

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

## 1. Basic information about the collections

<b>New coding number for the collection</b>				<b>Photo of collection</b>
<b>Old coding number for the collection</b>				
<b>Title of Collection</b>				
<b>Storage space of the collection</b>				
<b>Property No.</b>				
<b>Author/Donor</b>				
<b>Form/ Materials</b>		<b>Quantity</b>		
<b>Size</b>	Length _____ cm    Width _____ cm    Height _____ cm    Diameter _____ cm Other _____			
<b>Remark</b>				

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

<b>Appearance</b>	<input type="checkbox"/> dust <input type="checkbox"/> foreign matters <input type="checkbox"/> oxidation <input type="checkbox"/> yellowization <input type="checkbox"/> stain mark <input type="checkbox"/> adhesive tape <input type="checkbox"/> label <input type="checkbox"/> restoration and renovation by predecessors <input type="checkbox"/> other:
<b>Structural degradation</b>	<input type="checkbox"/> deformation <input type="checkbox"/> embrittlement <input type="checkbox"/> loose <input type="checkbox"/> defect <input type="checkbox"/> scratch <input type="checkbox"/> crease mark <input type="checkbox"/> cracks <input type="checkbox"/> fracture <input type="checkbox"/> other:
<b>Material degradation</b>	<input type="checkbox"/> discoloration <input type="checkbox"/> fading <input type="checkbox"/> losing color <input type="checkbox"/> exfoliation <input type="checkbox"/> transplantation <input type="checkbox"/> fogging <input type="checkbox"/> hardening <input type="checkbox"/> other:
<b>Biological degradation</b>	<input type="checkbox"/> moldy <input type="checkbox"/> brown spots <input type="checkbox"/> worm holes <input type="checkbox"/> nibbling <input type="checkbox"/> defecation <input type="checkbox"/> egg sheath <input type="checkbox"/> other:
<b>Other</b>	

<b>Diagrams</b>		
	Notes:	Notes:
<b>Grading Status</b>	<input type="checkbox"/> 1 Good (no repair or maintenance required) <input type="checkbox"/> 2 OK (maintenance required) <input type="checkbox"/> 3 Not good (repair and maintenance required) <input type="checkbox"/> 4 Urgent (to be treated as the first priority)	
<b>Suggestions about storage</b>	<input type="checkbox"/> Treatment by repairing and maintenance <input type="checkbox"/> As it is <input type="checkbox"/> Maintained and packaged <input type="checkbox"/> Adjust temperature and humidity <input type="checkbox"/> Adjust lighting <input type="checkbox"/> Isolated storage <input type="checkbox"/> Inspected by the Hall's staff (not recommended) <input type="checkbox"/> Other:	
<b>Suggestions about repair and maintenance</b>	<input type="checkbox"/> Remove adhesive tape or label <input type="checkbox"/> Repair and maintenance of surface appearance <input type="checkbox"/> Repair and maintenance of structure <input type="checkbox"/> Repair and maintenance of materials <input type="checkbox"/> Repair and maintenance for biological damage <input type="checkbox"/> Inspected by the Hall's staff (not recommended) <input type="checkbox"/> Other:	
<b>Suggestions about loan requirements</b>	<input type="checkbox"/> Loan allowable <input type="checkbox"/> Loan not advised <input type="checkbox"/> Inspected by the Hall's staff (not recommended) <input type="checkbox"/> Other: _____	
<b>Purpose of inspection</b>	<input type="checkbox"/> Maintenance (before/after) <input type="checkbox"/> Loan <input type="checkbox"/> Return <input type="checkbox"/> Other:	
<b>Inspection log</b>	Unit:	Date:
	Staff:	