

Collection Conditions Survey

Section: _____ Survey Code: _____ Initials: _____ Date: _____
 Collection: _____ Location: _____
 Linear feet: _____ Series #: _____

- Condition grades:
1 GOOD – Good conservation condition, stable
2 FAIR – Disfigured or damaged no immediate action
3 POOR – Probably unstable needs remedial work
4 UNACCEPTABLE – Actively deteriorating

- Damage categories:
MAJOR – structural damage, embrittlement, red rot, binding unattached, missing pages
MINOR - structural cracking, distortion, loose joints, loose end paper, loose hinge
SURFACE – flaking, crazing, lifting, abraded
DISFIGUREMENT – stained, scratched
CHEMICAL – acid paper, corrosion, hardening of rubber, break down in plastic, caustic ink, emulsion deterioration
BIOLOGICAL – mold, insect, rodent
OLD – sub-standard repairs
ACCRETIONS – dirt, oil, deposits

ID#	TITLE	MATERIALS	MAJ	MIN	BIO	CHE	SUR	DIS	OLD	ACC	Condition Grade	REMARK
Totals												

Totals for condition Grades **Totals for work: Treat** ___ **Rem** ___ **Mount** ___ **Clean** ___
1 ___ **2** ___ **3** ___ **4** ___ **Total in location:** _____ **Total surveyed** _____
Time for completion: _____