acid-free folders, one folder for each grouping of documents. She then places these folders in archival quality boxes.
  - 她將文件放在無酸的資料夾裡，每一組文件一個資料夾。然後將這些資料夾放在收藏專用的箱子裡。
  - She wraps each three-dimensional artifact in acid-free tissue paper and places them in boxes that support and protect their fragile elements.
  - 她將每一個立體的歷史文物用無酸棉紙包裹好，並將它們放在可以支持和保護其易碎材質的箱子裡。
  - However, she wants to display some of these items. So she arranges for a safe location in her home, away from windows and above the reach of children. She purchases frames, easels, and mounts that fully support and protect each item.
  - 然而，她想要展示其中的一些物品。於是她在家裡安排一個安全的地方，遠離窗戶及兒童伸手無法觸及的地方。她購買相框、畫架，安裝固定好，確保能充分支持和保護每一個物件。
- Finally, Sister Jones takes her newly housed items and stores them in a closet in her home. She knows this location is safe and stable because it is out of direct sunlight and the relative humidity is fairly constant. It is away from sources of steam and water. She labels and arranges each container so she can easily identify their contents later on.
- 最後，瓊斯姐妹將新收藏的物品存放在她家的儲藏室裡。她知道這個地方是安全穩定的，因為它不在陽光直射的範圍內，相對濕度也十分穩定，它遠離蒸汽和水的來源。她標示並整理每個容器，讓她以後可以很容易地辨識其內容。

## Online Resources 線上資源

- Canadian Conservation Institute (CCI): Preserving My Heritage.  
加拿大文物保存技術研究院 (Canadian Conservation Institute ; CCI) : 保存我的傳承  
<http://www.preservation.gc.ca/howto-comment/grid-eng.asp>
- Library of Congress: Caring for Your Collections.  
美國國會圖書館 (Library of Congress) : 照顧你的收藏  
<http://www.loc.gov/preservation/care>
- American Institute for Conservation 美國  
修護協會  
<http://www.conservation-us.org>