

BASIC CONDITION REPORTING

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What is a condition report?

- Tells you the condition of an object at a specific day and time
- Examines a specific piece and looks at the piece's stability, any damage to the piece, any inherent problems with the piece, etc.

Why do condition reports?

- ⦿ A- They can document change in the condition of a piece over time.
- ⦿ B- Shows if the item needs conservation.
- ⦿ C- Shows if it is stable enough for exhibition or loan
- ⦿ D- Insurance evaluations
- ⦿ E- A and C
- ⦿ F- All of the above

When should I do a Condition Report?

- ⦿ A- When an item is pulled out for an exhibit
- ⦿ B- Before an item goes out on loan
- ⦿ C- When the object first enters the collection (first time cataloged)
- ⦿ D- While doing inventory
- ⦿ E- Any time you touch an object
- ⦿ F- All of the above

When should I do a Condition Report?

- When an item is pulled out for an exhibit
- Before an item goes out on loan
- When an item comes back from loan
- When the object first enters the collection (first time cataloged)
- When the item is pulled for research
- Before the piece is sent to a conservator
- While doing inventory

**BEST PRACTICE:
IF YOU TOUCH IT CHECK
IT!**

What do I need to get started?

Weights and
padding
materials

Camera

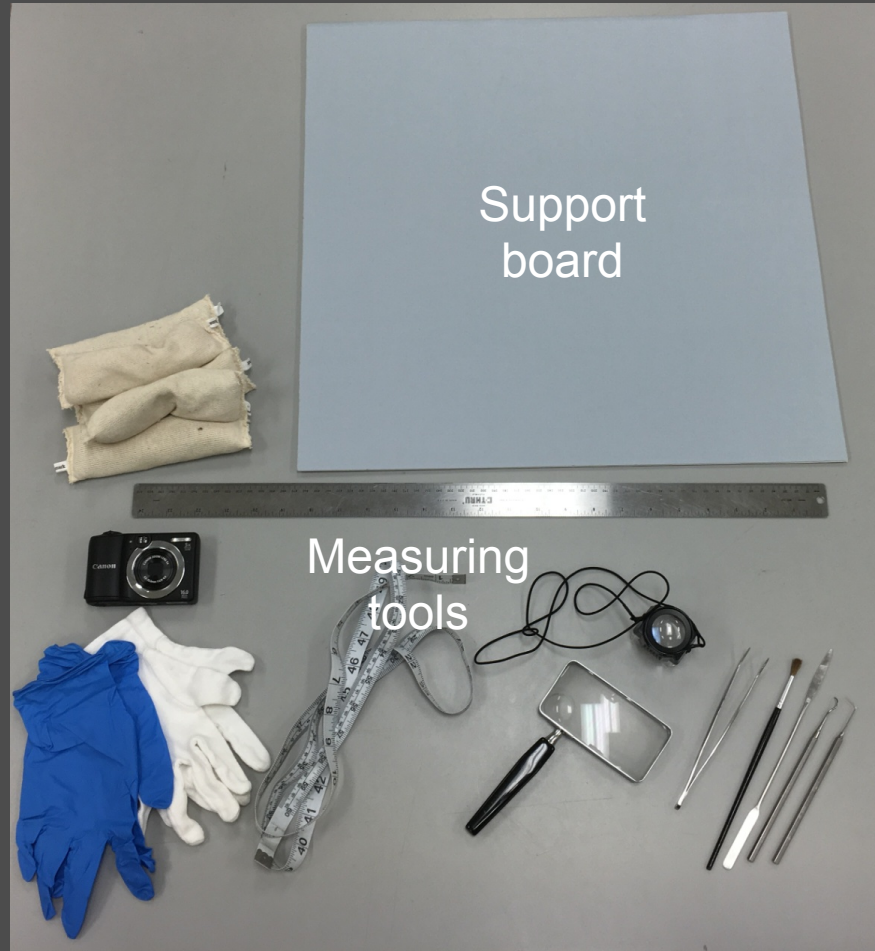
Gloves

Support
board

Measuring
tools

Brushes
and probes

Magnification
tools



Getting Started

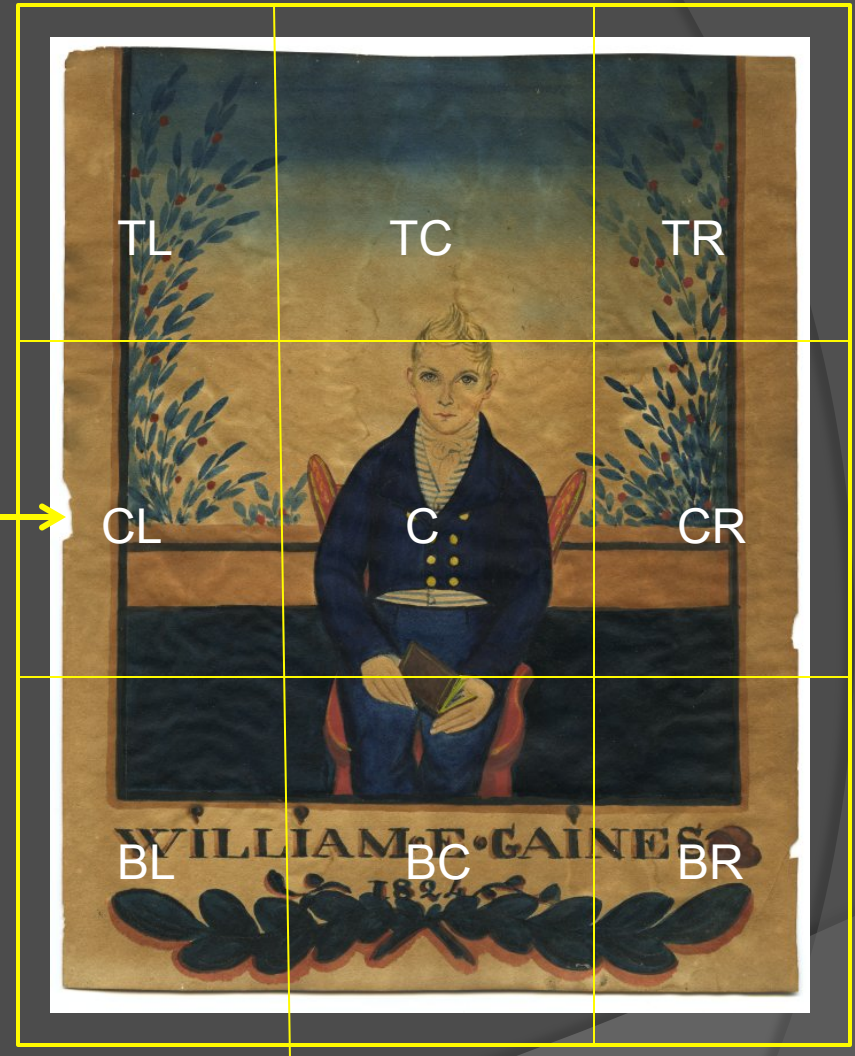
- Gather your documentation and review notes and photos on previous condition
- Fill out the basic information on your form or in your database such as object id number, date of the report, examiner, etc.

Examining your piece

- ⦿ Determine the best method of examination
 - Can you use a grid system to describe where damage is?
 - If not, where is your starting point?

TL	TC	TR
CL	C	CR
BL	BC	BR

The grid can help explain where damage such as this paper loss is on a piece. This is in the center left section of the painting.



Designate your
starting point



Designating the starting point

- Use terms like proper left/ viewer's left
- If there are common terms such as “driver's side” use them
- Make sure someone else can find the starting point

Game time! Name that Condition

- Excellent- Like new or new in the package. No visible damage.
- Good- Minor damage but the piece is stable and can easily be displayed.
- Fair- Minor to moderate damage but there are some issues with the piece that may prevent it from being displayed.
- Poor- This piece is in unstable condition and needs to be considered for conservation or deaccession.

Name that condition



- A. Excellent
- B. Good
- C. Fair
- D. Poor

Name that condition



A.Excellent

B.Good

C.Fair

D.Poor

Name that condition



- A. Excellent
- B. Good
- C. Fair
- D. Poor

Name that condition



A.Excellent

B.Good

C.Fair

D.Poor

Name that condition



A.Excellent

B.Good

C.Fair

D.Poor

Name that condition

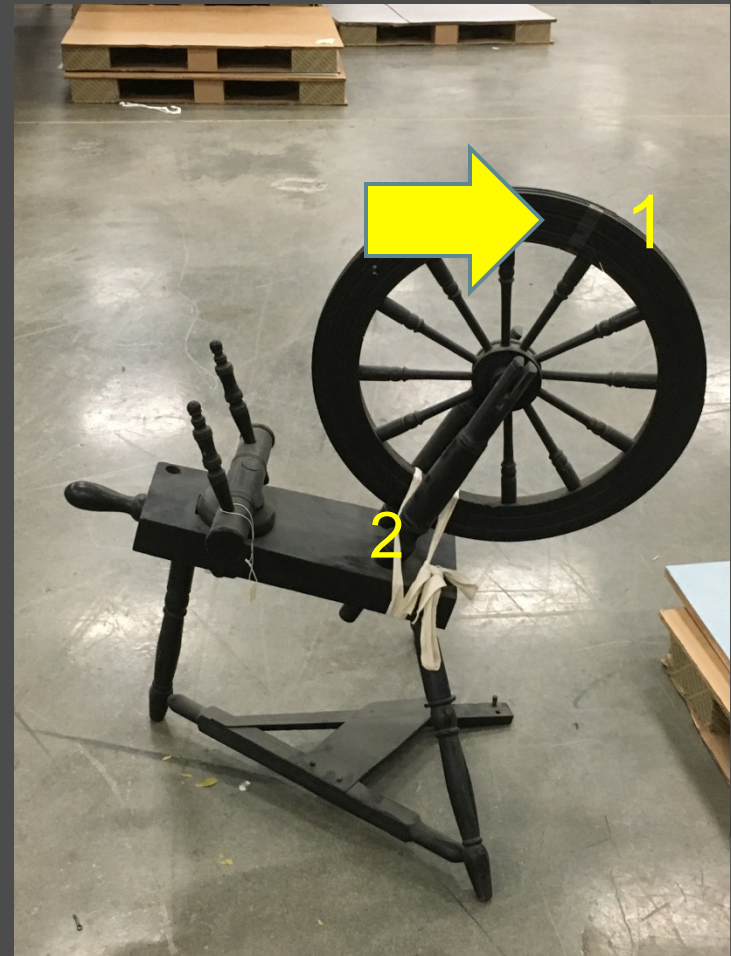


- A. Excellent
- B. Good
- C. Fair
- D. Poor

Condition terms can be subjective. That is why the description is so important!

Tips and tricks

- Use numbers or symbols on your pictures to match up with your report



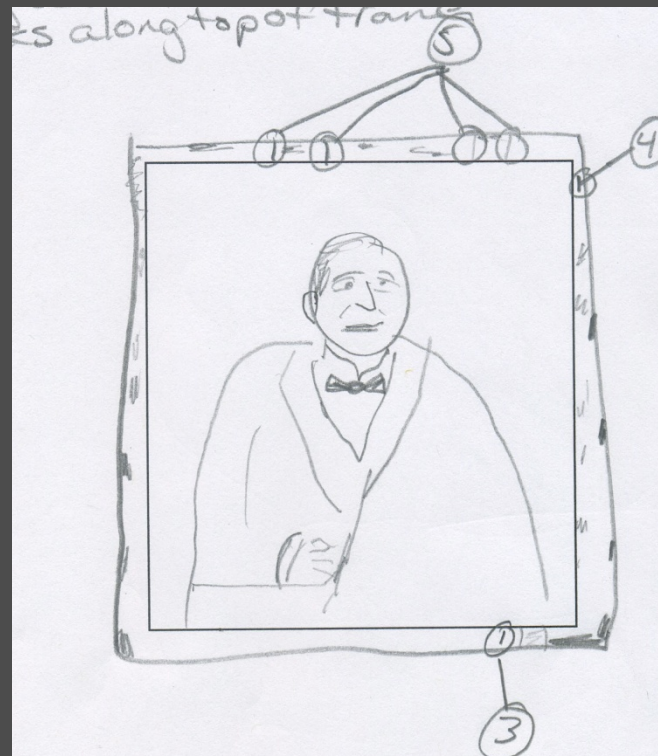
Tips and tricks

- Bullet points make it easier to read
- Take close ups of the damage



How do I describe what is happening?

- If you do not know the term describe what you see and photograph or draw it



How do I describe what is happening?

- Use common terms
- Use “landmarks” to help describe where the damage is

These letters can be
used
As a landmark



Kentucky Historical Society
Condition Report

Accession Number: 1909.4

Object: Portrait, Gov. Luke P. Blackburn

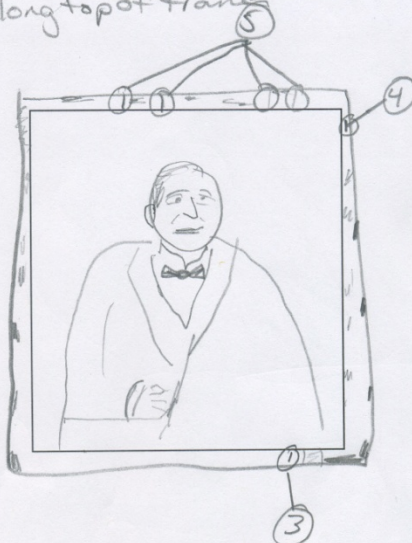
Current Location: HC-HG -left wall - center

Name of Examiner: Deborah Rose, Assistant Registrar

Date of Examination: August 15, 2005

Condition: excellent good fair poor

- Examination Remarks:
- ① Cracked surface paint
 - ② heavy scuffing w/ some paint loss along all sides of frame
 - ③ 1½" long scratch in frame (approx 2" from rt side on bottom)
 - ④ 1½" long scratch in frame (approx 2" from top on rt side)
 - ⑤ Drip marks along top of frame



Common damage types

- The following are types of damage that can be found on a variety of material types

Loss



Loss- area that is missing a piece

Scratch



Scratch- mark left on one piece by something leaving a line on the surface

Tear



Tear- area where fabric or paper has ripped

Crease



Crease- fold in fabric, paper, etc. that has left a heavy line in the piece that may or may not be removed

Accretion



Accretion- accumulation or encrustation of material on the surface of a piece such as dirt, paint or frass.

Pest Damage



Pest damage- holes, fraying, powdering, discoloration caused by a insect, rodent or other pest.

SOMETIMES THERE ARE
TYPES OF DAMAGE THAT
ARE MORE SPECIFIC TO A
MATERIAL TYPE.

Basketry



Distortion: warping or misshaping of an object's original form.



Use wear/ modification/ repair: evidence of how a basket was used and modified or repaired from use.

Glass



Iridescence: Partial decomposition of the Surface into thin scales, resulting in a lustrous Color effect and an uneven, flaky surface in a glass object.

Leather



Red rot: Powdering of leather in which the fibrous structure is broken down as a result of sulfuric acid.

Wood



Lifting: raising of inlaid surfaces or veneer away from wooden surfaces



Bloom: white discoloration on the surface of wood indicating that moisture has penetrated the surface.

Metals



Corrosion/ Rusting:
Chemically induced formation of mineral encrustations as the metal reverts to its constituents.



Dent: Concave deformation of a surface caused by hitting

Metals



Tarnish: to lose or cause to lose the shine, especially by exposure to air or moisture resulting in surface oxidation and discoloration.

Paintings



Crackle/ craquelure: network of fine cracks in the ground, paint layer or surface coating as the materials age or dry.



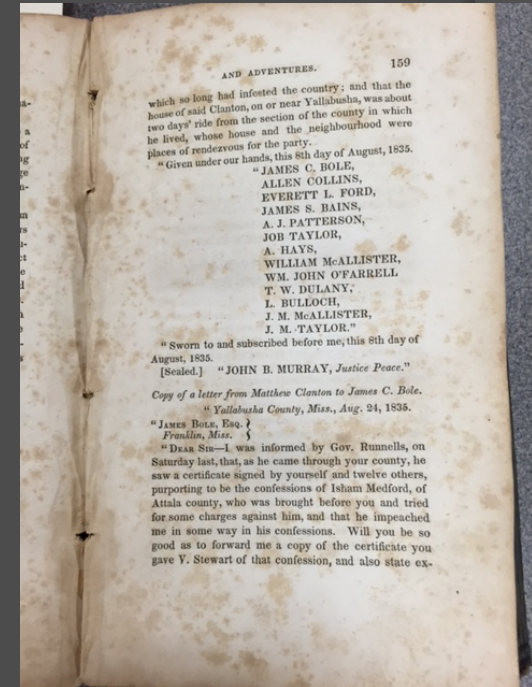
Blister: Bulge in the paint surface indicating cleavage of paint or ground layers from each other or their support.

Paper



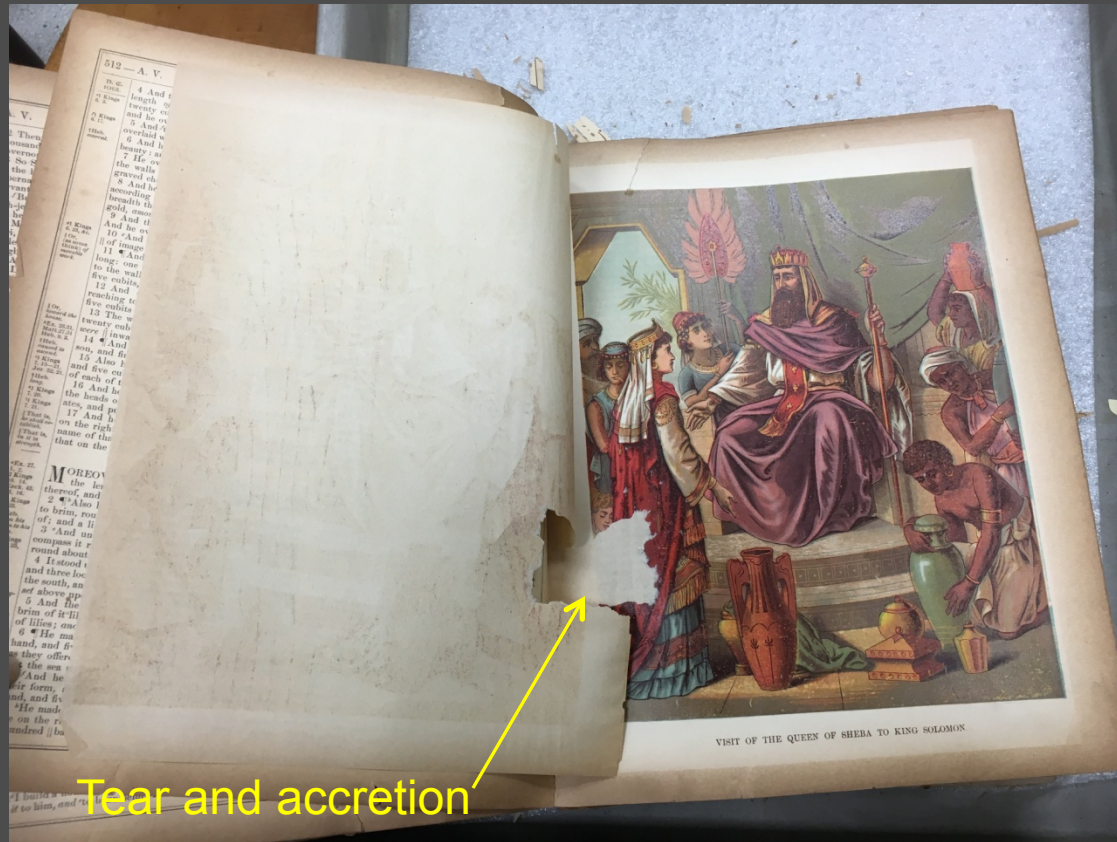
Crease, fold: Line or mark made by, or as if by folding.

Discoloration: A change in color, such as darkening or fading.



Foxing: Brown or reddish brown spots; probably caused by mold or the oxidation of iron particles in the paper, mount or backing.

Paper



Acid burn/mat burn- discoloration caused by an acidic wood pulp in paper mat board or other materials composing a piece.

Pop Quiz: What other damage do you see in this book?

- tears
- accretion
- staining

Photographs



Embrittlement: loss of flexibility causing the material to break where bent or curled. The areas of loss on this photo are due to embrittlement of the support.



Cracking: surface fracture or fissure across or through a material

Plastics



Blistering: raised pockets or bubbles on a laminated surface



Spalling: chunks or fragments separating from the whole

Textiles



Shattering: A term used for chemically treated silk that exhibits deterioration and losses.

Practice: What do you see?

Staining

Tears or area of loss

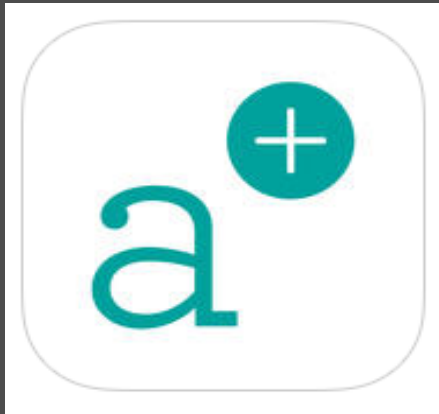
Water staining
or tide lines



Acid burn

Digital Condition Reporting

- There are several apps on the market to help with condition reporting.



Digital Condition Reporting

- You can create digital condition reports without an app
- You can mark up a photo with a paint program on your computer
- Use other apps like a .pdf editor
- Take notes on a tablet or laptop



Sample Digital Photo



SAMPLE REPORTS

Types of Condition Reports

- Loan
- Inventory
- Conservation
- Damage
- Cataloging

Loan Report

- Lender: Report should be done before items goes out on loan and when it comes back
- Borrower: Report should be done when item is unpacked and before it is packed to ship back
- Report should be detailed and include photos for comparison

Loan Report

Detail Condition Report 2014.23 Pitcher

08/26/2016

Date 04/14/2014
Report created by Van Horn, Deb Rose
Type **Outgoing Report**
Condition Good
Conservator
Condition of Surface
State of Cleanliness
Condition of Parts
Condition of Structure
Condition of Material
Parts Missing
Mechanism Operation
Damage Information

Is it an incoming
or outgoing
report?

Description of Condition Overall:

- The piece has tarnish over the surface. Some was removed through a quick polish with Renaissance Wax and a Silver cloth but this will need a good polish when it returns from loan.
- There are light scuffs and abrasions over much of the surface.
- There is a fingerprint etched into the surface on the base one panel over from where the maker's mark is.
- The silver is worn off in several areas on the foot and base--particularly on the edges.
- The inscription appears worn in several areas (due to polishing).
- polish when returned and do a heated coat of Ren Wax.

Work Required

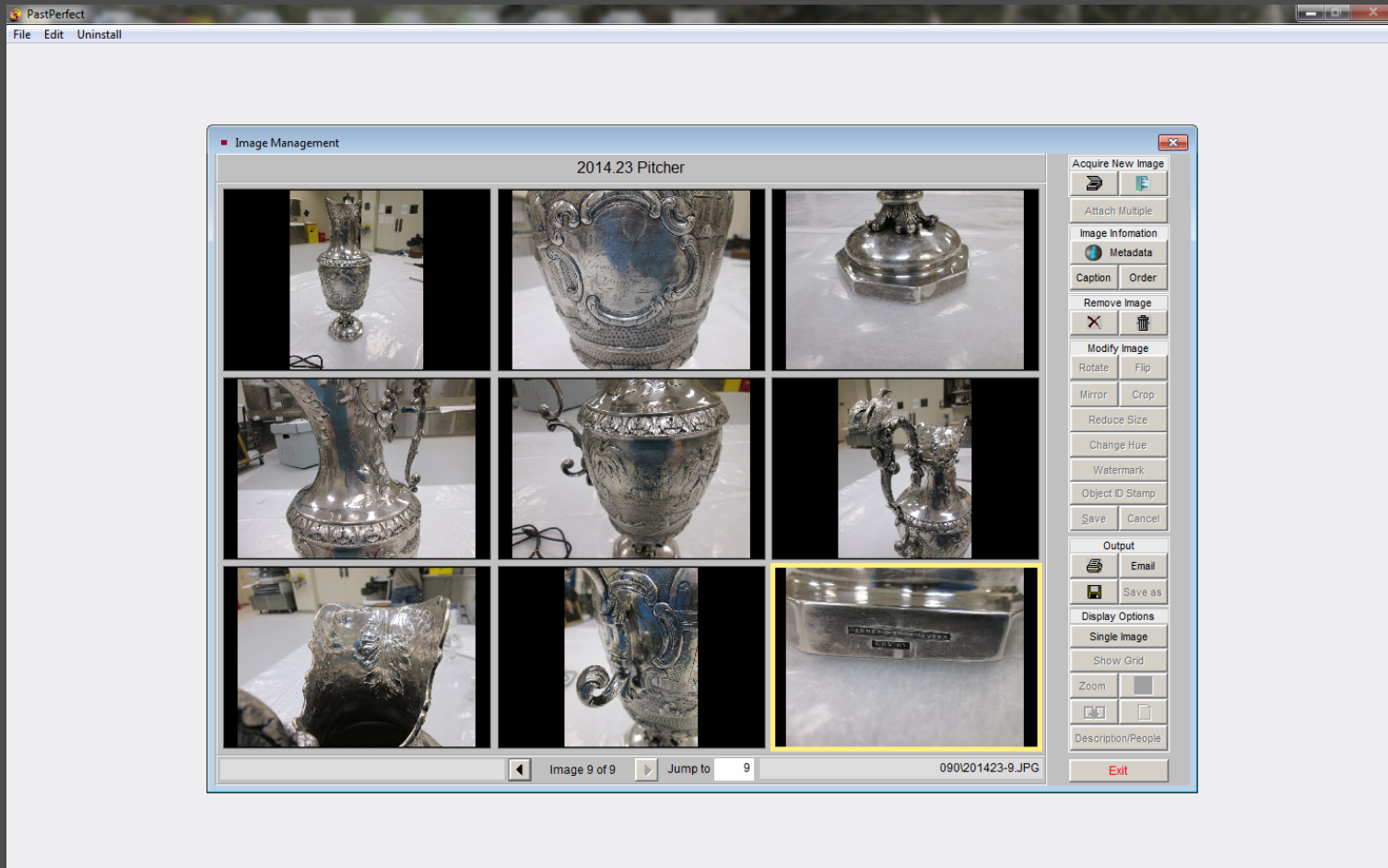
Estimated Cost

0.00

Est Completion Date

//

Loan Report



Inventory Report

- ⦿ Should be done when the item is inventoried.
- ⦿ Can be a simple check against prior reports.
- ⦿ Can be fast! Do 1-3 bullet points and move on!

Inventory Report

Detail Condition Report 2013.36.3 Pillow

08/26/2016

Date	04/07/2014
Report created by	Clatos, Stephen
Type	Inventory Report
Condition	Fair
Conservator	
Condition of Surface	
State of Cleanliness	
Condition of Parts	
Condition of Structure	
Condition of Material	
Parts Missing	
Mechanism Operation	
Damage Information	
Description of Condition	-The pillow is heavily stained but structurally sound. -There is a tiny hole on one side. -There are some loose threads on a couple of the corners.
Work Required	
Estimated Cost	0.00
Est Completion Date	/ /

Very short
report to make
it efficient
during
inventory.
Focus on
major damage.

Conservation Report

- Usually written by a conservator or conservation assistant
- Often done prior to conservation/restoration work being done
- A report is also done at the end of the treatment telling you what types of work have been done by the conservator

Damage Report

- Usually written after an accident or incident of vandalism
- Should include when the incident occurred or was reported
- Should include details of what happened
- Should include what damage occurred to the piece

Damage Report

Damage Report.pdf - Adobe Reader

File Edit View Window Help

Open 1 / 1 122%

Tools Fill & Sign Comment

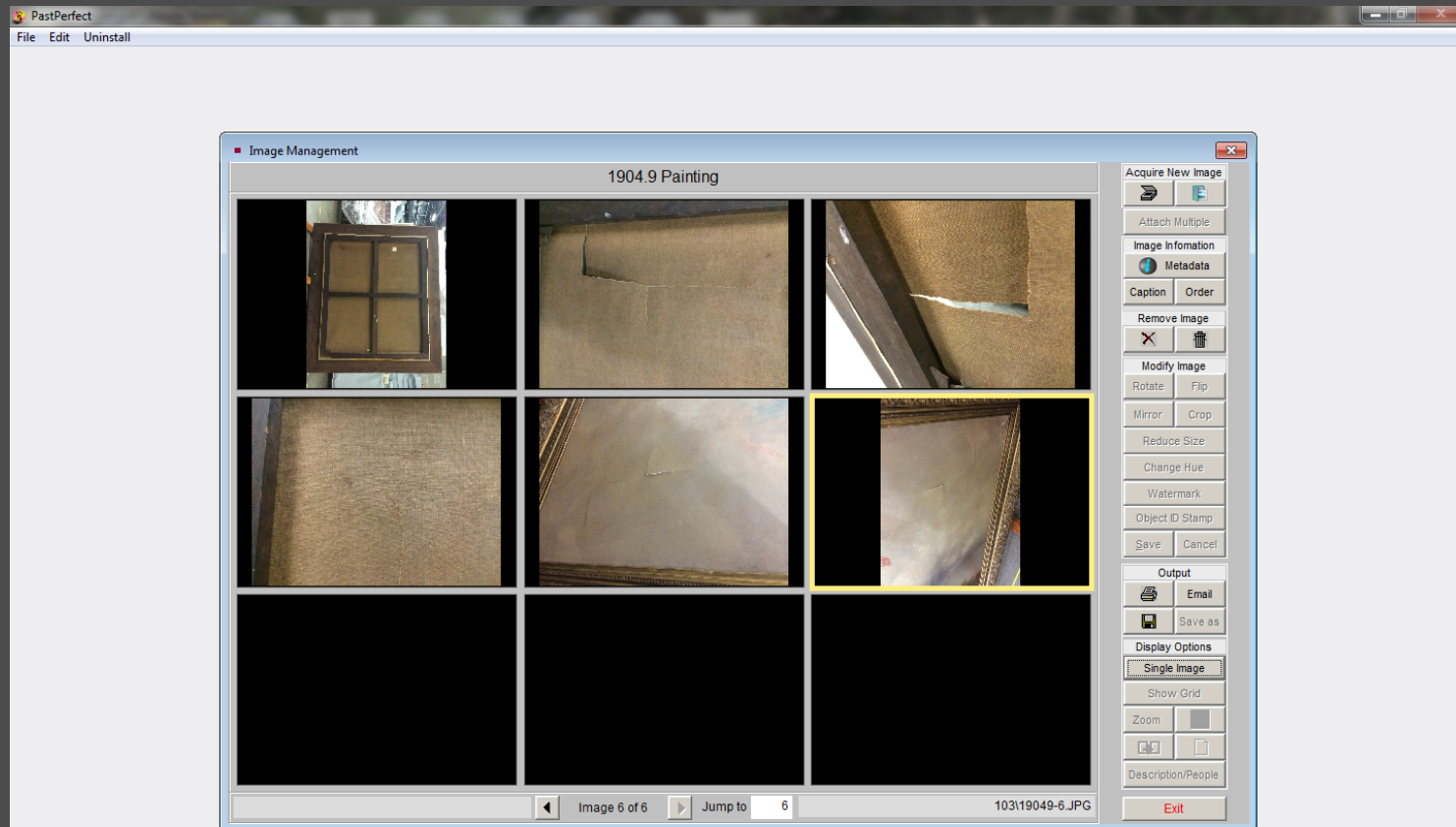
Detail Condition Report 1904.9 Painting

08/26/2016

Date	09/18/2014
Report created by	Elliott, Sara L.
Type	Damage Report
Condition	Fair
Conservator	
Condition of Surface	
State of Cleanliness	
Condition of Parts	
Condition of Structure	
Condition of Material	
Parts Missing	
Mechanism Operation	
Damage Information	<p>*Painting was damaged in move:</p> <p>10 1/2" from top and 5 1/2" from right edge is a 5 3/4" vertical tear</p> <p>10 1/2" from top and 18 1/2" from the right edge is 5" vertical tear</p> <p>10 1/2" from top edge and 5 1/2" from right edge is a 18" horizontal tear</p>
Description of Condition	<p>*Painting was damaged in move:</p> <p>10 1/2" from top and 5 1/2" from right edge is a 5 3/4" vertical tear</p> <p>10 1/2" from top and 18 1/2" from the right edge is 5" vertical tear</p> <p>10 1/2" from top edge and 5 1/2" from right edge is a 18" horizontal tear</p> <p>*Canvas is dry and cracking</p> <p>*Upper right corner there is some paint loss</p> <p>*The frame is missing some of the decorative elements</p> <p>9" vertical section in upper left</p> <p>Section on bottom center</p> <p>*Scratch in paint in lower left corner</p> <p>*Previous repair on back: 21 3/4" from side edge and 7 1/4" from top there is a 3 1/2" x 3 1/4" patch</p> <p>*White paint drips on back stretcher</p> <p>*Frame is soiled and there is gilding missing in several areas</p> <p>*Frame is worn on all sides</p>
Work Required	

What happened/
What damage

Damage Report



Cataloging Report

- ⦿ Sometimes this is the first condition report done for an item
- ⦿ Creates your baseline for future checks
- ⦿ Should be detailed and contain photos

Cataloging Report

Detail Condition Report 2009.4 Pin, Occupational

08/26/2016

Date 08/25/2009
Report created by Stupperich, Andy
Type catalog
Condition Fair

Conservator

Condition of Surface

State of Cleanliness

Condition of Parts

Condition of Structure

Condition of Material

Parts Missing

Mechanism Operation

Damage Information

Description of Condition Loss of majority of blue enamel paint on lettering, remnants left on "REYN" in Reynolds, other letters have no paint extant; nickel plating has worn from around edges of badge exposing brass underneath, see especially lower front edge; metal with shallow scratches all over; celluloid is slightly yellowed; celluloid with scratches; celluloid has trapped iron and dirt particles underneath touching image; circular ring appears on celluloid? or photographic image? at center; metal plate on back with scattered patches of rust throughout; C-clasp is rusted shut, locking mechanism will not turn; pin with slight bend

Work Required

Estimated Cost 0.00

Est Completion Date / /

Cataloging Report



RESOURCES

Resources: Books

- Museum Registration Methods, 5th Edition
- Basic Condition Reporting, Fourth Edition
- CCI Notes



Resources: Websites

- Australian Institute for the Conservation of Cultural Material's Visual Glossary:
<https://aiccm.org.au/conservation/visual-glossary>
- The Fine Arts Conservancy's Glossary for Paintings:
http://www.art-conservation.org/?page_id=1170

Resources: Forms

- ◉ Sample forms can be found on the following institutions websites:
 - Registrars Committee-American Alliance of Museums
 - American Association for State and Local History
 - Southeastern Registrars Association

QUESTIONS?