

Field Guide Assessment Form

(Photocopy this form before using.)

From the *Field Guide to Emergency Response*

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
Example: Books	1,037	~5%	A1, B3, K2, L2	yes	no	urgent	1	2	3	many books okay; some need urgent care
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? _____