

Repository: *Special & Rare Collections*

Repository Contact:

Examiner:

Exhibition Title, Location, Dates:

Loan Object # or Checklist #:

Display / opening pp:

Call Number:

Dimensions (closed HxWxD in cm);

Author:

Title:

Brief Description:

1. Binding condition problems?

 Yes / No

(Use with schematic drawing/ photographs)

 Losses Stains Corners Abrasions / Scratches Board attachment DiscolorationFront board loose / detached AccretionsRear board loose / detached Soiling Warped boards Red Rot Fastenings/clasps Endcaps Endbands Spine Other

2. Text block condition problems?

 Yes / No

(Focus on opening; Use with schematic drawing/ photographs)

 Tears Discoloration Losses Stains Abrasions / Scratches Foxing Creases Soiling Wrinkles Accretions Cockling / Undulations Sewing Media (Fragile/sensitive)

o Media Condition _____

 Missing sections/leaves _____

3. Special instructions (Handling, light level, angle of opening, etc.)

University of Tasmania Library- Special & Rare Collections
OUTGOING CONDITION CHECK FOR BOUND OBJECTS

4. Accompanying Material to the Original

Yes / No

- Original enclosure
- Loose inserts
- Attached items

5. Supplied as Part of Loan:

- Housing provided _____
- Cradle provided _____
- Other _____

6. Attached schematic drawing/photographs

Signatures (each signature with date indicates No Change, unless changes / other observations are noted below)

HL outgoing: [Examiner] [HL courier]

Borrower incoming: [HL courier] [Borrower]

Borrower outgoing: [Borrower] [HL courier]

HL return: [HL courier] [Examiner]

