

# **Disaster Preparedness Program of Manuscript Collection: A Case Study at Regional Archives of Cirebon, West Java, Indonesia**

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# Background

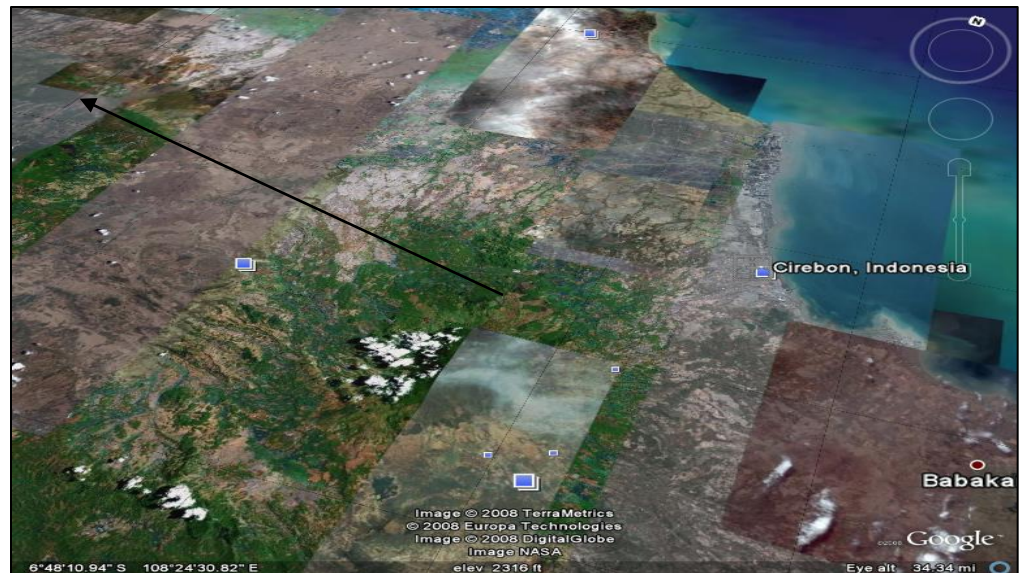
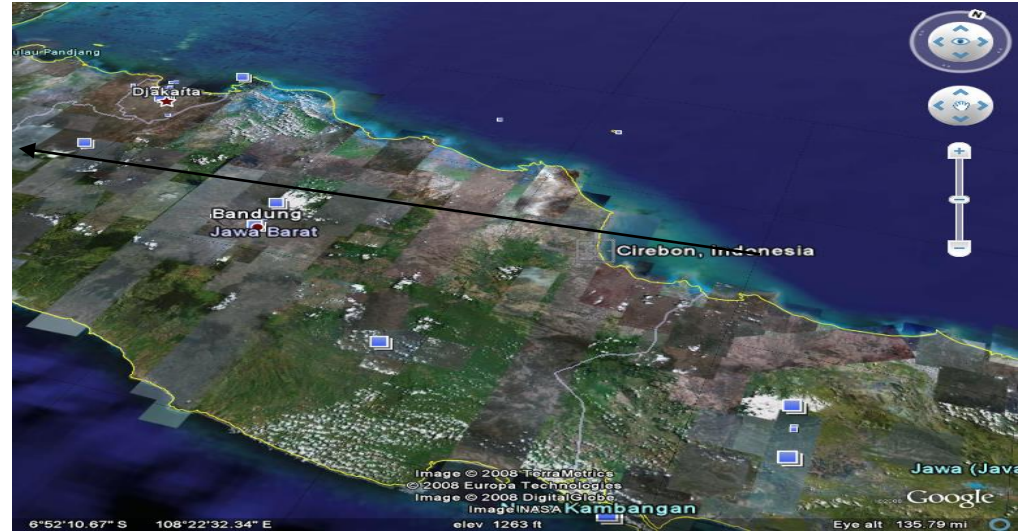
- Indonesia is a tropical country that is prone to natural disaster threats.
- The natural disaster threats could impact on many aspects of life, including the threats on cultural heritage.
- Cultural heritage can be found in many forms, including manuscript, temple, site, etc

# Background

- Manuscript is one of the traditional cultural heritage with historical, cultural and informative value that must be preserved from any kind of threats.

# Geographical conditions

- Cirebon is located on the coast (in the north)
- There volcanic volcano in the south (Cermai mountain)



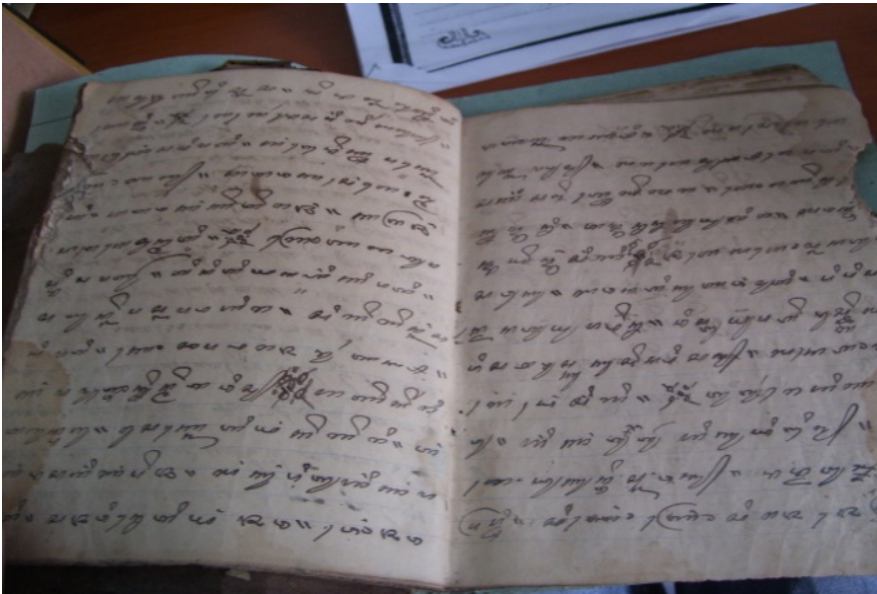
# Cirebon as a Source of Javanese Manuscript

- Cirebon is located on the north coast of Java, which is located in strategic area.
- Beside that, Cirebon is also known as an area which play an important role to support trade activities both regional and international.
- Cirebon manuscripts can be found in the form of *lontar*, *daluang* and *europaean paper*.

# Regional Archives of Cirebon

- Is an implementation unit area in the field of archive that aims to save the archive as material accountability and evidence, both of which created the Government, Agency, Private and public institutions for nation and state interest.
- One of the archive collection is manuscript.
- Manuscript as a national asset in poor condition

# Cirebon Manuscript





# Storage Room Conditions

- Exhibition and storage room without air conditioning, and low humidity
- Physically, there is no preservation of manuscripts. The manuscript is only included in the file box





# Storage Room Conditions



# Disaster Preparedness

- Definition of a disaster are all forms, events that threaten the safety of humans, that cause damage to buildings, collections, content, facilities and services (Matthews and Feather, 2003:3).
- The elements of a disaster preparedness plan, including prevention, response, response, and recovery (Harvey, 1993:123).

# Disaster Preparedness Plan

- Developing a good policy is one of the most important steps in preparing particularly disastrous.
- This is an effort to rescue the collection as a valuable asset.

# Prevention

- The results of this phase is to identify the cause of the disaster prevention such as manuscripts deterioration patterns, the results of surveys of disaster risks and factors that may affect the damage to the manuscript collection.

- Factors of manuscript collection deterioration at Regional Archive of Cirebon
  - a. Internal Factors
    1. Temperature
    2. Relative Humidity (RH)
    3. Light
    4. Clean air with good circulation,
    5. Microorganisms (fungi, etc.)
    6. Insects and rodents

Table 1 Data storage environments observations of manuscript

Distinguishing factors	Manuscript		Interpretation
Storage area	Storage space (Depo III)	Exhibit space located on the 2nd floor of the building incorporated into cabinets and stored in cardboard boxes shaped measuring 25x2, 5X9 cm with staples as adhesive placement	archives are in accordance with the needs
Manuscript Storage: Temperature	29,9	30,3	can cause damage
Moisture	64,3 %	62,6%	can cause damage
Light	147,7 lux	-	can cause damage
Manuscript Storage: Temperature	29,9	29.9 (in the cupboard)	can cause damage
Moisture	64,3 %	65,4 %	can cause damage
Light	147,7 lux	82 lux	can cause damage



## b. External Factors

- Identification at storage room suggested that in building storage room or building must consider the construction
- Materials which is used to build up the storage room is material commonly used for government buildings in Indonesia.
- Good air circulation and insulation at storage room is absolutely necessary to prevent fire.

## 2. Response

- Identified the supporting infrastructure in Regional Archive of Cirebon closely associated with the storage collection.
  - a. Infrastructure Supports
  - b. Training



# 3. Reaction

Based on a survey to the manuscript and physical surrounding of storage room shows that conservation procedures and techniques must be implemented to the collection

- Wrap the text with a paper map. It will made manuscript no longer interacted directly with us if touched
- Insert manuscript into the boxes to make it more durable archive

# 4. Recovery

Based on damage caused by the disaster shows that recovery procedures need to be fixed.

- Fixing a broken disaster site
- Creating standard operational procedures

Table 3 Job description of each member of the Disaster Preparedness Committee:

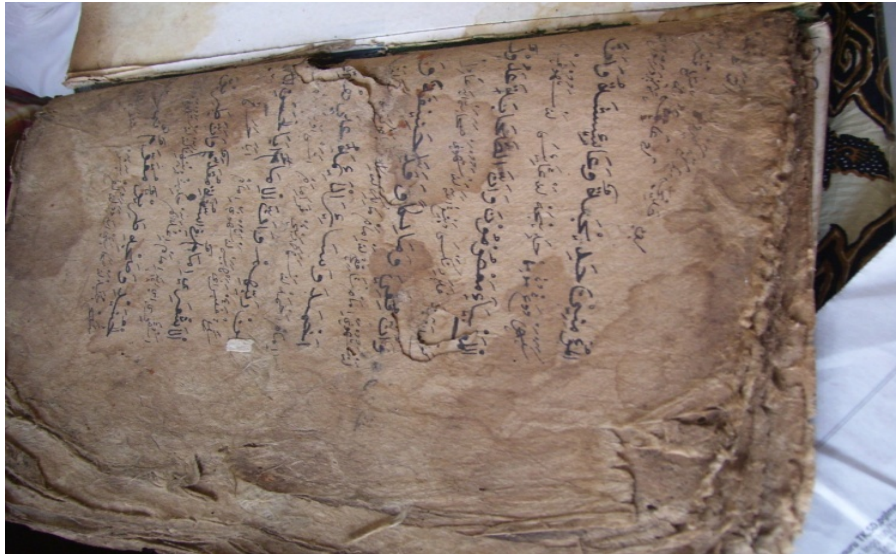
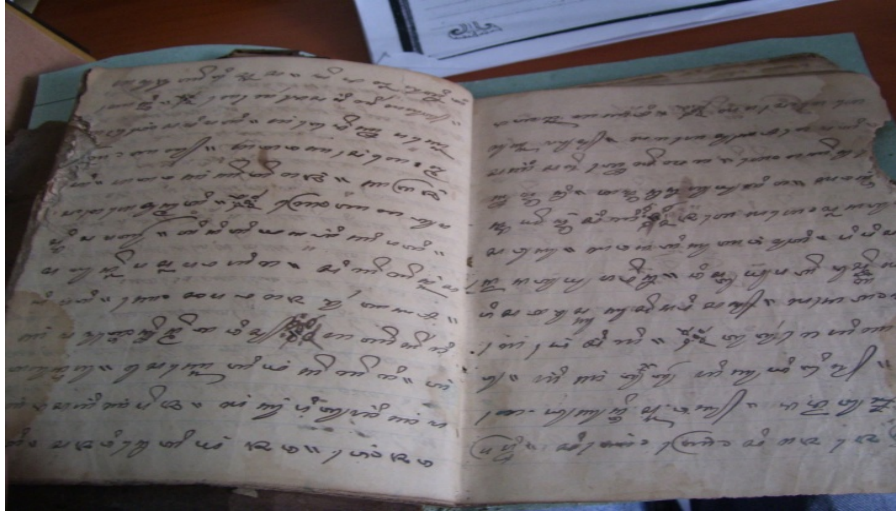
Role	Description	Responsibilities
Disaster Leader	The person in charge of the procedural of recovery but not directly involved in this process	<ul style="list-style-type: none"> <li>- coordination with the head office</li> <li>- approve the budget</li> <li>- approved mitigation plan and strategies to be implemented</li> </ul>
Disaster response coordinator	Chairman of response actions and recovery teams to the disaster- Coordinate with the head of implementation	<ul style="list-style-type: none"> <li>- ensure priority to verify through a list of priority</li> <li>- create a budget operating costs</li> <li>- compiling information for an insurance claim</li> </ul>
Recovery specialist	Experts in restoration techniques in the collection	<ul style="list-style-type: none"> <li>- in touch with the coordinator</li> <li>- assess the damage to the collection</li> <li>- determine the procedures and methods of rescue</li> <li>- coordinated with the recovery team leader</li> </ul>
Recovery team leaders	Set collection rescue activities	<ul style="list-style-type: none"> <li>- train and give instructions to the recovery team associated with the recovery method to be performed</li> <li>- coordinate with conservator</li> <li>- coordinate with related parties</li> </ul>



# Conclusion

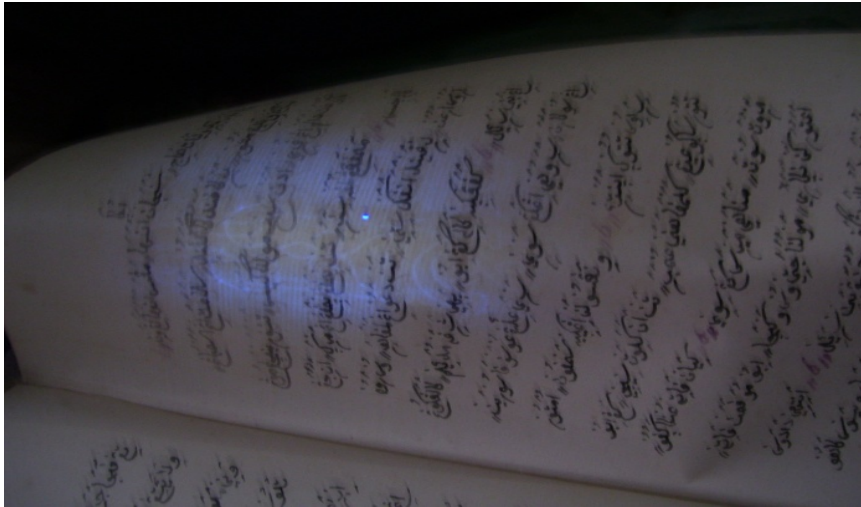
- Conservation programs in disaster preparedness at the Regional Archive of Cirebon must follow the environmental conditions and the environment storage.
- Good policy and written guidelines about disaster preparedness in the Regional Archive of Cirebon need to be implemented as soon as possible.

# Daluang





# European paper



# Lontar





# *Binding conditions*



Thank You