Guide to Handling East Asian Accordion Books
Princeton University Library Preservation Office

### Before you begin:
1. Wash hands with soap and dry thoroughly.
2. Start with a clean, flat workspace.
3. Confirm that you have the appropriate book supports (generally a stack of thin archival cardboard sheets, to be provided by Reading Room staff).

### Opening the Book:
4. Open the wrap-around case (enclosure) by sliding the two small clasps out of the cloth loops on the side. Lift the fascicles (individual volumes) off the top of the stack, one at a time.

### Reading:
5. Turn one page at a time. Handle the pages gently by the blank margins at the top and bottom. Do not insert your finger or anything else into the folds.
6. Keep the text block aligned when turning the pages, making sure that the pages remain in a tidy vertical stack.

### Interleaving:
7. If there are protective tissue sheets between the pages, make sure that each sheet is properly positioned before turning to the next page. To move the protective tissue, grasp it gently by diagonal corners, and lift it. Do not pull or drag it across the surface of the page.

### Supporting the text:
8. When open, keep the text block level and flat to avoid straining the fold by using archival cardboard supports under the thinner side of the text block to make the opening level.

### Adjusting the Supports:
9. Change the height of the supports as the pages are turned and the difference in heights gradually evens out and then switches to the other half of the text block.

### Finishing the text:
10. If you read through the entire text, carefully flip the textblock back to the front, supporting the covers with both hands. If you only read part way through, begin turning the pages one at a time, back toward the front cover, until the book is closed again, with the front cover facing up.

### Putting Away:
11. Carefully replace each fascicle on the stack while supporting the text block with the palm of your hand. Align the fascicles by gently nudging into place with the soft sides of your fingers before closing the wrap-around case.

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NOTE: Please make sure all fascicles are returned; the wrap-around case should not feel loose. Updated 10/2016