

Collection Incident Report Form

This form should be used to keep a record of any incident that causes damage to collections. The second section of the form provides a salvage timeline form to keep track of salvage decisions.

Initial Report

Person Completing Form: _____

Today's Date: _____

Date of Incident: _____

Time of Incident: _____

Collections(s) involved (type and quantity):

Description of incident:

Damage to collections:

Immediate action taken to minimize damage:

Salvage Timeline

Salvage method (e.g., air dry, freeze, vacuum freeze dry, professional conser- vation)	Description of Items	Quantity	Authorization	Date Begun	Date Finished

Collection Rehabilitation Timeline

Date disaster area cleaned: _____

By whom: _____

Rehabilitation/ Disposition (e.g., discard, replace, photocopy, clean, repair, rebind)	Description of Items	Quantity	Authorization	Date(s) Treated	Date Returned to Shelf