OUTGOING CONDITION CHECK FOR FLAT OBJECTS

Repository: Special & Rare Collections
Repository Contact: Examiner:
Exhibition Title, Location, Dates: 
Loan Object # or Checklist #:

Call Number: Dimensions (as matted/framed):
Author: Title:
Brief Description: □ Paper □ Parchment □ Photo

1. Framed? □ Yes / □ No
   Describe glazing:____________________________________________________
   Describe frame: ____________________________________________________
   Describe condition: ________________________________________________
   Describe hanging device:____________________________________________

2. If not framed, □ Matted or □ Backboard? □ Yes / □ No
   □ Encapsulated □ Japanese hinges (pasted)
   □ Corners □ Paper strips or □ Poly straps
   □ Other:________________________________________________________________

3. Object condition problems? □ Yes / □ No
   (Use with schematic drawing/ photographs)
   □ Tears □ Fading
   □ Losses □ Discoloration (overall)
   □ Abrasions / Scratches □ Stains (local)
   □ Creases □ Foxing
   □ Wrinkles □ Soiling
   □ Cockling / Undulations □ Accretions
   □ Media (Fragile/sensitive) □ Previous Repairs
     □ Media Condition (friable, cracking/flaking):___________________________
   □ Other:________________________________________________________________

4. Special instructions (Handling, light level, etc.)

see other side
5. 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]