

Field Guide Assessment Form

(Photocopy this form before using.)

Date _____ Time _____ am pm

Name _____ Affiliation _____ Other participants _____

Assessor/Inspector: Conservator Volunteer Staff member Other _____

Page(s) 1 of _____ Attachments: Sketches Documents Images Other _____

Assessor Contact Information

Street address _____

City/State/Zip _____

Phone _____ E-mail _____

Assessment Location

Site location _____

City _____ County _____ State _____

Neighborhood/area _____

Jurisdictional Information

(If known; leave blank if not sure. Name of agency, institution, or individual that currently owns or administers the collection and is responsible for its long-term care)

Owner/Administrator _____

Contact _____ Department/Division _____

Street address _____ City/State/Zip _____

Telephone _____ E-mail _____

Initial Situation Survey

What type of emergency is it? _____ Is it still happening? Yes No

What is the nature (e.g., water, fire, structural dirt/debris) and extent of damage? _____

Where is the damage (e.g., room, furniture, collection)? _____

Can the staff handle the situation initially? Yes No Who is in charge? _____

Is it safe to enter? Yes No If no, what needs to be done to make it safe? _____

Who discovered/reported damage? _____ How long has the collection been damaged? _____

What has been done so far? _____

What is the security status? _____

Does anything need to be done to clean and/or secure the area before attending to the collection? _____

Other notes _____

Rapid Collections Assessment

| Material | # objects damaged | % collections damaged | Nature/severity (use key below) | Treatment needed? (circle) | | | Curatorial Priority (circle one if known) | | | Notes |
|-----------------------|-------------------|-----------------------|------------------------------------|-------------------------------|-----------|---------------|--|----------|----------|---|
| Example: Books | 1,037 | ~5% | A1, B3, K2, L2 | yes | no | urgent | 1 | 2 | 3 | many books okay; some need urgent care |
| Books | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Paper | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Photos | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Film | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Magnetic media | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Plastic | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Electronic Equipment | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Wood | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Other organic: | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Stone | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Metal | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Ceramic | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Glass | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Furniture | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Textile | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Paintings | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| Other: | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |
| _____ | _____ | _____ | _____ | yes | no | urgent | 1 | 2 | 3 | _____ |

Nature of Damage:

- A) Water damage
- B) Mold
- C) Corrosion
- D) Structural damage

- E) Cracks, splits, breaks or holes
- F) Losses
- G) Peeling, flaking or tenting paint
- H) Delamination

- I) Fire damage
- J) Discoloration
- K) Loose pieces
- L) Tears

M) Other: _____

Severity of Damage:

- 1) Severe
- 2) Moderate
- 3) Minor

Are collections in jeopardy of further damage? Yes No If yes, what needs to be done to prevent further damage? _____