

## **PRESERVATION AND CATALOGUING OF NIGERIAN ISLAMIC MANUSCRIPTS**

Programme of the training course at Arewa House, Kaduna (Nigeria)  
24 – 28 July 2017

*In cooperation with The Islamic Manuscript Association (TIMA) and the Centre for the Study of Manuscript Cultures (CSMC), University of Hamburg*

### **I. INSTRUCTORS**

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### **II. SCHEDULE OVERVIEW**

24 – 25 July 2017	Conservation & Preservation
26 – 28 July 2017	Cataloguing

### **III. SCHEDULE**

#### **24 July 2017, Monday: Preservation**

9:00 – 13:00, 14:00 – 17:00 Lectures & practical exercises

- ❖ Historical papermaking; introduction to inks used in Nigerian manuscripts.
- ❖ Sources of deterioration to paper materials paper substrate: biological infestation, structural damage; adhesive damage; planar damage; surface damage; surface soiling; media – inks and pigments.
- ❖ Preventive conservation measures: environmental control, dry cleaning, boxing.
- ❖ Prioritizing preservation needs: Impact; feasibility; urgency; use; storage; condition, value; preservation format.
- ❖ Preservation responsibilities – material care and materials science: evidence and information, storage of evidence and access to information, preservation strategies and tactics.
- ❖ Integrated Pest Management (IPM): manuscript pests; what do pests eat; habits and breeding habits; routes of entry; climate; water sources; food sources; storage conditions; IPM Strategies; housekeeping; incoming collections; pest monitoring; chemical treatments; non-chemical treatments; advantages to IPM; disadvantages to IPM.
- ❖ Care and handling: how to handle manuscripts, how to make provisional envelopes for protecting the items, how to choose the right paper/cardboard.
- ❖ Handling paper artefacts – General Do's and Don'ts.

- ❖ In the reading room: what should be allowed when consulting manuscripts and what not?
- ❖ First emergency actions (in case of water, moulds, insects).
- ❖ Practical demonstration about making boxes/envelopes – participants’ hands-on workshop in afternoon.

## **25 July 2017, Tuesday: Conservation**

9:00 – 13:00, 14:00 – 17:00 Lectures & practical exercises

- ❖ Theoretical approach to conservation treatments.
- ❖ Priority setting between preservation/conservation.
- ❖ Hand-made conservation treatments vs. machines for “automatic” conservation.
- ❖ Conservation and preservation of manuscripts in Northern Nigeria: Step by step conservation methods; cleaning; foldering; boxing; repairs of tears; when to repair; repairs of lacunae – infills and Klucel coated paper; types of repair papers; recording conservation work.
- ❖ Mss conservation lab at Arewa House Kaduna: Variable speed control vacuum; CXD Vacuum pump for anoxic treatment of infested manuscripts.

## **26 July 2017, Wednesday: Cataloguing**

9:00 – 13:00 Lectures & practical exercises

- ❖ Presentations of the participants and their collections
- ❖ Short presentation of material prepared for the workshop participants
- ❖ What is a manuscript?
- ❖ How to treat a manuscript when cataloguing
- ❖ Different types of cataloguing – general
- ❖ Different types of cataloguing – West African
- ❖ Practical consideration for a cataloguing project (detail of cataloguing, aim and infrastructure/staffing)
- ❖ Describing the manuscript:  
Physical description general and West African: Formats & writing material
- ❖ Describing the manuscript:  
Physical description general and West African: Layout & decoration
- ❖ Describing the manuscript:  
Script styles general and West African

14:00 – 17:00 Practical exercises

## **27 July 2017, Thursday: Cataloguing**

9:00 – 13:00 Lectures & practical exercises

- ❖ Standards and authority files: Name variants
- ❖ Reference works
- ❖ Standards: Transcription
- ❖ Title & author: Where to find them and possibilities to identify them
- ❖ Incipit & Explicit
- ❖ Colophon
- ❖ Dating a manuscript: problems and solutions
- ❖ Multi-Text-Manuscripts

14:00 – 17:00 Lecture & practical exercises

- ❖ Multi-lingual manuscripts / Ajami
- ❖ Identification of languages

## **28 July 2017, Friday: Cataloguing**

9:00 – 13:00 Lecture & practical exercises

- ❖ Paratexts: Defining the term
- ❖ Paratexts: Readers & owners / *ijāzāt & samā'āt*
- ❖ Paratexts: Glosses & commentaries
- ❖ Online cataloguing versus print catalogues
- ❖ Discussion on different cataloguing templates and their usefulness for the collections of the participants

14:00 – 17:00 Presentation of cataloguing strategies

- ❖ Presentation of proposals by the participants for a cataloguing project for their collection