Guidelines for Internal Notes for Conservation
updated 2/28/2014

Conservation notes should be entered in the Item Record:
  Item Record, Tab 3 (General Information 2), Internal Note

Begin note with SPCOLL CONSV  (or ASIA CONSV or AAEL CONSV, etc.)

Basic notes:

needs box
needs repair (binding) [+ optional qualifier: minor or major]
needs repair (text block) [+ optional qualifier: minor or major]
needs review (format) [for non-book material]

Basic notes may be combined with a location specification.

End note with uniquename and date [yyyyymmdd]

Explanations

needs box: use for any sort of protective enclosure (box, pizza box, portfolio, etc.)
needs repair: use to indicate area or extent of damage by modifying the basic notes with the additional phrases, in parentheses; the phrases “major” or “minor” do not need to be applied if the extent is unclear.
needs review: use for any sort of review needed and as a default when the other notes do not apply (e.g., for unbound paper or non-paper items)
format: use to specify the format or material for objects other than books (e.g., print, map, vellum, photo, metal, etc.)
location specifications: use when the location may not be obvious; add a volume number, page number, or similar designation

Notes may be combined; all designations “needs box” and “needs repair” assume a conservation review, so those phrases need not be combined with “needs review.”

Examples:

SPCOLL CONSV needs box szachary 20110131
SPCOLL CONSV needs repair (binding, minor) moconway 20110201
SPCOLL CONSV needs repair (text block, major) pdaub 20110202
SPCOLL CONSV needs review jherrada 20110203
SPCOLL CONSV needs review (vellum document) pabloalv 20110208
SPCOLL CONSV needs repair (binding), needs box mtoon 20110215
SPCOLL CONSV needs repair (text block, minor) p. 115 pabloalv 20110213
SPCOLL CONSV needs repair (binding, major) v. 3 khutch 20110210
SPCOLL CONSV needs review (photos) folder 1931-33 kdow 20110211