

Worksheet for Mixed Collections

Name of Collection: _____ Location: _____

1. Briefly describe the environmental conditions where the collection is stored: _____

2. What types of objects are in the collection? (Check all that apply, and indicate amounts and general condition for each category.)

- ☐ Rare books
- ☐ Historical reference books
- ☐ Oversize books
- ☐ Record/ledger books
- ☐ Scrapbooks
- ☐ Pamphlets
- ☐ Manuscripts
- ☐ Documents
- ☐ Photocopied documents
- ☐ Photographs
- ☐ Negatives
- ☐ Newspapers
- ☐ Maps
- ☐ Architectural drawings
- ☐ Art on paper
- ☐ Other: _____

3. What type of furniture is the collection stored in/on? _____

4. Are the books/boxes/objects in the collection generally well supported? Are the materials crowded on the shelves? Are boxes too full? _____

5. What types of enclosures are in the collection (e.g., type of boxes, neutral/buffered enclosures, manila envelopes, manila folders)? _____

6. Are damaging fasteners (e.g., rubber bands, paper clips) used in the collection? Where? _____

7. What is the general condition of the collection? Indicate any specific objects that appear to be particularly important and/or fragile/damaged.

☐ Wear and tear

☐ Soil and surface dirt

☐ Water stains

☐ Acid damage (e.g., yellowing, browning, embrittlement, deteriorated ink)

☐ Light damage (e.g., fading, discoloration, embrittlement)

☐ Damage to book covers or bindings (e.g., red rot, damaged spines, abraded edges or corners, detached boards, loose or broken hinges, damaged stitching or other attachment structure, deteriorated adhesive)

☐ Evidence of mold, rodent, or insect damage

☐ Evidence of poor handling or vandalism (e.g., torn endcaps, torn or missing pages, graffiti)

☐ Other damage:

8. How frequently is this collection used? Will it be used more frequently in the future?

☐ Heavy (frequent exhibit, research, or education use)

☐ Medium (occasional exhibit or research use)

☐ Low (permanent storage, handled infrequently)

9. Will objects or areas of the collection be severely damaged by further handling? Should these be removed from public use or reformatted for research use? _____

10. Recommendations for preservation:

☐ Move collection or modify environment

☐ Rehouse into archival enclosures

☐ Phase box/book box

☐ Reformat

☐ Conservator evaluation needed

☐ Other: