


KIRIBATI

# TARARUAN AO KAWAKINAN AMI BWA MA AMI UTU (FAMILY AND PERSONAL ARCHIVES)



Te family archive bon te tabo ae ti kawakin iai ara bwai ke bwain ara utu aika a kakawaki ma rimoa. Ti ataia naba ma iai bwa antai raoi ngaira ao ti roko ma ia. Kanoan te archive e kona n taian tamnei, albums, taian reta ao bebwa aika kakawaki.

Teimatoan ao teimanin raoiroin bwain ara utu aikai e nakon aron tararuakia ao kawakinaia. Aikai tabeua kairiri ae a kona ni buokiko ni kateimania riki bwain am utu (family archives) ibukin rooro ma rooro n taai aika i mwaira.

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BWAIN RIMOA MAN ANA TABO NI KAWAKIN BWAI (ARCHIVES) TE RABWATA AE E ARANAKI BWA TE PACIFIC ISLANDS EDUCATION RESOURCE CENTRE (PIERC) MA ANA MOAN TAREKITA AE LE MAMEA TAULAPAPA SEFULU IOANE I NANON TE 1970 TABUN

# Tera ae e na kona ni karekea te uruaki nakon bwain au utu (family archives)?

Angiin ara bwai ao bwain ara utu aika ti kawakin a karoaiki man bwaai aika a organic n aron (te bwaubwau, te aroka ae te flax, te kai, man kunin te man (leather), gelatine ao a bati riki). Ngkana a moanna ni maan ao a rang kai uruaki. Ti na kabwarabwara ikai baika a kona n uruaka am archives ao ko na kanga n totokoa rikina.

## Kamwaingana

A kona n riki uruaki aika a aki kantaningaki i nanon kamwaingana bwaai n aron te raeuaki, te mwanunu, uruakin taian boki ma taian tamnei (photographs). N tain te kamwaingana, ao oeran kunra e kona n tiku i aon taian beba ma tamnei ike e kona ni karokoa te bareka nako aon beba ma tamnei aikai.

**Tera ae ko kona ni karaoia:** Kamwaingi raoi bwaai n totokoa reken te uruaki. Taraia raoi bwa a na itiaki ao ni mwau baim ngkana ko kamwaingi bwaai ao kataia naba kabongana te nangoa ni bai (gloves) ngkana ko na tauu tamnei ke ana negatives te tamnei (film negatives). Ngkana akea nangoan baim, kataia tauu taian tamnei ma i rarikia ao tai tauu aoia ke nanoia.

Karua raoi ni kauki booki n totokoa te uruaki ao kabongana baim ke baika ko kona ni kabonganai ni kauki booki aika a rang mka ke kakai uruaki nakon 90°–120° te angle.

## Te ota

Bwaai aika a organic a rang kakai rotaki n te ota, riki man te ultra-violet (UV). Taai bon ngaia te kabanea n korakora ana UV, ma iai naba ana UV te taura te bwauta (fluorescent) ao te taura te bunimooa

(halogen) ae e urubwai naba. Te ota ke te taura e kona ni katanemaunai taian ink ma te dye ke ni bita matan te beba.

**Tera ae ko kona ni karaoia:** Ngkana ko aki kabonganai am bwai ao kawakini raoi n te bwaoki bwa a na mano man te ota. Bwaai aika ko kan kaoti (display), kararoai man otan taai ke menai n taian ru ae e uarereke te ota iai. Kaini taian curtain ao blinds bwa e aonga n uarereke rinin te ota. Ngkana ko kona, kabongana te taura te LED bwa e uarereke te UV ma iai ni kabotauaki ma taura ake tabeua. Ko kona naba ni kabongana te kaintamnei ae te kiraati ae e totokoa rinin te ota (UV-filtering picture-framing glass), karooan te winto (window film), ke te light fitting filters ni kauarerekea rokon te UV nakon am bwai.

## Kanoan te bong ao te kabuebue

A kona n rotaki bwaai aika a kawakinaki man bibitakin te kabuebue ao te aoi. Korakoran bibitakin te kabuebue i nanon te tai ae maan e kona ni karika te reena ao te kui nakon bwaai aika kawakinaki ike a kona n ure ke n mwakoroua (crack), a mwemwerake (lift) ke a raeuaki.

Angiin aonon Aotearoa a irekereke ma te aoi ae korakora ae riao 65%. Man aio, ao e kakorakora reken te manibinou ke te bwebwe (mould) ae e kona n aki ti rota marurungira, ma e kona naba n rota teimanin bwaai aika kawakinaki.

**Tera ae ko kona ni karaoia:** Kawakinan bwaai n taian ru aika a aki kabonganaki ke n te kabwate (closets) ae e bon tau te kabuebue ao te aoi iai man aki bibitaki, e na kauarerekea te uruaki. E raioiro riki te tabo ae kanga e mwaitoro ma e rang kakawaki riki ae e aki bibitaki mwaitorona. Kataia katuai taabo aika e bibitaki iai te kabuebue ma te aoi n aron te ru i nano (basement), taabo n tebotebo, te umwa ni kuka, te ru i eta (attic) ao taian karaati. Tai katikui bwaai i aontano, kakiraroai man bwaai ni kabuee (heaters), plumbing ao tinanikun oon te auti. Kabongana te dehumidifier (ma winto aika a in), ke kauki winto ao kabongana naba te iriba (fan) ni kabatia butiraoin te ang. Bwaai aika a kona ni kanakoa te mwaimwai (moisture absorbers) n taian storage container ma kabwate a buoka kauarerekean te aoi i an 60%. Iangoa naba karekean te hygrometer - te bwai n tuoa mwaitin ke korakoran te aoi i nanon te ru.

## Te bareka ao te bubu

Ngkana a ikoikotaki i aon bwaai aika kawakinaki (archival items), a kona ni karekea te kinakina i



KAITIAKI RAOI BAIM, AO KARAU RAOI TARAI BWAIN RIMO A AIKA A KAKAWAKI IBUKIA AM UTU BWA A URUAKI KE AKI

aon bwaai n aron te sandpaper. Te bubu e kona ni karokoa te mwaimwai (moisture) ae e kona ni karekea te manibinou ke te bwebwe.

**Tera ae ko kona ni karaoia:** Tuoi am bwai n taianako ibukin te bubu ao te manibinou ma te bwebwe. Kabongana te burati ae maraurau ni kanakoa te bareka ma te bubu. Rabun raoi am bwai n totokoa rokon te bubu i aoia ao kaitiaki raoi baim ke kabongana nangoan te bai ngkana ko kamwaingi ke ko tautau am bwai.

## Taian man aika a urubwai (Pests)

Iai tabeua maan aika a kona n tenatenai am bwai, n aron maan aika te clothes moths, te silverfish, te borer beetles, te dermestid beetles, ao te rodents. Taian kimoa a tenatena te beba, te silverfish ao te booklice a kakarii aon bwaai ao te borer e rinnako i nanon booki

**Tera ae ko kona ni karaoia:** Tuoi raoi am bwai n taianako man aia urubwai maan aikai imwain ae e korakora riki aia urubwai. Kataia bwa e na mwau raoi nanon taabo are ko kawakiniki iai am bwai ao kararoai amwarake ma moo. Kakaia buokam ngkana e a korakora mwaitin maan aikai.

## Bwaai aika a aki kainanoa kawakinai n te archive

Aaki tau bwaai tabeua bwa a na kawakinaki n te tai ae maan n te archive ibukina bwa aaki mamatoa

(low quality), a acidic ke a kakai uruaki.

- Angia bwaai aika beba (katiboti aika a buraun, beba ni kaongora (newsprint), beba aika a kona ni manga kabonganaki n aron te kraft ke beban te printer) a bane n acidic ke a kona n acidic i nanon te tai ao ni kona ni karekea te memea ke te mata ae babobo/buraun ao n tabe ni buakaka.
- Te kai (wood) e acidic ao e kona ni kamemea ao ni kabuakaka korakoran te beba.
- Tauan te beba aika taian biti (metal paper clips and staples) ma wiin te stapler a na raraa (rust) i nanon taina ao e na kabuakaka te beba.
- Taian tape, glue, rubber band, Blu Tack®, Post-it® notes, ao taian album are e kona ni kanimwaki iai tamnei, a kona naba ni karika te memea ae e aki kona ni kanakoaki ao te uruaki ae korakora.
- Taian plastic tabeua a kona naba n urui bwaai n aron te PVC, plastic aika a matamata (coloured), ao te cellulose acetate.
- Te lamination bon te mwakuri ae kaabuea te beba i marenan te plastic ao/ke bwai ni kanim (adhesives). Tabeua a kona ni kakua te beba ao ni kaotinaakoa te acid, ao tabeua a kona ni karekea timtimin bwaan te bwai ni koroboki (ink) ke te taitaai (dye). Te lamination e aki kona ni manga kaokaki n arona.

**Tera ae ko kona ni karaoia:** Onei mwin baikai nakon bwaai aika a raioiro man teimaan ibukin kawakinakin am bwai. Kataia n aki laminate taian beba aika a kakawaki.

# N na kanga ni kawakina raoi bwain au utu (family archives)?

Kawakinakin am bwai i nanon taian bwaoki e kona n totokoa uruakia man ana itera te otabwanin. Aikai aanga aika a kona ni karaoaki ibukin kawakinan bwain am utu bwa e na teimatoa raoiroina n te tai ae e maan.

## Kabongana raoi bwain te storage aika a rang raoiroi man teimaan

Bwaai aika a kabonganaki ibukin kawakinan bwaai a kabwarabwaraki ke n aranaki bwa 'archival', 'acid-free' ke 'museum-quality, ma aara aikai a kona ni kairua nanoia. Rinei bwaai ae ko na kawakini iai am bwai aika kakawaki n aron rongorongoa aikai:

- Tarai raoi taeka aika 'Acid-free' & 'lignin-free' ibukin beba aika a teimaan man raoiroi kabonganakia.
- Tenan kabanea n tamaroa ni beba bon te 'Pure 100% cotton' ke te '100% alpha cellulose'.
- E nanonaki te taeka ae 'Buffered' bwa te alkaline pH substance ae e a tia n renganaki ni katoka korokoran te acid are e karerekea te uruaki. Angiin beba aika a kakawaki, taian tamnei ma aia negatives a kona ni kawakinaki i nanon bwaai aika a aranaki bwa a buffered.
- E nanonaki te taeka ae 'Unbuffered' bwa akea te bwai ae e a tia n renganaki n totokoa te uruaki. A riai ni kawakinaki taian cyanotype ao blueprint i nanon bwaai aika a unbuffered n totokoa te mata ae buruu ke te mawawa man tanemaunana.
- Ibukin taian tamnei, kakaie bwain kawakinaia ae e a tia ni kabwataki iai te Photographic Activity Test (PAT).
- 'Inert plastics' n aron te polyester, te polypropylene ao te polyethylene a rang raoiroi kabonganakia. Te PVC (polyvinyl chloride) bon



E NA TEIMATOA RAOIROIN BWAIN RIMO'A AIKA A KAKAWAKI IBUKIA AM UTU NGKANA KO KAWAKIN N TE TABO NI BWAI AE E MANO RAOI

te aekaki ni plastic ae e aki rang raoiroi ibukin kawakinan bwaai. Tai kabonganai aekaki n plastic ae iai te PVC iai e ngae ngkana e katereaki i aona bwa e raoiroi ibukin kawakinan bwaai.

## Tabeau kairiri ibukin kawakinan bwaai

- Booti bwaai aika titebo. Ngkana ko booti taian tamnei ma beba aika a kakawaki ke taian beba ni kaongora, a kona n rotaki mataia ao a taenako. E rang acidic ao e urubwai te nutibeba. Kaewea (photocopy) mwakorokoron te nutibeba nakon beba aika akea te acid iai n totokoa te uruaki.
- Taian bwaoki a riai n akea naba te acid iai ao a bubura tau ibukin kawakinan am bwai. Ngkana e manga rang bubura, a kona ni mwainging bwaai i nanona; ngkana e manga uarereke, a na manga ibetutu man mwanunu kanoana ao, a na raeuaki ke a nim. Katiboti, bwaokin te kau ao te bwaoki te kai a bane n acidic. Ko kona ni kabonganai ma karaua karinan raoi am bwai i nanona ma beba aika a 'buffered' ao onei ni katoa tabeau te ririki.
- E kakai uruaki ke ni mka te beba ae nukumaki. Karau kawenei beba ni kaborababauai ke nukumi

teutana. Baika a bubura n aron taian mwabe (maps) a kona n roranaki ao a kawakinaki n taian tube aika akea te acid iai.

- Kabonganai riki taian folder nakon te tinaniku n reta ke te envelope ni kauarerekea te uruaki nakon mataniwin ao konan am bwai nako.
- Ngkana ko kawakin am bwai i aon te bao te kai (wooden shelf), nangoia moa n totokoa ewen te acid n te kai nakon taian beba.
- Tai kabonganai nnen tamnei (albums ke scrapbooks) aika makineti ke a kona ni kanimwaki iai tamnei. Kabongana te kaintamnei n aron te photo corners ke nnen tamnei aika a uarereke ao a kona n rin n te buua (pocket albums).
- Kabongana te bentira ae te 4B ae e maraurau i aon am bwai ma taian tamnei ao tiaki taian felt pen bwa a kona ni burinako bwaia. Koroboki ni mataniwin ke i tabon te tamnei ao tiaki i nukana. Ngkana ko a karini ke kanimwi n te album ke te scrapbook, kataia koroboki n te iteraniba ae e kaan ma te tamnei.



KARAU BOOTI RAOI BWAAI AIKA TI TE AEKAKINA AO KAWAKIN



KARAU RAI RI BAAN BOOKI AIKA A MKA KE A KAKAI URUAKI N TE RIETA AE 90° - 120° TE AENGKO (ANGLE)



KARAU KOROI RAOI RONGORONGO AIKA A KAKAWAKI (N ARON AARA, TAABO, MA BONGIN NAMWAKAINA) I AKUN TAIAN TAMNEI AO BEEBA AIKA IAI KOROBOKI I AOJA IBUKIA KANOAM N TAAI AIKA A NA ROKO.



BURAETITIKI (PLASTIC) AIKA IAI RUUIA, A KONA NABA NI KAWAKINAKI IAI TAIAN TAMNEI AIKA SLIDES AO NEGATIVES.



KARAU TAU RAOI TAIAN TAMNEI AIKA SLIDES AO NEGATIVES MAN TARAIA KE RARIKIA

### Kawakan booki ma nnen taian tamnei (albums)

Ngkana ko kaoti ke n display ao katei nako eta (vertically) ao ngkana e angaraoi ao totokoi taboia taian boki bwa a na teimatoa n tei. Ngkana a rara booki nakon te iterana e kona n uruaaki mwin kanimwaia. Booki aika a bubura ke a tinebu a riai ni kaweneaki. Ngkana a katukaki n te tabo ae e ukinako, uringa n taebubua aoia n tainako n totokoa reken te manibinou ke te bwebwe.

Kawenei taian boki ao nnen tamnei i nanon te bwaoki ngkana ko karau ni kawakin. Ngkana e uruaki te tabo are a kanimwaki iai taian boki ke nnen tamnei, kabongana te bwai ni kabaebae ae te cotton/ke te reben n tauu baana. Tai kabongana te rubber-band - a na karika te mka ao te memea.

### Kawakan taian tamnei, birim ao ana negatives te tamnei

A rang kakai uruaki ke n rotaki taian tamnei (photographic materials). E rang kakawaki kawakinaia n te tabo ae mwaitoro, e roo, e mwau ao akea te bubu iai.

Beba ao taian tamnei aika a kabiraki (resin-coated prints):

- A rang teiman tamnei aika a aki kara (black and white) e kona n riaon 100 ririkia.
- Tamnei aika a kara (colour), taian negative ao birim a kona n kerikaki tararaoia i nanon 20 te ririki ibukin ae a taainaki (dyes). Ngkana ko angaraoi ao kawakin n te tabo ae mwaitoro.

Iai teniua rinanin teia birim ma taian negative (types of plastic film bases):

- Te nitrate film (1889-1951) e karaoaki man taian sheet ao 35mm te motion picture film. E rang kakai ura n te ai ao e kakamaku ngkana e aki kawakinaki raoi. I nanon ae e tabe n mka ao e kaotinaoia te nitric acid.
- Te cellulose acetate film, (1925 - ni karokoa ngkai) e kona n rotaki n te tai ae e waekoa man te aoi ao te kabuebue ae e korakora. I nanon kekerikakin korakorana, e kui ao e kaotinaoia te acetic acid. E aranaki aei bwa te 'vinegar syndrome' bwa kanga titebo boina ma te vinegar.
- Te polyester film (1955 - ni karokoa ngkai) aio ae e rang teimaan.

Ngkana iai te boi ae ko arokia ke a kui taian birim, e rang kakawaki bwa ko na kawakin ni kakaokoro i totokoa ana urubwai te acid nakon am bwai ake



KABONGANAI RUUN BEEBA AIKA AKEA TE AETIETE IAI (ACID-FREE FOLDERS) NI KAWAKIN AM BWAI AIKA KO A TIA N TATABEUTAI NI KAKAOKORO I MWAIN AE KO KAWAKIN KE KO KARIN NI BWAOKI AIKA AKEA TE AETIETE IAI (ACID-FREE STORAGE BOX)

tabeua. Ngkana ko atagia bwa iai am birim te nitrate ke e a moanna n mka te acetate, karekea buokam ibukin norana ao kawakinaia ae e mano.

Karekea nnen taian tamnei (prints) ma ana negatives aika a tia n kabwataki ibukin te 'PAT' (Photographic Activity Test). A kona n nneaki ke n nangoaki ni beba aika akea te acid iai. Kawakin bwaai aika a maenako ao kakatannakoi n taian file ke taian folder, ao karini i nanon bwaoki aika akea te acid iai ao a teimaan. A kona naba ni kabonganaki taian plastic ni kawakinaki iai taian negative ma uringa are n te tabo ae e aoi, e na rikirake iai korakoran te mwaimwai are e kona n tiku i nanon te plastic ao ni karaoa te urubwai.

### Kawakan taian modern media (n ikotaki ma VHS, CDs, DVDs, HDD):

Taian magnetic media n aron te cassette tape, taian floppy disk, ao taian hard disk drive e uareke teimanin raioiroia bwa ti 10-30 te ririki. A aki kona ni kawakinaki bwaai aikai i rarikin taian microwave, television, kaombiuta ke bwaai aika a kona n reke ma iai te magnetic field. Kawakin taian teibi (tapes) ni katei, minoti ni kabane nakon te iterana ao manga kaoki nakon te itera are teuana ni katoa nimaua te ririki.

Tai kabwaoua ke n taua aon taian magnetic media ke taian optical disc (CDs, ao a bati riki).

A kakai rotaki ke n uruaki taian electronic format

ao ni kai bane taia. Kataia kaotinaoia (print) ke karekea am katoto ibukin baika a kakawaki n tabeua taian device.

### N na kanga ni katokai ke ni kaoti bwain au utu (family archives) n te aro ae mano ke n tan?

Katokakin ke kaotakin tamneia kain te utu ke beba aika a kakawaki bon ngaia te waki n ururing ke n katekeraoi ibukia ma e kakai karekea te uruaki katangainakia nako. Katinei katoto aika a rang tamaroa tarakia (high quality) ma tiaki ae bon tenan original, ao kawakini taian original ni katani man te uruaki ke te mka. Ngkana ko na kabongana te kaintamnei ae e matoatoa man raioiroi, reitaki ma are tabena bwa e na kabongana te conservation-grade ibukin am kaintamnei. A bobuaka teutana, ma a aki kona n urui am tamnei. Reitaki n tainako ma te tia karaoa te kaintamnei bwa e na kanga ni kanimwa am tamnei. Totokoa kabonganani te teibi ae nim (sticky tape) ke te dry-mounting. Ma kabongana te photo-corners, te edge strip, ke te reversible conservation adhesives.

Taraia bwa e na rin ao ni buti te ang ni katobibia am bwai ake ko katokai ke ko kaoti: kakerakei booki i aon te baobao, kabonganani taian bumper i aon kaintamnei, ao kararoai am bwai ma i aontano ao ma i rarikin taian koono (corner). Uringa n taebubua am bwai ake ko katokai ke ko kaoti.

## I KONA N BITI BWAIN AU UTU (FAMILY ARCHIVE) NAKON TE DIGITAL?

Eng! Bitakin ke kaewean bwain am utu nakon te digital bon teuana te kawai ae e rang n tamaroa ibukin kawakinan taian original bwa a na mano ke n tan i nanon naba kabonganakia. Nora rongorongon te DigitalNZ i nano ibukin bitakin rongorongon te utu ma rimoa (family history) ao whakapapa nakon te digital.

### Ia te tabo ae N na kona ni kaboi ke ni karekei iai baikai?

Baikai a materaoi ibukin nnen kawakinan bwaai a kakai reke n te arts and craft, scrapbooking ke taian stationery titoa. I aon Nutiran, aikai kambwana aikai a kabonakoi tenan conservation-grade material:

#### Conservation Supplies Ltd

Website: [www.conservationssupplies.co.nz](http://www.conservationssupplies.co.nz)  
Email: [info@conservationssupplies.co.nz](mailto:info@conservationssupplies.co.nz)  
Phone: 06 211 3991

#### Port Nicholson Packaging Ltd

Website: [www.pnp.co.nz](http://www.pnp.co.nz)  
Email: [sales@pnp.co.nz](mailto:sales@pnp.co.nz)  
Phone: 04 568 5018

#### Triptych Ltd

Website: [www.triptych.co.nz](http://www.triptych.co.nz)  
Email: [info@triptych.co.nz](mailto:info@triptych.co.nz)  
Phone: 06 378 6616

### E na reke ia te ibuobuoki ae e bon kaineti ma aio?

Ibukin riki rongorongon ma kaetieti i aon kawakinan bwain te utu (family archive), reitaki ma te Auckland Museum ke te National Preservation Office

#### Auckland Museum

[info@aucklandmuseum.com](mailto:info@aucklandmuseum.com)

#### National Preservation Office, Wellington

[preservation@dia.govt.nz](mailto:preservation@dia.govt.nz)

Ngkana a kaoti taian uruaki ke mka n am bwai, tai kataia ni karaoi ke ni kaoka arona. E kona te Conservation treatment ni kananaua maiun ke raioiroin am bwai aikai a rang kakai uruaki. Ibukin reitakim ma te Conservator ae e uakan ma ngkoe, reitaki ma te **New Zealand Conservators of Cultural Materials Pu Manaaki Kahurangi** website [www.nzccm.org.nz](http://www.nzccm.org.nz)

## TAABO RIKI AIKA A BONGANA:

### National Library of New Zealand

[www.natlib.govt.nz/collections/caring-for-your-collections](http://www.natlib.govt.nz/collections/caring-for-your-collections)

Te tabo aio ngaia ae e kona n anga kairiri i aon tararuan bwaai aikai a bati n ikotaki ma te archive, artwork ao te digital.

### DigitalNZ

[www.digitalnz.org/make-it-digital/creating-digital-content/digitising-family-history-and-whakapapa](http://www.digitalnz.org/make-it-digital/creating-digital-content/digitising-family-history-and-whakapapa)

DigitalNZ ngaia ae e anga te kamata bwa ko na kanga n digitise am family archive ni mwengam.

### National Services Te Paerangi

[www.tepapa.govt.nz/learn](http://www.tepapa.govt.nz/learn)

Te Papa Tongarewa ngaia ae e kona n anga tabeau ibuobuoki ibukin kawakinan bwain abam ae e irekereke ma am katei (cultural collections) ibukin am utu, am community ao iwi organisations ao ai taian museum i aon Aotearoa Nutiran.

E boutokaki te rongorongon aio man aia nano n tituaraoi te Tennyson Charitable Trust ao te Centre for Pacific Languages (te botaki ae e tabeakina aia taetae kain te Betebeke).

**Tennyson.**  
Charitable Trust  
Managed by Public Trust



Centre for  
Pacific Languages

Ibukin riki taian online resources, nora ana website te Auckland Museum: [www.aucklandmuseum.com/discover/care](http://www.aucklandmuseum.com/discover/care)



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KARAOAKIN AIKAI IBUKIN KAWAKINAN BWAIN RIMOA  
AIKA A KAKAWAKI IBUKIA AM UTU, BON KATEIMATOAN  
RAOIROIA IBUKIN RIRIKI AIKA A NA ROKO