

Documents/Manuscripts/Ephemera Condition Worksheet

If desired, use one worksheet for each type of material (e.g., documents, letters, ephemera) or one for each collection.

Type of Material/Collection

Condition	Materials Affected
PHYSICAL DAMAGE	
Tears, creases, etc.	
Ink damage	
Damaged fasteners	
Distortion/water damage	
CHEMICAL DAMAGE	
Brittleness	
Darkening/discoloration	
Acid migration	
Foxing	
BIOLOGICAL DAMAGE	
Mold	
Insects	
Further Comments	