PACSCL/CLIR Hidden Collections Processing Project, 2009-2012

Preservation Worksheet

Because little time is available for preservation work in minimal processing, processors should keep track of preservation issues as they are identified during processing, so that repositories are aware of issues that must be addressed.

Date:	
Repository:	
Collection:	
Processor(s):	

Preservation issues

Check all that apply. As you process, keep track of the general preservation issues / special formats you identify. Place markers in files and/or boxes in which you identify items in need of further attention. After the collection is processed, provide location information, as necessary.

	Acidic housing	See box(es):	Entire collection? Y / N
	Artifacts	See box(es):	Entire collection? Y / N
	Audio-Visual materials	See box(es):	Entire collection? Y / N
	Architectural drawings	See box(es):	Entire collection? Y / N
	Brittle paper	See box(es):	Entire collection? Y / N
	Computer storage devices	See box(es):	Entire collection? Y / N
	Damaged manuscripts	See box(es):	Entire collection? Y / N
	Damaged bindings/volumes	See box(es):	Entire collection? Y / N
	Excessive dirt/dust	See box(es):	Entire collection? Y / N
	Excessive duplication	See box(es):	Entire collection? Y / N
	Film (negatives, slides, motion picture, etc.)	See box(es):	Entire collection? Y / N
	Film (nitrate)	See box(es):	Entire collection? Y / N
	Live bugs or other pests	See box(es):	Entire collection? Y / N
	Metal fasteners	See box(es):	Entire collection? Y / N
	Mold	See box(es):	Entire collection? Y / N
	Newspaper	See box(es):	Entire collection? Y / N
	Photographs	See box(es):	Entire collection? Y / N
	Tape	See box(es):	Entire collection? Y / N
	Thermofax paper	See box(es):	Entire collection? Y / N
	Water damage	See box(es):	Entire collection? Y / N
	Other:	See box(es):	Entire collection? Y / N
	Other:	See box(es):	Entire collection? Y / N

Comments

What actions need to be taken next? Do any of the above listed issues require immediate attention? Or, are items more or less stable?

Have you notified repository staff of these issues? Y/N