

Mellon Collection Assessment Survey Form

Accession #

Collection Name:

Location 1:

Location 2:

Location 3:

Location 4:

of folders:

of 3" boxes:

of mss. boxes:

of cubic boxes:

of ledgers:

of oversized boxes:

Box/Contents Evaluation

Acidic Boxes:

Glued Material:

Damaged Boxes:

Taped Material:

Box Information Illegible:

Photographs/Negatives:

Overstuffed Boxes:

Framed Items:

Acidic Folders:

Audio Tapes:

Overstuffed Folders:

Slides:

Folder Information Illegible:

Glass Negatives:

Items Exceeding Folder Size:

Video Tapes:

Metal Fasteners/Staples:

Artifacts:

Paper Clips:

Maps:

Brittle Paper:

Mounted Material:

Folded/Rolled Items:

Blueprints:

Newspaper Clippings:

Bound Volumes:

Ledgers/Scrapbooks:

Printed Matter:

Physical Surveyor: _____
Name

Physical Condition Evaluation

QHR:

PCR:

PAR:

Intellectual Access Information

Collection Guide:

VIRGO Record: + RECON No Yes = IAR:

Record:

Guide On-Line:

On Deposit: No Yes VIU #

Preservation History:

Preservation Type:

Subject:

Thomas Jefferson: Civil War: Women:

African American: Native American: UVA:

Intellectual Surveyor: _____
Name

NOTES: