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Preservation of Newspaper Clippings From CSIS (Centre for Strategic and International Studies) Collection at the National Library of the Republic of Indonesia

Frisca Vania Audy*, Ute Lies Siti Khadijah, Yunus Winoto
(Library and Information Science Department, Padjadjaran
University Building 3, 2nd floor, Faculty of Communication
Science, Ir. Soekarno St. Km. 21, Jatinangor, Sumedang,
Jawa Barat 45363, Indonesia)

***Correspondence:** frisca21003@mail.unpad.ac.id

ABSTRACT

Newspaper clipping preservation prevents collections from damage so that they can last a long time and still be used by future generations. Newspaper clippings from the CSIS (Centre for Strategic and International Studies) collection have the advantage of containing more authentic and primary information, and they have been arranged based on specific subjects, making it easier for users. This study aimed to determine the preservation of newspaper clippings from the CSIS collection at the National Library using the preservation pyramid. The method used was qualitative with a case study approach. The study results showed that the National Library had carried out preservation activities that included preventive preservation, passive conservation, active conservation, and restoration per the preservation pyramid. Preservation efforts carried out were in the form of compiling preservation policies, preventing damage to collections due to environmental and human factors, training for librarians, managing the storage environment in the form of air conditioning and curtains, binding, and fumigation in 2 collection rooms owned by the National Library. However, restoration has not been implemented because the condition of the collection is still quite good, although there is a risk of damage to clippings that have not been processed, so a policy is needed to continue the preservation of newspaper clippings from the CSIS collection.

Keywords: preservation; clipping; csis; csis clipping.

INTRODUCTION

The CSIS collection of newspaper clippings is one of the rare newspaper collections owned by the National Library of the Republic of Indonesia. These clippings not only show historical events, but also consist of various subjects, such as social issues, politics, labor, law, education and domestic relations, and many more (Ratmono, 2018). The advantage of CSIS clippings is that almost all of the sources come from newspapers or newspapers, so researchers often consider information that comes from newspapers to be more authentic and a primary source for addressing problems in society. Apart from that, the CSIS clipping collection is also much sought after because it has been arranged based on certain subjects, this makes it easier for readers to search for information without having to open the newspaper pages one by one to look for the topic they need (Syahrul, 2023). The information contained in the clipping makes the CSIS clipping a reference material for researchers, academics and the general public who need data according to the subject written in the clipping.

CSIS as a research institution that focuses on politics, economics, social issues, global development, defense and security, and other strategic issues (Syahrul, 2023) has been actively producing these clippings from 1971 until now (Ratmono, 2018). However, limitations in storage space owned by CSIS meant that collections were neglected, causing some collections to be damaged or even destroyed so that they could not be used again. Considering the urgency of the information contained in the newspaper clippings that have been created by CSIS, efforts are needed to save them so that the physical form of these collections can last a long time so that they can still be used and the information contained therein can be useful for future generations. In line with Law enforced by the Library Number 43 of 2007, namely to increase the quantity and quality of library collections and also as a vehicle for lifelong learning in developing community potential, CSIS contacted the National Library to collaborate in compiling their clipping collections.

In 2010, the CSIS institute issued a policy to donate part of its collection of clippings to the National Library of the Republic of Indonesia. With this policy, the National Library of the Republic of Indonesia was trusted to store, preserve and serve the CSIS clipping collections from 1971 to 2003 (Syahrul, 2023). The reason for appointing the National Library of the Republic of Indonesia as the target institution is because the National Library of the Republic of Indonesia is an institution that has expertise in managing and preserving collections. This is in line with the contents of Law Number 43 of 2007 concerning Libraries, which states that the National Library of the Republic of Indonesia has the function of a supervisory library,

reference library, deposit library, research library, preservation library and library networking center. In this regard, strengthening the function of the National Library of the Republic of Indonesia as a conservation library which has a national policy regarding the preservation of library collections as stated in the duties and functions carried out by the center for the preservation and media transfer of library materials, including: 1) Implementation of physical preservation through maintenance, maintenance, restoration and binding of library materials; 2) Implementation of preserving the information content of library materials through the transfer of micrographic and photographic media; and 3) Implementation of preserving the information content of library materials through transferring digital media to new media. (National Library, 2017). Therefore, this means that many important documents that have historical value are stored in the National Library of the Republic of Indonesia which were provided by institutions or agencies in Indonesia for preservation. One type of important document that has historical value in question is the newspaper clippings from the CSIS collection.

As technology develops today, there are several methods that can be used as a transition to conventional methods with additional technological assistance that can be used in newspaper clipping preservation activities. Preservation activities covered can include maintenance, care, repair and reproduction. From changing media forms to special conservation methods, the aim is to ensure that the information values contained in clippings are saved, speed up the search and acquisition of information, maintain the aesthetic aspects and neatness of documents, maintain library materials so they can still be used, and prevent collections from destructive factors (Fatmawati, 2018).

This research was studied using the Preservation Pyramid Theory from Teygeler in his book entitled "Preservation of Archives in Tropical Climates. An Annotated Bibliography" which examines the stages of preservation starting from: a) preventive preservation, namely activities that include all direct and indirect steps and provisions that will optimize environmental conditions, and preservation and access to objects to extend their useful life. Examples include creating clear policy lines that cover training, attitude building and professionalization of all staff; b) passive conservation, namely activities that include all direct and indirect steps aimed at extending the service life of the object. Examples include good housekeeping, air purification, air conditioning, cleanliness of storage areas, and monitoring of storage areas. An important aspect of passive conservation is surveying the physical condition of the collection; c) active conservation, namely activities that include all direct and indirect

steps and actions on objects to extend their useful life. Examples include object repackaging and repackaging, object cleaning, mass de acidification, and disinfection. Active conservation can be carried out by people who are not trained conservators; and d) restoration, namely activities carried out to extend the useful life of the object in an appearance that complies with aesthetic and ethical principles, while maintaining its historical integrity. Restoration is the stage that requires the most costs and time because it requires a trained conservator to carry it out (Teygeler et al., 2001).

Based on the background that has been described, the limited space that the CSIS library has in storing the physical collection of newspaper clippings produced has led CSIS to issue a policy that includes collaboration with the National Library of the Republic of Indonesia to donate a portion of the number of newspaper clippings that have been produced to be saved so that they are not damaged. In connection with the CSIS clipping collection which has high historical and academic value and the reason for choosing the National Library of the Republic of Indonesia as the only institution given a grant by CSIS to save the collection makes this unique and the reason for researchers to conduct research that focuses on the process of preserving newspaper clippings from the CSIS (Centre Strategic for International Studies) collection at the National Library of the Republic of Indonesia. Therefore, researchers conducted research entitled "Preservation of Newspaper Clippings from the CSIS (Centre Strategic for International Studies) Collection at the National Library of the Republic of Indonesia".

There is previous research regarding clipping preservation, namely research by Damaji Ratmono which discusses the preservation of clippings in the CSIS library. This research uses a descriptive method with observation data collection methods, condition surveys and interviews. The research results show that the CSIS library preserves its physical collection of clippings using binding techniques and media transfer techniques (Ratmono, 2022). The difference with this research is this research discusses clipping preservation activities in the CSIS Library. Meanwhile, CSIS clipping preservation activities are not only carried out at the CSIS Library, especially after CSIS donated its clipping collection to the National Library to be saved. There has been no research that examines the preservation of clippings from the CSIS collection at the National Library using Teygeler's Preservation Pyramid theory which discusses preservation from the stages of preventive preservation, passive conservation, active conservation, to restoration. In addition, the study only emphasizes the active conservation aspect, namely binding. While this study integrates all stages in Teygeler's preservation

pyramid, starting from preventive preservation, passive conservation, active conservation, and restoration to see the preservation approach as a whole.

The next research is Nurhayati's research which discusses the empowerment of newspaper clippings. This research uses a literature study method. The results of the study show that the steps in empowering newspaper clippings are by providing an index to facilitate the retrieval process, preservation, promotion, and creating electronic clipping services (Nurhayati, 2016). The difference with this research is that the research only focuses on the theory of empowering clippings so that they can still meet the needs of users in general. While this research focuses on how the condition of the clippings is preserved specifically, namely at the National Library of the Republic of Indonesia using Teygeler's preservation pyramid theory, starting from preventive preservation, passive conservation, active conservation, and restoration to see the preservation approach as a whole.

Based on these two studies, this study is here to fill the gap by focusing on the physical preservation activities of the CSIS collection clippings at the National Library which are still rarely discussed, and analyzing them using specific theories such as Teygeler's Preservation Pyramid as a systematic approach to understanding the levels of preservation. Although this study focuses on the physical preservation aspect, it is undeniable that digital alternatives also have an important role, especially in the current digitalization era which provides easy access for librarians. However, in the context of the CSIS collection of newspaper clippings which are classified as rare newspapers, special care is needed for their physical condition first in order to protect the original form of the clippings so that their authentic and historical value is maintained.

METHODS

This research uses a qualitative descriptive research method with a case study approach. The case study approach according to Creswell examines a program, event, activity, process, or one or more individuals in depth. These cases are limited by time and activities that require researchers to collect detailed information using various data collection procedures over a certain period of time (Creswell. JW, 2015). The reason the researcher used a case study approach was to make detailed and in-depth observations of the case being researched to gain a complete understanding of the preservation of newspaper clippings from the CSIS collection at the National Library of the Republic of Indonesia. The data collection techniques used in this research were interviews, observation and documentation. The subjects of this research were librarians in the Library Material Preservation and Media Transfer Group and the Rare

Monograph and Periodical Collection Services Working Group of the National Library of the Republic of Indonesia.

The interview responses were analyzed using thematic coding (Creswell. JW, 2015). The coding strategy involved identifying significant statements from the informants, assigning initial codes to relevant segments, and grouping similar codes into main themes. Some of the key themes such as environmental control, preservation policies, and librarian training were identified and categorized.

RESULT AND DISCUSSION

CSIS clippings at the National Library of the Republic of Indonesia

The National Library of the Republic of Indonesia has stored newspaper clippings in the CSIS collection of 13,391 copies. This clipping is a clipping published by CSIS from 1971-2003. These clippings were donated by CSIS to the National Library due to limited storage space owned by CSIS, so as an effort to save the CSIS collection so that it can be maintained so that it can be used by readers for a long time, a policy was issued to donate the collection to the National Library.



Figure 1. CSIS Clippings at the National Library of the Republic of Indonesia
Source: Personal documentation (2025)

Considering the large collection of clippings donated by CSIS to the National Library of the Republic of Indonesia, efforts are needed to ensure that these clippings are well maintained and have a long life. The efforts made by the National Library to preserve these clippings are through preservation activities. Preservation activities carried out by the National Library will be studied using Teygeler's pyramid theory which consists of preventive preservation, passive conservation, active conservation and restoration.

Preventive Preservation of CSIS Clippings at the National Library of the Republic of Indonesia

Teygeler in his book entitled "Preservation of Archives in tropical climates: an annotated bibliography" explains that the definition of preventive preservation is an action in optimizing environmental conditions to extend the life of collections by using air conditioning and air humidity control. Activities in preventive preservation include: a) preventing damage due to environmental factors; and b) prevention of damage due to human factors. Actions that can be initiated are to develop clear policies that include training to build awareness and the presence of professional staff (Teygeler et al., 2001).

At the National Library, preventive preservation activities carried out include:

1. Develop a Clear Preservation Policy

The policies created serve as guidelines for the National Library in preserving the available collections. This policy can be accessed publicly because it is listed on the website preservation.perpusnas.go.id with the title "Policy for the Preservation of Library Materials and Ancient Manuscripts" (Deputi Bidang Pengembangan Bahan Pustaka dan Jasa Informasi, 2019). The contents of the policy include:

- a. Libraries and institutions/communities who own ancient manuscripts in the archipelago are obliged to preserve and save their collections from damage.
- b. The library allocates a budget for conservation activities of library materials and ancient manuscripts of the archipelago according to needs.
- c. Human Resources need to be equipped with education both formal and non-formal.
- d. Conservation of library materials and ancient manuscripts based on standard standards by using conservation materials that comply with standards by paying attention to conservation ethics and adequate facilities and equipment.
- e. Carry out identification, analysis and documentation before and after conservation.
- f. Condition surveys are carried out on:
 - (1) Library materials (damage inventory based on acidity level (pH), brittleness and other damage).
 - (2) Storage rooms and other library facilities.
- g. Care and maintenance (preventive measures) include setting environmental conditions for storage, placing insect repellent materials (camphor) and placing silica gel, cleaning library materials periodically including carrying out fumigation (carried out on new library materials or those infected with insects).

- h. Repair (curative action) and binding of library materials and ancient manuscripts of the archipelago:
 - i. Library materials that are cheap (in terms of price) and easy to obtain do not need to be conserved, but replaced with new procurement.
 - (1) Use acid-free ingredients.
 - (2) Does not change the original shape (maintains the original stitching and cover model).
 - (3) The materials used are reversible (can be returned without damaging the document).
 - (4) Use proper conservation and binding methods.
 - (5) Done by experienced staff/with the help/guidance of a conservator.
 - j. Library materials and ancient manuscripts in a damaged condition are a top priority for conservation.
 - k. Library materials and ancient manuscripts that are destroyed and cannot be repaired are wrapped in acid-free paper and stored in acid-free boxes.
 - l. If library materials and ancient manuscripts are badly damaged (they can still be repaired), they must be conserved first and then transferred to the media.
 - m. The implementation of conservation of library materials and ancient archipelago manuscripts in the regions is coordinated with the Library and Archives Agency in each region.
2. Prevention of Damage Due to Environmental Factors

Damage to collections due to environmental factors is generally related to physical factors, for example: exposure to light from sunlight or lamps, air pollution, temperature, humidity, and dust. In addition, other environmental factors include food and drink residues and shelves or storage cabinets that do not meet the requirements (Fatmawati, 2017).

The form of prevention of damage from environmental factors carried out by the National Library to CSIS clippings is in the form of cleaning the room called dry cleaning, this activity is an activity of cleaning the room from dust that sticks. The presence of dust, dirt, and other particles from the air can damage the collection, especially dust particles in humid collection room conditions will damage the collection by causing permanent stains on the collection (Fatmawati, 2017). Dry cleaning is routinely carried out every 6 months alternating with 2 other collection rooms owned by the National Library on the 8th and 9th floors.



Figure 2. Placing camphor around the collection
Source: Personal documentation (2025)

Other treatments carried out include camphor treatments placed on the shelves. This activity is routinely carried out every month with the aim of avoiding damage to the collection due to insects and inhibiting the growth of fungi.

3. Prevention of Damage Due to Human Factors

Damage due to human factors is related to incorrect handling of collections. For example, treating collections incorrectly by both users, librarians, and third parties (Fatmawati, 2017).



Figure 3. Closed service in the storage collection room
Source: Personal documentation (2025)

The form of prevention of damage from human factors carried out by the National Library is by implementing a closed service on the CSIS collection of newspaper clippings. Users are not allowed to directly access the CSIS collection clippings storage room but with the help of library staff. The implementation of this closed service aims to limit direct access by users to the clipping collection which has the potential to damage the physical condition of the clipping collection.

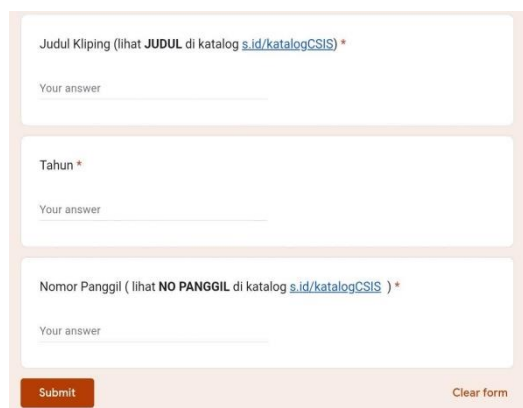


Figure 4. CSIS collection request form

Source: bit.ly/boncsis (2025)

Librarians can still utilize the csis clipping collection service by visiting the rare newspaper collection service in person located on the 7th floor of building c, salemba national library, on jalan salemba raya no. 28a. The procedures that librarians must follow to read csis clippings are:

- a. Filling in the guest book by entering the library membership number.
 - b. Filling in the CSIS clipping collection request form via the link bit.ly/boncsis. To find out the list of titles owned by the library, users can access it via the National Library OPAC or s.id/katalogcsis.
 - c. The collection will be picked up by officers and delivered directly to the user.
 - d. Users are not allowed to take the collection outside the reading room.
 - e. When finished, users can store the collection in the place provided.
4. Training for Librarians

CSIS clipping preservation activities will not run well if there is no involvement of librarians in it. Librarians as the most important human resources in carrying out activities need to have the ability to carry out their duties. Librarian competence itself is the ability possessed by librarians in carrying out their duties in the library. With the competence of librarians, it will guarantee the realization of quality services. One of the goals is to improve the professionalism of librarians, this can be obtained through special education or training (Siregar, 2015).

The efforts made by the National Library of Indonesia in improving the quality of human resources owned for CSIS clipping preservation activities are by facilitating various internal training for officers in each section. The training held is not specifically for CSIS clippings but overall training related to each section. For example, training on excellent

service in the Rare Newspaper Service section. For specifics related to CSIS, it is carried out through learning by doing by librarians.

Passive Conservation of CSIS Clippings at the National Library of Indonesia

Teygeler in his book entitled "climate" explains that the definition of passive conservation is an effort to extend the life of a collection. Passive conservation includes monitoring room cleanliness, air cleanliness, and the use of air conditioning. In passive conservation, the important thing to do is to monitor the physical condition of the collection and the environmental conditions of the place where the collection is stored. Activities carried out include maintaining the cleanliness of the room where the collection is stored, monitoring environmental conditions by paying attention to air temperature and humidity periodically (Teygeler et al., 2001). In the national library, passive conservation activities carried out include:

1. Use of air conditioning in collection storage rooms

Unstable temperature and humidity can reduce the quality of paper so that the collection becomes easily damaged. If the room temperature is too low, the paper will mold more quickly due to humidity and vice versa, the paper will be brittle if the room temperature is too high (Fatmawati, 2017).



Figure 5. Air conditioning used in the CSIS collection storage room
Source: Personal documentation (2025)



Figure 6. Humidity regulator used in CSIS collection storage room
Source: Personal documentation (2025)

The collection storage room at the National Library has been equipped with air conditioning in an effort to maintain the environmental conditions of the CSIS clipping collection storage room. In addition, the National Library pays attention to the temperature and humidity settings of the collection storage room. The recommended room temperature is no more than 20 degrees, but when the author made the observation, the air conditioner in the storage room was damaged, so that the temperature in the room reached 25 degrees. This temperature and humidity setting is directly connected to the preservation section so that it remains under monitoring. Regarding the damage to the air conditioner that is currently being experienced, it has been reported to be repaired immediately.

2. Use of window blinds

According to Abdul Wakhis, excessive light can be the cause of damage to the collection. This is because excessive light can make the paper pale and fade the ink. In addition, excessive light can cause the paper to react with other components that cause browning of the paper due to direct exposure to sunlight.



Figure 7. Use of curtains to cover direct exposure to sunlight
Source: Personal documentation (2025)

To protect against damage from sunlight, the National Library uses curtains that cover all parts of the windows. The purpose of covering with curtains is to protect the collection from direct exposure to sunlight.

Active Conservation of CSIS Clippings at the National Library of the Republic of Indonesia

Teygeler in his book entitled "Preservation of Archives in Tropical Climates: An Annotated Bibliography" explains that the definition of active conservation is an effort that is directly related to the collection. Examples of active conservation activities include making

protective boxes and repackaging collections, rebinding by replacing protective sheets (endpapers) with acid-free paper, cleaning collections by neutralizing acid (deacidification), making minor repairs such as patching, connecting, and eradicating insects and fungi (Teygeler et al., 2001). In the national library, passive conservation activities carried out include:

1. Binding

Binding is a process, a way of binding library materials that aims to protect the collection from damage. Binding activities are included in conservation activities which include repairing damaged library materials so that their condition can be restored to their original condition (Ratmono, 2013). In addition, another definition of binding is a way of repairing a collection by combining several sheets of paper that are loose into one. The binding technique is used for collections whose sewing threads have come loose and whose pages are no longer in sequence so that they need to be bound (Dini et al., 2021).



Figure 8. CSIS clippings that have been completed and bound
Source: Personal documentation (2025)

At the National Library, binding is the main focus of CSIS clippings. Initially, CSIS clippings are selected first, if the physical condition of the clippings is deemed to require maintenance, then they will be submitted to the binding section. In the binding section, the clippings that were originally in the form of loose sheets are put together and coated with acid-free conqueror paper using glue binding techniques to form a block. Then the block is coated with a hardcover that contains information from the identity of the clippings in it, such as the main title, year of publication, and subtitles if any. The use of this hardcover aims to protect clippings that are susceptible to damage and also make it easier to organize on storage shelves so that they are more systematic.



Figure 9. Arrangement on shelves according to classification
Source: Personal documentation (2025)

The finished clippings are bound and then arranged on shelves according to their classification numbers. The index used for CSIS newspaper clippings is arranged simply using the Dewey Decimal Classification (DDC) system. Clippings containing various newspapers are grouped based on their respective types/classes. To be able to find out all the contents, a complete table of contents/index is made for each section according to their respective fields. In this section, the use of colored labels is used to distinguish between one section and another. The divisions include: 1) Red label for "Foreign Affairs"; 2) Blue label for "Domestic Affairs"; 3) Yellow label specifically for "Socio-Economic Affairs"; and 4) Green label for "Socio-Cultural Affairs" (Ratmono, 2018).

2. Fumigation

Fumigation is a pest control measure that can damage collections. Fumigation itself is a process of controlling pests that is done by fumigating pesticides in the form of gas (Siti Khadijah et al., 2021).

The National Library has carried out fumigation measures on its storage collection rooms, namely the collection rooms on the 8th and 9th floors. For the collection room that stores the CSIS collection itself or which is located on the 7B floor, fumigation measures have not been carried out. This is because the implementation of fumigation requires the room to be emptied and must be soundproof. Meanwhile, in the storage collection room on the 7B floor, there are still many gaps that must be closed so that fumigation has not been realized in this room.

Restoration of CSIS Clippings at the National Library of Indonesia

Teygeler in his book entitled "preservation of archives in tropical climates: an annotated bibliography" explains that the definition of restoration is an extension of the life of a collection by repairing the physical condition that has been damaged to approach its original state in accordance with the rules and ethics of conservation. Examples of restoration activities include sorting damaged collections and determining the methods to be used for their preservation. In addition, other activities use appropriate and acid-free storage (Teygeler et al., 2001).

At the National Library, restoration activities on the CSIS collection of newspaper clippings have not been carried out, this is because the condition of the collection is still good and usable so that it does not require further restoration actions. This is supported by the policy issued by the National Library not to work on CSIS clippings first, this makes the preservation work of CSIS clippings neglected and the remaining CSIS clippings that have not been processed are stored in the storage room.



Figure 10. CSIS clippings that were damaged due to being stored for too long
Source: Personal documentation (2025)

Regarding the remaining CSIS clippings that are still stored because they have not been processed, librarians hope that there will be a new policy to continue processing CSIS clippings, considering that the information contained in the clippings is very useful for research purposes and considering that if stored in a cardboard box for too long it will damage the clipping collection. So that in the future the hope is that the damaged clipping collection can be restored to improve the condition of the clippings.

Evaluation of the Success and Challenges of CSIS Clippings Preservation at the National Library of the Republic of Indonesia

The preservation activities of the CSIS newspaper clipping collection carried out by the National Library have been running well, this can be seen especially from the aspects of preventive preservation and active conservation. This success can be seen from the management of preventing damage from environmental and human factors, the use of layers with acid-free paper and hardcover, and restrictions on direct access to the CSIS clipping collection. These steps have helped slow down the deterioration of the physical condition of the CSIS clippings.

However, challenges are still found in the passive conservation and restoration stages. Challenges are still felt from the limitations of supporting tools for storing collections that are not functioning, such as air conditioners and humidity meters that are not optimal. Temperature instability can result in the physical condition of the paper which is at risk of causing damage. In addition, not all of the CSIS clipping collections have been saved, so the risk of damage to collections that have not been restored is higher because they are only stored in cardboard boxes.

When compared to preservation efforts in other national libraries, such as the National Library of Australia (NLA), it is apparent that the library has integrated digitization as a major part of its preservation strategy. By running the Trove program, a digital platform that allows online access to newspaper collections that have been previously scanned and processed using OCR (Optical Character Recognition), it makes it easier for users to access preserved newspaper clipping collections (National Library of Australia, 2022).

Thus, although the National Library of the Republic of Indonesia has taken important initial steps in terms of physical conservation, further development is still needed in terms of preservation support infrastructure, restoration policies, and digitalization strategies so that they can be on par with international best practices.

CONCLUSION

The National Library of Indonesia has implemented efforts to preserve the CSIS newspaper clippings collection to ensure the sustainability of its physical collection. Through preventive preservation, a clear policy has been made regarding preservation activities, prevention of damage to collections due to environmental factors including cleaning the room and placing camphor, and prevention of damage due to human factors, namely by

implementing a closed service system and providing training to librarians. Passive conservation is carried out by maintaining the cleanliness of the room and using air conditioning and curtains to avoid direct exposure to light. Meanwhile, active conservation is carried out through binding, arranging based on classification, and fumigation in two other rooms to prevent pest attacks. Meanwhile, restoration has not been carried out because the condition of the clippings is still quite good, although some collections that have not been processed are at risk of further damage. This study shows that the preservation efforts made have contributed to extending the life of the collection and ensuring its accessibility for future generations. Therefore, the author recommends that the National Library continue to improve its preservation policy, especially continuing the management of the CSIS clippings collection that has not been processed which can be done in structured stages starting from initial identification based on the level of damage; If the damage is still relatively light, it can be cleaned of dust and re-bound, whereas for severe damage, repairs are required to bring it closer to its original condition.

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