

## Oversize and Framed Materials

*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 oversize and framed materials found in the collection(s), including maps, architectural drawings, framed prints, etc.

### Storage

2. Are oversize objects stored flat in boxes, map cases, or other large-scale storage units for necessary protection and support?
3. Are chemically stable folders, tissue, and other materials used for oversize objects?
4. Do aisles and work surfaces provide enough room for moving oversize objects and to protect those objects from abraded edges and/or accidental folding?
5. If oversize objects must be rolled, are tubes used to support the material?

If so, are the tubes made of archival material, or covered with archival paper or cloth?

Once rolled, is the item covered with protective material such as buffered paper?

6. How are framed objects stored?

7. Describe how framed objects are matted and backed (include information on wrapping materials used).

### **Condition**

8. What is the general condition of oversize and framed items? 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?

9. 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)

10. 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: