SAMPLE CONDITION REPORTS

From The Museum of Texas Tech University

- **General Condition Report** – A report designed for a wide range of artifacts that uses a checklist plus remarks to record condition issues.
- **Condition Report for Fine Arts Objects** – Specifically for fine arts. Uses a narrative style.
- **Originating/Ongoing Condition Report** – Used to monitor the condition of an artifact while on loan for exhibit. Additional "Ongoing" pages can be added if the exhibit is travelling to multiple venues.

From the Museum Forms Book

- **Arizona State Museum** – A general-purpose form that uses a checklist format.
- **Georgia Museum of Art** – Specifically for two-dimensional artwork. Uses a more structured narrative format.
- **Virginia Museum of Natural History** – Specific to taxidermy mounts. Includes a very specialized checklist/grid.
- **Museum and Art Gallery of the Northern Territory** – Specific to boats! Also includes space to note treatments.
- **Idaho State Historical Museum** – Includes treatment and storage recommendations and specialized handling instructions.
- **University of Iowa Medical Museum** – Used to evaluate suitability of artifacts for loan or exhibit.

From Museum Registration Method

- **MRMS Museum** – Specific to two-dimensional artwork. Uses a combination of checklist and narrative styles.
CONDITION REPORT
for Fine Arts Objects
MUSEUM OF TEXAS TECH UNIVERSITY

Type of Object: ____________________
Title: ____________________________
Artist/Maker: ______________________
Signature/Date: YES  NO  Where? __________
Media/Materials Used: ________________

Purpose of Report:
_ accession (dept. _____ )
_ loan (from ____________ )
_ inventory (dept. _____ )
_ other __________

Support (type & materials used):

Framed: YES  NO
Backign: YES  NO
Hangers: WIRE  D-RINGS
Glazing: YES  NO

Dimensions: __________________________

Description:
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________

Rough Sketch:

More information on reverse side

General Condition:
_ Excellent
_ Good
_ Fair
_ Poor

Stability:
_ Stable
_ Unstable

Priority:
_ 1 (low)
_ 2
_ 3
_ 4 (high)

Recommendation:
_ Inhouse
_ Conservator
_ Monitor
_ Other __________

Report By: __________________________ Date/Date Updated: ____________
ORIGINATING CONDITION REPORT

ID NUMBER: TTU 1959-241
OBJECT/TITLE: The Legend of Pecos Bill

ARTIST/MAKER: Harold Von Schmidt
MATERIAL: Oil on canvas, framed

DATE: 1948
DIMENSIONS: 39" x 45"

CONDITION:
Canvas loose on stretcher. Minor crackling throughout. Concentric crackling radiating from top left corner. Stretcher mark around all edges, heaviest along bottom and lightest along top. Small black spots on left proper sleeve, on and around moon, and near cougar's head. Small spots of loss on stomach and near horses in right foreground. Very minor surface dust.

FRAME: Minor chips, scratches, and wear throughout. Finish worn on all corners. Minor fraying to fabric. Minor dust. Some tarnish and smudges to brass plaque on reverse.

Reported by: Matt Renick  Date: 4 Dec 2003
MUSEUM OF TEXAS TECH UNIVERSITY

ONGOING CONDITION REPORT

ID NUMBER: TTU1959-241          OBJECT: Von Schmidt Legend of Pecos Bill

INSTITUTION: Museum X

CONTACT PERSON:

INCOMING CONDITION:

SIGNED: _______________________
DATE: _______________________

OUTGOING CONDITION:

SIGNED: _______________________
DATE: _______________________
# ARIZONA STATE MUSEUM
## CONDITION REPORT

<table>
<thead>
<tr>
<th>Cat. #</th>
<th>Object:</th>
<th>Recorder:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Materials (General):

<table>
<thead>
<tr>
<th>Damage (If Known) Due to:</th>
<th>Physical:</th>
<th>Biological:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Smoke/Water*</td>
<td>Abraded/Worn*</td>
<td>Past/Present Insect Damage or Infestation*</td>
</tr>
<tr>
<td>Display/Interpretive Programs*</td>
<td>Brittle/Dry*</td>
<td>Past/Present Mold*</td>
</tr>
<tr>
<td>Handling/Shipping*</td>
<td>Broken</td>
<td>Other</td>
</tr>
<tr>
<td>Storage</td>
<td>Burned/Charred*</td>
<td>Pesticide Use</td>
</tr>
<tr>
<td>Other</td>
<td>Cracked</td>
<td></td>
</tr>
</tbody>
</table>

### Evidence of:

<table>
<thead>
<tr>
<th>Prehistoric/Ethnographic Deposits*</th>
<th>Evidence of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prehistoric/Ethnographic Usewear*</td>
<td>Prehistoric/Ethnographic Repairs*</td>
</tr>
<tr>
<td>Minor/Major Restoration*</td>
<td>Minor/Major Repair*</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

### Parts are:

<table>
<thead>
<tr>
<th>Detached</th>
<th>Missing</th>
<th>Moving</th>
<th>Loose</th>
</tr>
</thead>
</table>

### Deposits

<table>
<thead>
<tr>
<th>Corrosion/Tarnish*</th>
<th>Crystalline</th>
<th>Encrustations</th>
<th>Marks</th>
<th>Dusty</th>
<th>Greasy/Waxy*</th>
<th>Soiled</th>
<th>Finger Marks</th>
<th>Other Deposits</th>
</tr>
</thead>
</table>

### Stability:

<table>
<thead>
<tr>
<th>Stable</th>
<th>Unstable</th>
<th>Uncertain</th>
</tr>
</thead>
</table>

### General Condition:

<table>
<thead>
<tr>
<th>Excellent (Perfect)</th>
<th>Good (Minimal, minor defects)</th>
<th>Fair (Many defects, but stable)</th>
<th>Poor (Might need stabilization)</th>
</tr>
</thead>
</table>

### Action Completed-Date

<table>
<thead>
<tr>
<th>Frozen</th>
<th>Vacuumed</th>
</tr>
</thead>
</table>

### Action Recommendation:

<table>
<thead>
<tr>
<th>None</th>
<th>Monitor</th>
<th>To Conservation</th>
</tr>
</thead>
</table>

### Comments:

Check conditions if they apply, use space at end of condition to clarify "where" and "what." *If used, cross out term that does not apply.

11/20/96
REH
<table>
<thead>
<tr>
<th>Condition</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OVERALL CONDITION</strong></td>
<td>(check one): Excellent __ Good __ Fair __ Poor __</td>
</tr>
<tr>
<td><strong>FRAME</strong></td>
<td></td>
</tr>
<tr>
<td>Losses:</td>
<td></td>
</tr>
<tr>
<td>Abrasions/Scratches:</td>
<td></td>
</tr>
<tr>
<td>Soiled/Stained:</td>
<td></td>
</tr>
<tr>
<td>Miter:</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td><strong>IMAGE</strong></td>
<td></td>
</tr>
<tr>
<td>Abrasions/Rubs:</td>
<td></td>
</tr>
<tr>
<td>Accretions:</td>
<td></td>
</tr>
<tr>
<td>Cracking:</td>
<td></td>
</tr>
<tr>
<td>Folds:</td>
<td></td>
</tr>
<tr>
<td>Tears/Rips:</td>
<td></td>
</tr>
<tr>
<td>Losses:</td>
<td></td>
</tr>
<tr>
<td>Repairs:</td>
<td></td>
</tr>
<tr>
<td>Foxing:</td>
<td></td>
</tr>
<tr>
<td>Scratches:</td>
<td></td>
</tr>
<tr>
<td>Soiled/Stained:</td>
<td></td>
</tr>
<tr>
<td>Surface Distortions (i.e. buckling):</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>
**CONDITION REPORT - MOUNTED SPECIMENS**

**Catalog No.**

**Preparator**

**Prep. No.**

**Nature of Specimen:**
- full mount
- head & shoulders
- cast
- other:

**Nature of Base / Support:**

**Condition of Specimen**: _Excellent_ _Good_ _Fair_ _Poor_ _steady_ _wobbles_

**Condition of Base**: _Excellent_ _Good_ _Fair_ _Poor_

**Identifying Marks/Labels** (list initials, numbers, sketch; note location on specimen)
- tag
- tattoo
- other
- none

**Preparation Reports:**
- prior to mounting
- mounting/taxidermy records

**Evidence of Previous Repairs/Treatments**
- none
- re-attached parts
- other

**Biological Damage**
- none
- mold / mildew
- insects (active inactive)
- type insects

**Chemical Damage**
- none
- powdery deposits
- stains
- crystalline deposits
- faded (foxed)
- odorous
- other

**Physical Damage**

<table>
<thead>
<tr>
<th>Broken / Cracked</th>
<th>Loose</th>
<th>Detached</th>
<th>Grease</th>
<th>Dirty / Dusty</th>
<th>Dry</th>
<th>Holes</th>
<th>Water Damage</th>
<th>Worn Damage</th>
<th>Discolored</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>Ears</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Antlers/horns</td>
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<tr>
<td>Eye openings</td>
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<tr>
<td>Beaks / bills</td>
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<td>Wings</td>
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<td>Legs</td>
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<td>Tail</td>
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<td>Body</td>
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<tr>
<td>Feathers</td>
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<tr>
<td>Base / Support</td>
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</tr>
</tbody>
</table>

**Comments:**

**Location of Specimen** ________________________________

VMNH - 24 July 1990
Accession Number: _______________________
Name of Boat: _______________________

General Condition: □ good □ fair □ unstable

□ presence of dust/dirt

□ presence of mould

□ visible insect activity [past or present]
(identify the location(s) on diagram)
□ sample of frass/insect obtained
□ insect identified

Additional problems:

□ major damage to wood _______________________

□ corrosion of metal _______________________

□ loose components _______________________

□ inadequate support system/cradle _______________________

□ other _______________________

Treatment carried out:

□ Dry cleaning- □ brush/vacuuming

□ other _______________________

□ Wet cleaning - □ 30 water:70 ethanol + Terric N9 detergent

□ other _______________________

□ Fumigation - □ MeBr □ Freezing □ Other

Completed by: _______________________
Date: _______________________

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### ARTIFACT CONDITION REPORT
**IDAHO STATE HISTORICAL MUSEUM**

<table>
<thead>
<tr>
<th>Object</th>
<th>Person reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accession number</td>
<td>Date of report</td>
</tr>
<tr>
<td>Inventory location</td>
<td>Photographs: B/W Neg#</td>
</tr>
<tr>
<td>Site</td>
<td>Color Slide #</td>
</tr>
<tr>
<td>Physical description of object (color; construction; materials; size—LxWxH inches/cm):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Structure:</th>
<th>Surface decoration/attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>glass</td>
<td></td>
</tr>
<tr>
<td>ceramic</td>
<td></td>
</tr>
<tr>
<td>metal</td>
<td></td>
</tr>
<tr>
<td>wood</td>
<td></td>
</tr>
<tr>
<td>textile</td>
<td></td>
</tr>
<tr>
<td>basket</td>
<td></td>
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<tr>
<td>paper</td>
<td></td>
</tr>
<tr>
<td>leather</td>
<td></td>
</tr>
<tr>
<td>Surface:</td>
<td>Structural damage:</td>
</tr>
<tr>
<td>unfinished</td>
<td>Areas of insecurity/weakness:</td>
</tr>
<tr>
<td>varnished</td>
<td>Areas of loss:</td>
</tr>
<tr>
<td>painted</td>
<td>Previous repairs/restorations:</td>
</tr>
<tr>
<td>patina</td>
<td>Previous alterations/additions/modifications:</td>
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<tr>
<td>veneer</td>
<td></td>
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<tr>
<td>glazed</td>
<td></td>
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<tr>
<td>unglazed</td>
<td></td>
</tr>
<tr>
<td>oiled</td>
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<tr>
<td>other</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Condition:</th>
<th>Degree of damage (slight, moderate, major, extreme):</th>
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<tbody>
<tr>
<td>dirt/grime</td>
<td>Location of damage (draw sketch or diagram)</td>
</tr>
<tr>
<td>worn</td>
<td></td>
</tr>
<tr>
<td>abrasions</td>
<td></td>
</tr>
<tr>
<td>stained</td>
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<td>corrosion</td>
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<td>tarnish</td>
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<td>warping</td>
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<td>shrinking</td>
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<td>flaking</td>
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<td>holes</td>
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<td>tears</td>
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</tr>
<tr>
<td>scratches</td>
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</tr>
<tr>
<td>bulges</td>
<td></td>
</tr>
<tr>
<td>cracked</td>
<td></td>
</tr>
<tr>
<td>rotted</td>
<td></td>
</tr>
<tr>
<td>insects/rodents</td>
<td></td>
</tr>
<tr>
<td>mold/mildew</td>
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<td>moisture damage</td>
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<td>embrittlement</td>
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<tr>
<td>accretions</td>
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<tr>
<td>delamination</td>
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<tr>
<td>deformations</td>
<td></td>
</tr>
<tr>
<td>other</td>
<td></td>
</tr>
</tbody>
</table>
University of Iowa Hospitals and Clinics Medical Museum

CONDITION REPORT

Object Number: ____________________________ Report Date _________
Object Name: ______________________________ Value _________
Borrower: ____________________________________________
Report completed by: ________________________________

Summary of Condition:

☐ Unsuitable for exhibition or loan ☐ Requires Conservation Treatment
☐ Minor treatment/cleaning required before loan
☐ Stable - suitable for exhibition or loan

General Description:

Dimensions: (l x w x h)

Structure compromised:

☐ losses ☐ crack(s)/split(s) ☐ other ____________________________
☐ chipping/dent(s) ☐ loose element(s)
☐ distortion(s) ☐ embrittlement
☐ fragmentary ☐ tear(s)
☐ restoration(s)/repair

Surface damage:

☐ accretion (incrustation) ☐ foxing ☐ restorations/overpainting/old adhesive
☐ bleeding ☐ mold, mildew ☐ other ____________________________
☐ soiled ☐ lifting paint/coating
☐ stained/discolored ☐ insect/pest damage
☐ crumbly ☐ abrasions/minor damage

Other:

☐ auxiliary attachments
☐ insect infestation (active)
☐ former treatment: _______________________________
☐ other damage: ________________________________

Conservation Treatment should be performed only by a professional conservator. Unless you are absolutely certain that treatment or cleaning can be performed with no damage to the artifact, always let a conservator do the work. See Collections Management Handbook for guidelines.

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**MRM5 Museum**

**Condition Report for Collection Paintings/Drawings/Prints**

<table>
<thead>
<tr>
<th>Acc. #</th>
<th>Examiner</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Stretcher/Panel Size**
- H = Horizontal
- W = Vertical
- IN. = Inches

<table>
<thead>
<tr>
<th>Frame/Mat Size</th>
<th>H</th>
<th>W</th>
<th>IN.</th>
</tr>
</thead>
</table>

**Sig./Date (how? where?)**

**Marks/Labels (what? where?)**

<table>
<thead>
<tr>
<th>Conservation Priority</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curatorial Priority</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
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</table>

**Description**

<table>
<thead>
<tr>
<th>Description</th>
<th>Defects</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Framed</td>
<td>- Broken</td>
<td></td>
</tr>
<tr>
<td>- Backed</td>
<td>- Disjoints</td>
<td></td>
</tr>
<tr>
<td>- Glass</td>
<td>- Glazing touches</td>
<td></td>
</tr>
<tr>
<td>- Plexi</td>
<td>- Artwork</td>
<td></td>
</tr>
<tr>
<td>- Unframed</td>
<td>- Paint loss</td>
<td></td>
</tr>
<tr>
<td>- Other</td>
<td>- Hanging devices</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auxiliary Support</th>
<th>Defects</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Stretcher</td>
<td>- Keys missing</td>
<td></td>
</tr>
<tr>
<td>- Keys intact</td>
<td>- Checks</td>
<td></td>
</tr>
<tr>
<td>- Strainer</td>
<td>- Intestartion</td>
<td></td>
</tr>
<tr>
<td>- Secured/nails</td>
<td>- Adheared to backing</td>
<td></td>
</tr>
<tr>
<td>- Secured/plates</td>
<td>- Acidic materials</td>
<td></td>
</tr>
<tr>
<td>- Cradle</td>
<td>- Other</td>
<td></td>
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<tr>
<td>- Matted</td>
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<td></td>
</tr>
<tr>
<td>- Other</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Support</th>
<th>Defects</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>- Fabric</td>
<td>- Brittle</td>
<td></td>
</tr>
<tr>
<td>- Lined</td>
<td>- Tear</td>
<td></td>
</tr>
<tr>
<td>- Wax lined</td>
<td>- Hold</td>
<td></td>
</tr>
<tr>
<td>- Wood</td>
<td>- Dent</td>
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<td>- Illust. Board</td>
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Embrittlement: A loss of flexibility causing the material (e.g., paper, parchment, leather) to break or disintegrate when bent or curled.

Gouge: A defect in the surface where material has been scooped out.

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Inclusion: Particle accidentally bonded to the surface of an object during manufacture (e.g., ceramic, plastic, cast metal, paper).

Loss: Missing area or hole.

Mildew: See mold.

Missing element: Loss of an integral component of, or an addition or appendage to an object (e.g., handle, tassel).

Mold: Biological in nature, mold or mildew can be in the form of foaming; of colored, furry, or web-like surface excrescences; and/or of musty odor.

Patina: A colored surface layer, either applied or naturally occurring.

Pest damage: Surface loss, tunneling, holes, fly specks, etc., obviously caused by insects or other pests.

Scratch: Linear surface loss due to abrasion with a sharp point.

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Stain: A color change as a result of soiling, adhesives, pest residue, food, oils, etc. A diffuse stain is without a distinct boundary; a discrete stain has a distinct boundary; a liquid stain has a discrete boundary or tile-line that is darker than the general area of the stain; a centered stain has a darker or more intensely colored center within its general area (cf. foxing).

In metallic staining, adjacent materials are discolored as a result of metal corrosion.

Tear: A break in fabric, paper, or other sheet material as a result of tension or torsion.

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Painting

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Ground: Layer(s) of material applied to prepare a surface for painting; usually a pigment in a binding medium.
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Blister: A separation between layers appearing as an enclosed, bubbled area.
Bloom: A whitish, cloudy appearance in the varnish layer caused by exposure to moisture or resulting from wax-based media. Sometimes called efflorescence.
Buckling: Waves or large bulges in a canvas from non-uniform tension around the stretcher or strainer. In paper, a soft, concave/convex random distortion.
Chalking: Loss of a paint or emulsion layer by powdering off.
Check: Splitting of wood along the grain, from the edge of a board or panel for a part of its length. Checking is usually in response to repeated dimensional change brought on by fluctuations of temperature and humidity (cf. split).
Cleavage: A separation between the paint layers and the support producing tenting (gable-like ridges) or cupping (concave flakes). Caused by the contraction of the support, forcing the paint layer up off the surface.
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Warp: In a panel, the planar deformation of the support caused by changes in relative humidity.
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Efflorescence: Powdery or crystalline crusts on the surface of stone, plaster, ceramics, etc. Formed when transmigrating water reacts with an object’s chemical makeup or extraneous deposits from burial.

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**Condition Report** - An accurate and informative account of an object’s state of preservation at a particular moment in time. It provides a verbal and/or visual description of the nature, location, and extent of each defect in a clear, consistent manner. (from *Museum Registration Methods*)

**Object Condition Checking and Technical Assessment** - The management and documentation of information about the make-up and condition of an object, and recommendations for its use, treatment, and surrounding environment. (from *Spectrum*)

RESOURCES


And please feel free to contact me:

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