

Why condition report?



- Record the state of an object prior to or after exhibition or loan
- Help staff determine the stability of an object
- Show condition of an object over time to determine the rate of deterioration
- Set priorities for conservation and treatment
- Inform object handlers of seen and unseen problems



Tools

- soft lead pencils
- condition report examination forms
- camera
- cloth tape measure/calipers/ruler
- gloves (cotton/nitrile/latex)
- raking light source
- miscellaneous items (handling and stabilization tools, magnifier, etc.)



Condition report should include:

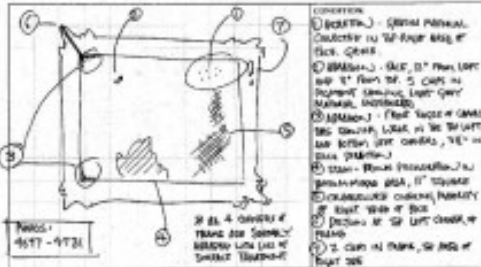
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CONDITION REPORT

PO#:	3776	DATE:	5/17/2010
CUSTOMER:	P. O'LEARY-DEV		

ARTICULAR:	BUSTEN, BRUSH	NAME:	UNIDENTIFIED
TITLE:	"S&TY DRY"	STATUS:	YES, BUSTEN AT OMBL, BRUSH
MEASURE:	DL IN CHANG	DIMENSION:	78 1/2 x 4 1/2 x 52 1/2
FRAME:	NO LIND	PACKING:	NO



CONDITION

1 BUSTEN - BRUSH MATERIAL
 Located in top four area of
 back cover

2 BUSTEN - BRUSH 12" from left
 and 12" from top. 5 caps in
 previous condition, later cap
 material introduced

3 BUSTEN - BRUSH 12" from left
 and 12" from top. 1 cap in left
 and 1 cap in right, 1 cap in
 back (BUSTEN)

4 BUSTEN - BRUSH 12" from left
 and 12" from top. 1 cap in
 back (BUSTEN)

5 BUSTEN - BRUSH 12" from left
 and 12" from top. 1 cap in
 back (BUSTEN)

6 BUSTEN - BRUSH 12" from left
 and 12" from top. 1 cap in
 back (BUSTEN)

7 BUSTEN - BRUSH 12" from left
 and 12" from top. 1 cap in
 back (BUSTEN)

FRAGILE
 4877-9721

IF 4 covers of
 frame are removed
 brush will be
 removed

OFFER SIGNATURE	DATE	TIME	EXAMINER	DATE	TIME
<i>[Signature]</i>			<i>[Signature]</i>	5/17/2010	
CUSTOMER SIGNATURE	DATE	TIME	EXAMINER	DATE	TIME

REVISED

- Identifying numbers
- Brief object name and description
- Object composition and materials (brief)
- Types, extent, and locations of damage
- Previous repairs
- Examiner's name and date of examination

Types of Damage

- What is the nature of the damage?
- Describe damage in terms of texture, color, shape, odor, and other physical properties
- Use a glossary to assign descriptive terms specific to the type of object
- Indicate speculative assessments with a question mark and terms like “possibly” and “probably”

Locations of Damage

TL	TC	TR
CL	C	CR
BL	BC	BR

2D works and works on paper

- 3D objects: distinguish between object vs. viewer perspective
- Object zones (i.e. jacket of a costume, a single figure within a painting, rim of a bowl, decorative area of a vase)
- Direction (horizontal, vertical, diagonal, etc.)
- Object side (obverse/reverse, interior/exterior, proper left/proper right, verso/recto, etc.)
- Range (scattered, overall, etc.)
- Indicate position of damage in standardized inches or cm

Extent of Damage

- Document from general to specific
 - Example: “Object yellowed overall, especially in BR corner”
- Degrees of severity (negligible, slight, moderate, marked, extreme, etc.)
- Include both written description of damage and indicate area(s) of damage on photograph or drawing

Resources

National Park Service, *Museum Handbook Part I, Museum Collections*, 1999. (Chapter 6)

<http://www.nps.gov/museum/publications/mhi/chap6.pdf>

Rebecca Buck and Jean Gilmore, editors, *Museum Registration Methods*, 5th Edition, 2014. (Chapter 5D)

Southeastern Registrars Association, *Basic Condition Reporting: A Handbook*, 2015. (Chapter 1)