

Condition Reporting

Before sending objects on loan they need to be assessed for their suitability for travel and display. This assessment takes the form of a Condition Report. This is usually compiled by an Assistant Collections Manager who will take photographs of the object at the same time.

Once objects have been assessed and have had any relevant treatment recommended by our Conservation Team, the completed the object will be considered 'fit to travel'.

It will then be packed and the Condition Report, which is like a 'health certificate' stating the condition of the object when it left the Museum, will travel with it.

When the object is unpacked at the borrowing venue it will be checked again and the photographs studied for any change in the objects 'health' (so to speak). This is normally carried out by one of the loan's courier team and the borrowing institution's conservator or their appointed representative.



Do's and Don'ts

Do

Keep the descriptions simple.

Have visible wear and tear /damage clearly annotated on the image.

Have a few images of the object, no more than 6 if it is a standard sized object;

FRONT, BACK, TOP, BOTTOM, PROPER RIGHT, PROPER LEFT

Clearly mark or label each image with the above so that the person checking the object knows which part of the object the image refers to

If it is a large object, such as a sculpture or a Mummy case

Divide the object into 3 or 4 sections, such as RIGHT END, MIDDLE, LEFT END, and have no more than 4 or 5 images for each section, otherwise it gets very confusing.



The type of Condition the object is in can be summarised as follows:

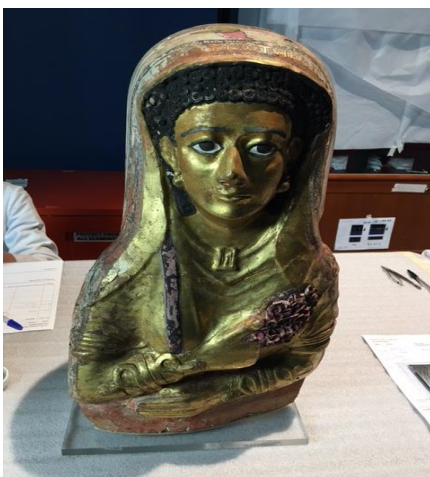
Excellent: *Object is in excellent condition and complete*



Good: *Object is in good condition and stable but may have some minor structural variations or minimal damage*



Fair: *Object is in relatively stable condition but will have some signs of damage such as loss, structural deterioration, incomplete.*



Poor: *Object is in poor condition. It may be unstable with significant loss or friable. It will require treatment or stabilisation prior to loan.*



Unacceptable: *Object is in an extremely weakened or unstable state. It should not be recommended for loan.*



Don't

Have too many images of the object

Don't describe every single detail of the object just the important ones such as any changes in the condition of the object when you compare the photographs taken of it when it was at the BM or the previous venue.

Description of changes or damage of an object

Major structural: There are missing or separated parts, major holes, mobile cracks or splits

Minor structural: Non mobile cracks or splits, small holes and gouges, loose or detached elements

Surface damage: flaking or lifting, pigment or surface losses, crazed and dented

Disfigurement: Scratched, stained, abraded, discoloured, faded, tarnished

Chemical: Desiccated, friable, corroded, crumbling, salts/grease

Biological: Insect attack, rodent damage, mould damage

Accretions: Dirty, encrusted, surface salts, deposits, paint spots

Former repairs: adhesive, sellotape or scotch tape, solder, misalignment, patches, pins & staples.

