

Form dated:

Name of Institution and Department

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:

Form dated:

Name of Institution and Department

Collections Incident Report Form, part 2

Salvage method (<i>e.g., air dry, freeze, vacuum freeze dry, professional conservation</i>)	Description of items	Quantity of items	Person who authorized salvage	Date begun	Date finished

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: _____