Report on the Physical Status of Collections of National Chiang Kai-shek Memorial Management Office

**1. Basic information about the collections**

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| **New coding number for the collection** |  | **Photo of collection** |
| **Old coding number for the collection** |  |  |
| **Title of Collection** |  |
| **Storage space of the collection** |  |
| **Property No.** |  |
| **Author/Donor** |  |
| **Form/Materials** |  | **Quantity** |  |
| **Size** | Length\_\_\_\_\_cm Width\_\_\_\_\_\_\_\_cm Height \_\_\_\_\_\_cm Diameter\_\_\_\_\_\_cm Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Remark** |  |

**2. Description, location map and suggestions about storage**

|  |  |
| --- | --- |
| **Appearance** | □dust□foreign matters□oxidation□yellowization□stain mark□adhesive tape □label□restoration and renovation by predecessors □other: |
| **Structural degradation** | □ deformation □ embrittlement □ loose □ defect □ scratch □ crease mark< 6}□ cracks □fracture □ other: |
| **Material degradation** | □ discoloration□ fading □ losing color □ exfoliation □ transplantation □ fogging □ hardening □ other: |
| **Biological degradation** | □ moldy □brown spots □ worm holes □ nibbling □defecation □ egg sheath □ other: |
| **Other** |  |
| **Diagrams** |  |  |
| Notes: | Notes: |
| **Grading Status** | □ 1 Good (no repair or maintenance required) □ 2 OK (maintenance required) □ 3 Not good (repair and maintenance required) □ 4 Urgent (to be treated as the first priority)  |
| **Suggestions about storage** | □ Treatment by repairing and maintenance □As it is □ Maintained and packaged □ Adjust temperature and humidity □ Adjust lighting □{6 >Isolated storage □ Inspected by the Hall’s staff (not recommended) □ Other: |
| **Suggestions about repair and maintenance** | □ Remove adhesive tape or label □ Repair and maintenance of surface appearance □ Repair and maintenance of structure □ Repair and maintenance of materials □ Repair and maintenance for biological damage □ Inspected by the Hall’s staff (not recommended)□ Other:  |
| **Suggestions about loan requirements** | □ Loan allowable □ Loan not advised □ Inspected by the Hall’s staff (not recommended) □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Purpose of inspection** | □ Maintenance (before/after)　□ Loan　□ Return　□ Other:  |
| **Inspection log** | Unit: | Date: |
| Staff: |