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	
5	Report date	
6	Afiliation	

PHYSICAL CONDITION OF THE OBJECT

1	Material technology of the collection	

B o x N o.	Fold e r	М	A	A C	В	С	C k	Co	DI	D	D c	E	F	Fe	Fn	Н	ı	I/ B	ı/ s	L	L / B	L/ P	O/ A	Pi	S	S / A	Т	Pa t	At	I A

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Note:

LEGEND:

WORD	ABBREVIATION
Acidic	А
Accression	Ac
Brittle	В
Creases	С
Crack	Ck
Cockling	Сс
Damage caused by insects (currently inactive)	DI
Detachment	D
Discoloured	Dc
Foxing	F
Folded edges	Fe

Fungus	Fn
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Hole	Н					
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	Т					
Pages adhered together	Pat					
Adhesive tape	At					
OBJECT DETAILS	ABBREVIATIONS					
Electronic Item	E					

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

Textile	TI					
Ammonia Print	Am					
Slides	SI					
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)					