

**K**o tēnei mea te pukapuka he mea mahi ki ngā taputapu paraumu (te pepa, te wahie, te kirikau me te papanga) heoi anō, e mōhiotia ana ka tawhito ana tēnei mea te pukapuka ka hē te takoto. Ko tēnei hēnga o te takoto, nā ngā āhuetanga o te taiao, nā te whāwhā whakaaro kore. Engari ki te pai te tiaki ka roa ake te ora o ō pukapuka hei kōrero, ahakoa he pukapuka onge tonu, he taonga ā-whānau tuku iho hei manatunga, he pukapuka hou rawa nō nāianeī rānei.

## KO TE TIAKI ME TE WHĀWHĀ

He mea nui rawa kia mā tonu ō ringa i te whāwhā i tētahi pukapuka. Tērā pea ka piri mai te paru huna, ka tūkinotia, ka poapoaina. Kaua e kai, kaua e inu, kaua hoki e kai paipa ina whāwhā koe i tētahi pukapuka.

Kia tahuri koe ki te kawē i tētahi pukapuka, kia takirua, takitoru noa, ā, meatia ki tētahi pouaka tōtika hei kawenga.

Hei tango i tētahi pukapuka, me toro tō ringa ki runga tonu ki te tango ki mua tonu o te tapa o te pukapuka, ka kukume whakawaho ai. He tikanga anō, me pana atu ngā pukapuka o tētahi taha, o tētahi taha, kia wātea ai ki te pupuri i tētahi taha, i tētahi taha o te tuarā.

Ka tere pakaru te tuarā o te pukapuka hou, ki te pōnānā te tangata ki te whakatuwhera kia tāpapa rawa ngā whārangi. Kia whakatuwhera te tangata i te pukapuka hou me hura ngā whārangi, haere he upoko, haere he upoko, ka āta pehi i te tapikitanga. Kia tae ki waenganui o te pukapuka me tīmata mai anō i te mutunga. Whakahokia enei mahi kia tika rā anō.

Kaua e tapiki ngā kokinga whārangi o tō pukapuka, whakamahia he tohu whārangi. Ko te mea pai rawa, he pepa waikawa-kore, kia kore ai e poapoangia, e pariko rānei taua pukapuka, mehemea ka noho i roto i te pukapuka mō te wā roa.

Kia tūpato hoki ki te mahi kino a te puehu ki te pukapuka. Ka noho ko te puehu hei orooro, ka uru hoki te haukū ki roto. Mā konei e tīmata ai pea te korikori o ngā matū hou, e tipu ai te hōpurupuru. He mahi pai māu te aku i ngā whata me ngā pukapuka ia wā, ia wā. Kia takitahi te tangotango i ngā pukapuka i te papatū. Āta tirohia mō ngā tohu o te puruhekaheka, o te ngārara, me te kiore. Puritia te pukapuka mā te tapa o mua, kia kati tonu kia kore ai te puehu e uru ki waenganui i ngā whārangi. Me tahitahi atu ngā puehu ki tētahi paraihe ngohengohe tonu, me anga whakawaho te tahitahi i te pane me te whiore, kaua e anga whaka-te-tuarā. Me mahi ngā mahi nei i waho i te whare, i tētahi wāhi hau tonu.

Kaua rawa hoki e whakamahi ngā tēpa e pēhia ana e te ringa, pĒnei i te Sellotape, i ngā tāpiri rānei, i te mea mā ka poapoaina, ka tūkinotia te pukapuka. E pā ana enei whakatūpatoranga ki ngā tēpa whakatika katoa. Mehemea e tika ana kia tuhia he kōrero, kia mākatia rānei tētahi pukapuka, tuhia ki te whārangi mā tuatahi i mua o te pukapuka, ki tētahi pene rākau ngohengohe 2B.

Ko ngā panipani me ngā pārihi kirikau he mōrearea katoa hoki, kia kaua hoki e whakamahia. Waihoki ngā whakatikanga kāore kĒ nei i te tino tika, he mea ēnei e tūkinotia ai te pukapuka mō ake tonu. He pai kēkia tiakina, kia whakanohoia hoki ngā takai pēnei, mā te takai ki te rauangiangi waikawa-kore, me te whakatakoto i ēnei ki ngā pouaka tiaki taonga.

## KO TE ROKIROKI

Tōna tikanga kia kaua ngā whata pukapuka e whakapiria ki ngā pakitara o waho o tētahi whare, kia kaua hoki e tiaho mai te awatea, ngā rama whāiti me ngā rama kōrekoreko. Mā te āta tiaho mai o te awatea e hātea ai te kirikau me te papanga pukapuka, me te poapoa hoki i te pepa. Ka tino kitea tēnei i ngā tuarā hātea o ngā pukapuka tawhito maha. Me whakamahi ngā ārai me ngā paraina hei ārai i te awatea.

He mea nui kia tūtū ngā pukapuka i te whatanga, kia pai ai te tautokotoko a tētahi i tētahi. Me whata ngātahi ngā pukapuka ōrite nei te rahi. Kaua e tino kīkī rawa te noho, arā, kaua ngā

pukapuka maha i te whata kotahi kei uaua te tango. Ko ngā pukapuka rahi tonu nei, pukapuka taimaha pēnei i ngā paipera whānau nei, me āta whakatāpapa. Ko ngā pukapuka takitahi he nui tonu nei te wāriu, he whārangi tangatanga i roto, me ērā kua tangohia ngā kōpaki, me takai ki te rauangiangi waikawa-kore, ka herehere ai ki te tēpa papahune pāraharaha, ka whakatakoto ai rānei ki ngā pouaka he mea āta hanga hei tiaki pukapuka.

Kaua e panaia ngā pukapuka ki muri rawa o te whata. Me waiho tētahi wāhi i waenganui i te tapa o mua o ngā pukapuka, ki muri i ngā whata, kia pai ai te pupuhi o te hau, kia māmā ai te tangotango. He mea nui te hauhau kia kore ai e tupu te puruhekaheka.

He mea nui kia ōrite tonu te mahana mō tenei mea te pukapuka, me te pai hoki o te pūmāhu. He pērā anō ngā taonga i mahia ki ngā mea ora katoa. Mehemea he mahana te noho, he takawai hoki ka tupu te hōpurupuru. Mehemea he maroke rawa, ka pakapaka ngā whārangi, ka mōwhaki noa. Kaua e rokiroki i ō pukapuka ki ngā tuanui, i ngā papararo, i ngā wharau rānei. Kaua hoki e rokiroki ki ngā wāhi takawai pea pēnei i te kīhini me te rūma kaukau. Ki te whata atu koe i ngā pukapuka ki ngā pouaka, hāpainga ngā pouaka ki runga rawa, kaua e waiho noa i te papa. Mā te pērā kāore pea e tūkinotia ngā pukapuka mēnā ka pakaru tētahi ngongo wai, ka hāuku haere rānei te papa.

---

Ko etahi atu tāinga pukapuka i tenei kāpuinga: Te Tiaki Pukapuka, te Tiaki i Ngā Taonga a Te Whānau, Te Tiaki Taonga Toi i tuhia ki te Pepa, Te Tiaki i Ngā Whakaahua, Te Tiaki i ngā Ripene Pūoro. Ka taea mai enei i te kāinga pae tukutuku o te Puna o Te Mātauranga i <http://www.natlib.govt.nz/docher/prescons>.

Mō etahi atu kōrero whakapā mai ki te Tari Tohu Taonga, Te Puna Mātauranga o Aotearoa, Pouaka Poutāpeta 1467, Te Whanga-nui-a-Tara 6001, waea: Mō etahi atu kōrero mō te hunga manaaki taonga tirohia <http://www.conservators.org.nz>

# TE TIAKI PUKAPUKA

