

# Field Guide Assessment Form

## Appendix 6

From the *Field Guide to Emergency Response*

(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? \_\_\_\_\_