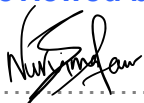


# Guidelines

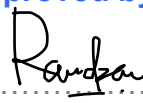
Reviewed by:



Dayang Nur Syima Awang  
Adrus

20<sup>th</sup> May 2026

Approved by:



Ramdzan Haji Saman

20<sup>th</sup> May 2026

## 1.0 Organization and handling of Special Collection

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## 1.1 Handling, maintenance and storage of reprography materials in Pustaka Negeri Sarawak.

Guidelines for handling, maintaining, and storing of reprography materials, whether they contain physical documents or digital media, is crucial for efficient organization and preservation. Handling, maintenance and storage of reprography materials will only be done by Librarian and/or Designated Officer (DO). The procedure are as follows:

- a. Handling of reprography materials
  - i) Wash hands before handling physical documents and albums / files to prevent dirt and oils from transferring onto them.
  - ii) Keep documents and albums / files organized with clear, descriptive labels, and maintain a consistent filing system to make retrieval easier.
  - iii) Be gentle when opening and closing albums or document folders to prevent tearing or damage to the contents.
  - iv) Don't overfill folders or albums / files, as this can lead to creasing, bending, or tearing of documents or photos.
  - v) For physical photos or delicate documents, use archival-quality sleeves or protectors to prevent damage from handling and environmental factors.
- b. Maintenance of reprography materials
  - i) Periodically review documents and albums / files to remove outdated or unnecessary items. This helps keep them organized and reduces clutter.
  - ii) Create regular backups to prevent data loss in case of hardware failure or data corruption for digital documents or albums
  - iii) Consult professionals for repairs and restoration for physical albums or files showing signs of wear
- c. Storage of reprography materials
  - i) Physical Storage:
    - Use sturdy, acid-free folders, binders, or boxes to store physical documents and albums.
    - Store them in a cool, dry, and clean environment to prevent deterioration.
    - Keep them away from direct sunlight, moisture, and extreme temperature fluctuations.
  - ii) Digital Storage:
    - Store digital documents and albums on reliable, external storage devices (e.g., external hard drives) or cloud-based services with regular backups.
    - Ensure the digital storage solutions are protected from viruses and malware.
  - iii) If the reprography material contain sensitive or confidential information, consider locking file cabinets or using password protection for digital files.
  - iv) Ensure that stored reprography materials are easily accessible when needed by maintaining a clear organization system and keeping an index or catalog.
  - v) Clearly label storage containers and create an index or digital catalog to quickly locate specific items.

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## 1.2 Handling manuscripts or rare information material in Pustaka Negeri Sarawak

Guidelines for handling, maintaining, and storing manuscripts and rare documents are crucial to preserving valuable written or historical documents. Proper care is essential to ensure their longevity.

### a) Handling Manuscripts

- i) **Clean Hands:** Always wash your hands thoroughly before handling manuscripts. Use gloves if necessary, but make sure they are clean and lint-free.
- ii) **Flat Surface:** Place the manuscript on a clean, flat surface to prevent bending, tearing, or accidental spills.
- iii) **Avoid Food and Drinks:** Never eat or drink near manuscripts to prevent accidental spills or stains.
- iv) **Pencil, Not Pen:** Use a soft pencil (2B or softer) for any notes or annotations. Avoid using pens, as ink can bleed through and damage the manuscript.
- v) **No Staples or Paperclips:** Remove any staples, paperclips, or other metal objects that could rust and stain or damage the manuscript.
- vi) **Support the Spine:** When opening a bound manuscript, support the spine with your hand to prevent damage to the binding.
- vii) **Turn Pages Carefully:** Turn pages gently from the corners and avoid excessive handling.

### b. Maintenance of Manuscripts

- i) **Document Repairs:** For minor repair, DO/L will send the document to Archive Division. For major repair, Pustaka will escalate the documents to a conservation project as approved by the Management Meeting members.
- ii) **Photocopies or Scans:** Consider making high-quality copies or scans of the manuscript for reference purposes, which can reduce the need for handling the original.
- iii) **Climate Control:** Maintain a stable environment with controlled temperature and humidity to prevent deterioration. Ideal conditions are usually around 60-70°F (15-25°C) and 30-50% relative humidity.
- iv) **Protect from Light:** Store manuscripts in a dark or low-light environment to prevent fading and degradation caused by UV rays.
- v) **Handling Marks:** Use acid-free paper, tissue, or other materials to interleave between pages to prevent ink transfer or damage.

### c. Storage of Manuscripts

- i) **Archival Materials:** Use acid-free folders, boxes, and sleeves for storing manuscripts. Acid-free materials prevent deterioration and chemical reactions over time.
- ii) **Label Clearly:** Label storage containers with essential information such as title, date, and author to easily identify the content without frequent handling.
- iii) **Vertical Storage:** Store manuscripts vertically to reduce stress on bindings and spines. Use bookends or supports as needed.

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- iv) Storage Location: Choose a cool, dry, and dark storage area. Avoid basements, attics, or areas prone to flooding or temperature extremes.
- v) Shelving: Use metal or wooden shelves, preferably powder-coated or painted, to store manuscripts. Ensure the shelves are sturdy and not overcrowded.
- vi) Security: Implement security measures to protect valuable manuscripts, such as locks or security cameras if necessary.
- vii) Regular Inspection: Periodically inspect manuscripts for signs of deterioration, pests, or environmental damage.
- viii) Digital Backup: Digitize the manuscript for backup and easy access.

## Annexes

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