

# Field Guide Assessment Form

(Photocopy this form before using.)

Date \_\_\_\_\_ Time \_\_\_\_\_ am pm

Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Other participants \_\_\_\_\_

Assessor/Inspector: ☐ Conservator ☐ Volunteer ☐ Staff member ☐ Other \_\_\_\_\_Page(s) 1 of \_\_\_\_\_ Attachments: ☐ Sketches ☐ Documents ☐ Images ☐ Other \_\_\_\_\_

## Assessor Contact Information

Street address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## Assessment Location

Site location \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Neighborhood/area \_\_\_\_\_

## Jurisdictional Information

(If known; leave blank if not sure. Name of agency, institution, or individual that currently owns or administers the collection and is responsible for its long-term care)

Owner/Administrator \_\_\_\_\_

Contact \_\_\_\_\_ Department/Division \_\_\_\_\_

Street address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

## Initial Situation Survey

What type of emergency is it? \_\_\_\_\_ Is it still happening? Yes ☐ No ☐

What is the nature (e.g., water, fire, structural dirt/debris) and extent of damage? \_\_\_\_\_

Where is the damage (e.g., room, furniture, collection)? \_\_\_\_\_

Can the staff handle the situation initially? Yes ☐ No ☐ Who is in charge? \_\_\_\_\_Is it safe to enter? Yes ☐ No ☐ If no, what needs to be done to make it safe? \_\_\_\_\_

Who discovered/reported damage? \_\_\_\_\_ How long has the collection been damaged? \_\_\_\_\_

What has been done so far? \_\_\_\_\_

What is the security status? \_\_\_\_\_

Does anything need to be done to clean and/or secure the area before attending to the collection? \_\_\_\_\_

Other notes \_\_\_\_\_

## Rapid Collections Assessment

Material	# objects damaged	% collections damaged	Nature/severity (use key below)	Treatment needed? (circle)			Curatorial Priority (circle one if known)			Notes
<b>Example: Books</b>	<b>1,037</b>	<b>~5%</b>	<b>A1, B3, K2, L2</b>	<b>yes</b>	<b>no</b>	<b>urgent</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>many books okay; some need urgent care</b>
Books				yes	no	urgent	1	2	3	
Paper				yes	no	urgent	1	2	3	
Photos				yes	no	urgent	1	2	3	
Film				yes	no	urgent	1	2	3	
Magnetic media				yes	no	urgent	1	2	3	
Plastic				yes	no	urgent	1	2	3	
Electronic Equipment				yes	no	urgent	1	2	3	
Wood				yes	no	urgent	1	2	3	
Other organic:				yes	no	urgent	1	2	3	
Stone				yes	no	urgent	1	2	3	
Metal				yes	no	urgent	1	2	3	
Ceramic				yes	no	urgent	1	2	3	
Glass				yes	no	urgent	1	2	3	
Furniture				yes	no	urgent	1	2	3	
Textile				yes	no	urgent	1	2	3	
Paintings				yes	no	urgent	1	2	3	
Other:				yes	no	urgent	1	2	3	
				yes	no	urgent	1	2	3	

## Nature of Damage:

- A) Water damage  
B) Mold  
C) Corrosion  
D) Structural damage

- E) Cracks, splits, breaks or holes  
F) Losses  
G) Peeling, flaking or tenting paint  
H) Delamination

- I) Fire damage  
J) Discoloration  
K) Loose pieces  
L) Tears

M) Other: \_\_\_\_\_

## Severity of Damage:

- 1) Severe  
2) Moderate  
3) Minor

Are collections in jeopardy of further damage? Yes ☐ No ☐ If yes, what needs to be done to prevent further damage? \_\_\_\_\_