

**PACSCL/CLIR “Hidden Collections” Project
Preservation Worksheet**

Repository:

Collection:

Items to flag:

<input type="checkbox"/> Damaged Volumes	<input type="checkbox"/> Damaged Manuscripts	<input type="checkbox"/> Photocopying Needed
<input type="checkbox"/> Fragile Photographs	<input type="checkbox"/> Possible Nitrate Film	<input type="checkbox"/> Mold
<input type="checkbox"/> Live Bugs or Pests	<input type="checkbox"/> Artifacts	<input type="checkbox"/> Dirt
<input type="checkbox"/> Audio-Visual Material	<input type="checkbox"/> Electronic Data (floppy disks, CD-ROMs, etc)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Flagged Item	Location (Box #, Folder #)	Immediate Action
Volume damaged		
Manuscript damaged		
Original Newsprint		
Fragile Photograph Material (Cased photographs, glass negatives or slides, etc.)		
Possible Nitrate Film		
Mold		
Live Bugs or Pests		
Artifacts		
Audio-Visual Material		
Electronic Data (Floppy Disks, CD-ROMs, etc)		

Obvious large cache of duplicates:

Usually, these are found only in 20th century collections. Ask the repository staff if it is appropriate to remove some of the duplicates.