

Collections Conservation/In-house Repair Checklist

(This assumes that your staff does not include a professional conservator or formally trained collection technician.)

Action	Needed?	Priority	Notes
Assign responsibility for supervision of in-house treatment			
Review current treatment practices/get conservator input			
Decide what treatment procedures are desirable on the basis of collection needs and institutional resources			
Decide what procedures are feasible on the basis of collection needs and institutional resources			
Develop/implement guidelines for selecting items for treatment			
Develop/implement guidelines for choosing the proper treatment			
Develop/implement treatment workflow procedures			
Train/retrain staff in proper repair procedures			
Identify/dedicate/equip space for treatment			
Choose/obtain necessary tools/supplies			
Develop guidelines for documenting treatments			
Other			