Contact person ____________________________________________________________

Description ________________________________________________________________

Number of pieces: __________

Format  ___ papyrus  ___ flat  ___ ink recto/verso
          ___ parchment  ___ scroll  ___ black ink
          ___ cartonnage  ___ other  ___ other color
          ___ other  ___ ancient repair

Glass  ___ 8 x 10”  ___ 14 x 17”  ___ 13 x 24”
       ___ 10.25 x 12”  ___ 12 x 18”  ___ other

Folder  ___ 11.5 x 16.5’  ___ 13 x 22”  ___ other

Special requirements
___ required for exhibition by [date] ____________
___ required by researcher by [date] ____________
___ other

Condition
___ weak/brittle/fiber delamination  ___ old repairs: brown paper backing (tape)/pressure-sensitive tape
___ dirt/accretions, salt/gesso  ___ friable ink
___ folds major/minor  ___ stained: water/mold/fire
___ general discoloration  ___ misaligned
___ pest damage  ___ other:
___ missing fiber(s)

Testing inks
___ water  recto ____________ verso ____________
___ ethanol  recto ____________ verso ____________
___ ethanol:water  recto ____________ verso ____________

Treatment Proposal
___ alignment: fragment/fibers  ___ mechanical clean
___ mending/bridging  ___ clean/flatten between damp blotters
___ rehouse: glass mount  ___ remove old repairs/tape
___ rehouse: folder  ___ rehouse: special enclosure

Treatment Report
Action
___ unfold
___ mechanical clean – brush
___ align fragments/fibers
___ remove old repairs/tape

Materials or chemicals used
___ pH neutral water
___ ethanol
___ 50:50 ethanol/pH neutral water
___ methylcellulose, Methocel A 4M
___ wheat starch paste
___ remoistenable Japanese paper (pre-prepared with 4% sodium carboxymethylcellulose, Cellulose Gum CMC 7H3SF PH)

Photodocumentation:
___ digital  B/A  Date:  B/A  Date:

Work by ________________________  Date ______________  Total hours ______