Collections 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: MM/DD/YYYY
Date of incident: MM/DD/YYYY
Time of incident:

Collection(s) involved (type and quantity):

Description of incident:

Damage to collections:

Immediate action taken to minimize damage:
**Collections Incident Report Form, part 2**

<table>
<thead>
<tr>
<th>Salvage method (e.g., air dry, freeze, vacuum freeze dry, professional conservation)</th>
<th>Description of items</th>
<th>Quantity of items</th>
<th>Person who authorized salvage</th>
<th>Date begun</th>
<th>Date finished</th>
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**Collection Incident Report Form, part 3**

*Collection Rehabilitation Timeline*

Date disaster area cleaned:  
By whom:  

**Staff members involved in salvage operations:**  

**Total staff time spent:**  

**Supplies used:**  

**Approximate monetary value of supplies spent:**  

**Signature:**  

______________________________