

Documents and Manuscripts

If this section is not applicable to the collection(s) being surveyed, note that here and move to the next section.

1. Provide a general description of the types of documents and manuscripts found in the collection(s).

Storage

2. Are documents stored in archival quality folders and boxes?

Are there any appropriate amount of documents per folder, and folders per box, or are items under- or over-crowded?

3. Have all damaging fasteners and insertions been removed from archival and manuscript materials?
4. Are folded documents filed or boxed? Can they be unfolded without damage?
5. Are folders in partially-full boxes kept upright with spacer boards?

6. If the collection contains parchment or vellum documents (or bindings), are they protected from humidity changes with clam-shell boxes, foldered in boxes, or mounted?

Condition

7. What is the general condition of text blocks and pamphlets? Note damage such as surface dirt and soiling, water stains, yellowing, embrittlement, deteriorated ink, evidence of mold or insects, or evidence of poor handling.

Are there any specific items or groups of items that appear to be particularly fragile and/or damaged?

8. What is the current and projected future use of these materials?

- Heavy (frequent exhibits, research, or education use)
- Medium (occasional exhibit or research use)
- Low (permanent storage, handled infrequently)

9. What preservation actions are priorities for these materials in the collection(s)?

- Move collection or modify environment
- Improve shelving practices (e.g. shelves books by size, adjust books upright, etc.)
- Rehouse volumes into archival boxes, clamshell boxes, wrappers, etc.
- Reformat and/or digitize volumes
- Seek conservation treatment
- Other: