

**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 |
|--------------------------|--------------------|
| <b>PHYSICAL DAMAGE</b>   |                    |
| Tears, creases, etc.     |                    |
| Ink damage               |                    |
| Damaged fasteners        |                    |
| Distortion/water damage  |                    |
| <b>CHEMICAL DAMAGE</b>   |                    |
| Brittleness              |                    |
| Darkening/discoloration  |                    |
| Acid migration           |                    |
| Foxing                   |                    |
| <b>BIOLOGICAL DAMAGE</b> |                    |
| Mold                     |                    |
| Insects                  |                    |
| Further Comments         |                    |