

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

o Media Condition (friable, cracking/flaking) _____

 Other: _____

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

University of Tasmania Library – Special & Rare Collections
OUTGOING CONDITION CHECK FOR FLAT OBJECTS

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]

University of Tasmania Library – Special & Rare Collections

OUTGOING CONDITION CHECK FOR FLAT OBJECTS