

How to Handle Japanese Bound Books and Chinese Classics



1. Clean and dry your hands thoroughly before handling materials. Remember to wash and dry your hands even after you take breaks. Oily and dirty hands cause mold and blotching on the materials.



2. Remove jewelry such as rings and necklaces, which may damage the materials, and also remove pens and other items from shirt pockets.



3. Handle items with both hands. When handling materials with especially fragile paper quality, turn pages slowly.



4. Read materials in a location that is perfectly clean and level.



5. Do not touch the printing or writing surfaces unnecessarily. In addition, do not forcibly crack open items or allow adhered materials to flake off.



6. When employing writing instruments, only use pencils. Do not use mechanical pencils as the leads break, nor erasers as the filings adhere to the materials.



7. Use soft paper in place of post-it notes for bookmarks.



8. When measuring dimensions, use a soft cloth tape-measure rather than a metal tape-measure or ruler.



9. When moving materials, place them in a sturdy box or case when carrying to guard against dropping or damage.



10. Because Japanese bound books are soft, store them lying flat.



11. When storing items vertically due to space restrictions, etc., place materials in *chitsu* (Japanese traditional folding cases) or archival boxes, or enclose them with acid-free cardboard and bind with string to reduce the load placed on them.



12. Place valuable materials in archival boxes or inside *chitsu* (Japanese traditional folding cases).