

# Worksheet 6: Collections Checklist

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## Table of contents

- Introduction
- Instructions
- Worksheet

## Introduction

The [Emergency Response Planning Manual](#) describes four steps that provide heritage institutions with a structured framework for identifying collections response strategies. This worksheet can be used to complete step 1 called “[Adopt a procedure and form for initial damage assessment](#),” which will help you create a succinct list of object categories suitable for an initial damage assessment form, like the one suggested in the [Emergency Plan Template](#). This worksheet can also be used in conjunction with [Worksheet 7: Salvage Priorities Questionnaire](#) to complete step 3 called “Identify salvage priorities.”

## Instructions

Give a copy of this worksheet to the people in your institution (conservators, collections managers or curators) who know your collections and their properties best. The worksheet can be filled out by one individual or by a team working together. It may be helpful to consult with external conservators who have greater understanding of the properties of your collections if you do not have any on staff.

Select all of the categories and subcategories that are present in your collections. Edit the categories and subcategories or add new ones if needed. Compare the list of selected object categories with the default collection categories in the “Initial damage assessment – overall collections damage” form in the Emergency Plan Template, if you are using that document. Edit the collection categories to reflect those selected in this worksheet, combining object categories when a more general category is sufficient.

Compare the selected subcategories with the objects that are proposed for the list of salvage priorities for your institution to assess whether they are difficult to salvage.

# Worksheet

## Artworks and archival records

| Object category                                     | Subcategories that may be difficult to salvage                                                                                                                                                                                                                             |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ○ Art on paper                                      | <ul style="list-style-type: none"> <li>○ Art with water-soluble media</li> <li>○ Art with friable media</li> <li>○ Art framed under glazing</li> </ul>                                                                                                                     |
| ○ Audiovisual media: magnetic audio and video tapes | <ul style="list-style-type: none"> <li>○ Magnetic tapes with no backup or user copies</li> </ul>                                                                                                                                                                           |
| ○ Audiovisual media: motion picture film            | <ul style="list-style-type: none"> <li>○ Degraded cellulose nitrate or cellulose acetate film</li> </ul>                                                                                                                                                                   |
| ○ Books                                             | <ul style="list-style-type: none"> <li>○ Leather or vellum-bound books</li> <li>○ Coated paper volumes</li> <li>○ Books with brittle text blocks</li> </ul>                                                                                                                |
| ○ Digital media                                     | <ul style="list-style-type: none"> <li>○ Discs, drives or tapes with no backup copies</li> </ul>                                                                                                                                                                           |
| ○ Documents                                         | <ul style="list-style-type: none"> <li>○ Parchment or vellum documents</li> <li>○ Coated paper documents</li> <li>○ Documents with water-soluble or iron-gall inks</li> <li>○ Very brittle documents</li> </ul>                                                            |
| ○ Optical media                                     | <ul style="list-style-type: none"> <li>○ Records with no backup copies</li> </ul>                                                                                                                                                                                          |
| ○ Paintings                                         | <ul style="list-style-type: none"> <li>○ Water-soluble media</li> <li>○ Friable or flaking media</li> </ul>                                                                                                                                                                |
| ○ Photographic negatives                            | <ul style="list-style-type: none"> <li>○ Degraded cellulose nitrate or cellulose acetate negatives</li> <li>○ Wet collodion glass plate negatives</li> <li>○ Silver gelatin dry glass plate negatives</li> </ul>                                                           |
| ○ Photographic prints                               | <ul style="list-style-type: none"> <li>○ Daguerreotypes</li> <li>○ Tintypes</li> <li>○ Ambrotypes</li> <li>○ Pannotypes</li> <li>○ Additive colour transparencies</li> <li>○ Dye transfer prints</li> <li>○ Digital prints</li> <li>○ Prints framed under glass</li> </ul> |
| ○ Sculptures                                        | <ul style="list-style-type: none"> <li>○ All ivory</li> <li>○ Polychrome wood sculptures</li> <li>○ Deteriorated plastics</li> <li>○ Plaster sculptures</li> </ul>                                                                                                         |
| ○                                                   | ○                                                                                                                                                                                                                                                                          |

## Historical and cultural objects

| Object category                                  | Subcategories that may be difficult to salvage                                                                                                                                               |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ○ Archaeological objects                         | <ul style="list-style-type: none"> <li>○ With soluble salts</li> <li>○ Archaeological glass</li> <li>○ Archaeological bronze or brass</li> </ul>                                             |
| ○ Basketry                                       | <ul style="list-style-type: none"> <li>○ Brittle basketry</li> </ul>                                                                                                                         |
| ○ Furniture                                      | <ul style="list-style-type: none"> <li>○ Painted, gilded, lacquered</li> <li>○ Marquetry, veneer</li> <li>○ Upholstered furniture</li> </ul>                                                 |
| ○ Glass and ceramics                             | <ul style="list-style-type: none"> <li>○ Unfired, porous ceramics</li> <li>○ Unstable glass</li> </ul>                                                                                       |
| ○ Leather, hide and fur                          | <ul style="list-style-type: none"> <li>○ Untanned skins</li> <li>○ Water-soluble dyes</li> <li>○ Stretched skins (for example, drums)</li> </ul>                                             |
| ○ Metal objects                                  | <ul style="list-style-type: none"> <li>○ Iron (flash rusting)</li> <li>○ Lead (in fire)</li> <li>○ Tin alloys (in fire)</li> </ul>                                                           |
| ○ Plastic objects                                | <ul style="list-style-type: none"> <li>○ Cellulose nitrate objects</li> <li>○ Deteriorated plastics</li> </ul>                                                                               |
| ○ Textiles: carpet and other furnishing textiles | <ul style="list-style-type: none"> <li>○ Very large tapestries or carpets</li> <li>○ Brittle textiles</li> </ul>                                                                             |
| ○ Textiles: costumes                             | <ul style="list-style-type: none"> <li>○ Water-soluble dyes</li> <li>○ Clothing with gelatin sequin decoration</li> <li>○ Clothing with brittle fibres</li> </ul>                            |
| ○ Textiles: flags or banners                     | <ul style="list-style-type: none"> <li>○ Brittle flags or banners</li> <li>○ Painted flags or banners</li> </ul>                                                                             |
| ○ Textiles: household or cultural textiles       | <ul style="list-style-type: none"> <li>○ Water-soluble dyes</li> <li>○ Painted fabrics</li> </ul>                                                                                            |
| ○ Vehicles or industrial objects                 | <ul style="list-style-type: none"> <li>○ Objects contaminated with hazardous substances</li> </ul>                                                                                           |
| ○ Wooden objects                                 | <ul style="list-style-type: none"> <li>○ Painted, gilded, lacquered</li> <li>○ Marquetry, veneer</li> <li>○ Musical instruments</li> <li>○ Composite objects with iron components</li> </ul> |
| ○                                                | ○                                                                                                                                                                                            |

## Natural history specimens

| Object category             | Subcategories that may be difficult to salvage                                                          |
|-----------------------------|---------------------------------------------------------------------------------------------------------|
| ○ Bones and skeletons       | ○ Teeth, sub-fossil teeth                                                                               |
| ○ Fluid-preserved specimens | ○ In glass containers (risk of breakage)                                                                |
| ○ Herbarium specimens       | ○ Specimens mounted with water-soluble adhesives                                                        |
| ○ Insect specimens          |                                                                                                         |
| ○ Invertebrate specimens    | ○ Thin-shelled bivalves                                                                                 |
| ○ Labels                    | ○ Paper labels with water-soluble inks                                                                  |
| ○ Paleontological specimens | ○ Fragile or subfossil specimens<br>○ Specimens treated with adhesives, coatings, fills or consolidants |
| ○ Rocks and minerals        | ○ Pyrite<br>○ Sulphides<br>○ Soluble minerals                                                           |
| ○ Study skins               | ○ Specimens treated with pesticides                                                                     |
| ○ Taxidermy mounts          | ○ Specimens prepared with toxic compounds or treated with pesticides                                    |
| ○                           | ○                                                                                                       |

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