附件2

四川省古籍保护站申报书

申报单位名称：

古籍收藏数量：

善本收藏数量：

四川省文化和旅游厅 制

年 月 日

注意事项及填表说明

一、注意事项

（一）此申报书可在四川古籍工作群（群号：25442948）“共享文件夹”栏或在文化和旅游厅官网下载，表格各项栏目可根据内容自由扩展版面;

（二）凡在各项栏目中没有纳入的其它重要内容，可在“备注”一栏中说明;

（三）表格一般在电脑上填写后打印，要求清楚准确;

（四）本表所填内容，如超出表格范围，可另以文字、照片的形式作为附件详细说明。

二、填表说明

（一）表格所填内容均须与古籍相关，“善本”的定义参照《汉文古籍特藏藏品定级 第1部分：古籍》（国家标准GB/T 31076.1-2014）；

（二）古籍书库建设参照《图书馆古籍书库基本要求》（国家标准GB/T 30227-2013），各收藏单位根据实际情况填写；

（三）古籍编目以一部为一条数据，若目录已经出版，详细情况根据实际出版情况另附纸填写；

（四）表六中，“已采取的保护利用措施”，应包括古籍整理、古籍保护、古籍利用等各个方面，“下一步保护利用计划”应立足于本单位实际，编制切实可行的计划、方案，相关内容可另附页。

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| 一、基本信息 | | | | | | | | | | | | | | | | | | | | | | | |
| 单位信息 | | | | 单位名称 | | | | | | |  | | | | | | | | | | | | |
| 法人代表 | | | | | | |  | | | | | | | | | | | | |
| 通讯地址 | | | | | | |  | | | | | | | | | | | | |
| 联系人 | | | | | | |  | | | | | | | | | | | | |
| 联系电话 | | | | | | |  | | | | | | | | | | | | |
| 电子邮箱 | | | | | | |  | | | | | | | | | | | | |
| 古籍藏书  信息 | | | | 古籍藏量 | | | | | | |  | | | | | | | | | | | | |
| 善本古籍數量 | | | | | | |  | | | | | | | | | | | | |
| 古籍书库  信息 | | | | 是否单独设置古籍书库 | | | | | | |  | | | | | | | | | | | | |
| 数量（个） | | | | | | |  | | | | | | | | | | | | |
| 面积（m2） | | | | | | |  | | | | | | | | | | | | |
| 温度（区间范围） | | | | | | |  | | | | | | | | | | | | |
| 湿度（区间范围） | | | | | | |  | | | | | | | | | | | | |
| 古籍阅览室信息 | | | | 是否单独设置古籍阅览室 | | | | | | |  | | | | | | | | | | | | |
| 数量（个） | | | | | | |  | | | | | | | | | | | | |
| 面积（m2） | | | | | | |  | | | | | | | | | | | | |
| 总座位（个） | | | | | | |  | | | | | | | | | | | | |
| 查询目录形式（卡片、联机、账本） | | | | | | |  | | | | | | | | | | | | |
| 年读者接待量（人次） | | | | | | |  | | | | | | | | | | | | |
| 从事古籍保护员工信息 | | | | 总人数 | | | | | | |  | | | | | | | | | | | | |
| 中级职称（人） | | | | | | |  | | | | | | | | | | | | |
| 高级职称（人） | | | | | | |  | | | | | | | | | | | | |
| 大专学历（人） | | | | | | |  | | | | | | | | | | | | |
| 本科及以上学历（人） | | | | | | |  | | | | | | | | | | | | |
| 古籍编目信息 | | | | 是否完成古籍普查 | | | | | | |  | | | | | | | | | | | | |
| 编目数量（条） | | | | | | |  | | | | | | | | | | | | |
| 是否有MARC数据 | | | | | | |  | | | | | | | | | | | | |
| 数据网址 | | | | | | |  | | | | | | | | | | | | |
| 二、古籍书库信息 | | | | | | | | | | | | | | | | | | | | | | | |
| 古  籍  书  库  设  施  设  备  信  息 | 书库设施类型 | | | | | | | 有无 | | 名称 | | | 型号 | | 数量 | | 工作周期 | | | | | 备注 | |
| 空调系统 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 温度监测仪器 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 湿度监测仪器 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 空气净化装置 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 防紫外线措施 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 消毒、杀虫设施 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 水灾自动报警系统 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 火灾自动报警系统 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 自动灭火系统 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 库房监控报警系统 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 灾害预防应急措施 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 库房管理制度 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 书柜书架书箱 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 防虫措施 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 输水管线 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 其它 | | | | | | |  | |  | | |  | |  | |  | | | | |  | |
| 三、古籍保护制度建设 | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | 制度名称 | | | | | | | | | | | | 建立时间 | | | | | | | 备注 | | | |
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| 四、特色藏品信息 | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | 名称 | | | | | 版本 | | | | | | | 册数 | 保存状况 | | | | | 备注 | | | | |
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| 五、从事古籍保护员工信息（含修复人员） | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | 性别 | | | 出生  年月 | | 学历 | | 毕业院校 | | | 专业 | | | | 从事  岗位 | | 从业  时间 | | | 职称职务 | | |
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| 六、申报说明 | | | | | | | | | | | | | | | | | | | | | | | |
| 详细阐述本单位古籍保护利用工作开展情况，包括古籍保护利用工作相关工作举措、经验做法、特色亮点、组织保障情况，以及下一步工作计划、中长期工作规划等（可另附页）。 | | | | | | | | | | | | | | | | | | | | | | |
| 七、审核意见 | | | | | | | | | | | | | | | | | | | | | | |
| 业务主管部门意见 | | | （盖章）  年 月 日 | | | | | | | | | | | | | | | | | | | |
| 市（州）文化和旅游局意见 | | | （盖章）  年 月 日 | | | | | | | | | | | | | | | | | | | |
| 八、评审意见 | | | | | | | | | | | | | | | | | | | | | | |
| 省古籍保护中心意见 | | | （盖章）  年 月 日 | | | | | | | | | | | | | | | | | | | |
| 九、审批意见 | | | | | | | | | | | | | | | | | | | | | | |
| 文化和旅游厅意见 | | |  | | | | | | | | | | | | | | | | | | | |