

Entry level Condition Assessment Report

1	Collection/ Donor	
2	Accession number	
3	No. Of box / items received	
4	Material received date	
5	Types of objects/ Materials in the boxes	
6	Condition / Status (overall)	
7	Condition (individual box-wise)	
8	Preservation suggestions	
9	Report fill by	
10	Date	

Condition Assessment Report

1	Location	
2	Title	
3	Year (mentioned on document)	

4	Report filled by	
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5	Report date	
6	Affiliation	

PHYSICAL CONDITION OF THE OBJECT

1	Material technology of the collection	
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[illegible]

Fungus	Fn
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Hole	H
Issues due to insect activity	I
Issues due to backing	I/B
Issues due to storage	I/S
Loss	L
Loss of binding	L/B
Loss of print layer	L/P
Observe for alterations	O/A
Pins	Pi
Stains	S
Negatives	Ng
Stain due to adhesive tape	S/A
Tear	T
Pages adhered together	Pat
Adhesive tape	At
OBJECT DETAILS	ABBREVIATIONS
Electronic Item	E

Materials	M
Paper documents	Pd
Photograph	Ph
News paper	Np
Book	Bk

Textile	Tl
Ammonia Print	Am
Slides	Sl
Cards	Cd
Polyester film	Pf
Certificate	Cf
Photo Album	Ph Al
Butter paper/ Glassine	Bp/G
Immediate attention	IA (mention in numbers to mark the priority, 1 is the most and 5 is the least)