

Bound Materials Condition Worksheet

If desired, use one worksheet for each type of material (e.g., printed books, handwritten record books, pamphlets) or one for each collection.

Type of Material/Collection

Condition	Materials Affected
PHYSICAL DAMAGE	
Page damage	
Binding damage	
Distortion/water damage	
CHEMICAL DAMAGE	
Fading of bindings	
Darkening/discoloration/foxing of paper	
Acid migration	
Red rot	
BIOLOGICAL DAMAGE	
Mold	
Insects	
Further Comments	