

Collection: _____ Date completed: _____

Assessor(Staff): _____

DATA ENTRY COMPLETE?

C. What needs to be done – Referred items

C.3. Refer for Secondary Review.

- Flexible** – Significant damage – Repair or advanced preservation action needed (more than level 2, pam bind, or thermal bind)
- Nearly brittle** –Significant damage – Repair or advanced preservation action needed (more than level 2, pam bind, or thermal bind).
- Brittle** with little to no damage (C.1)
- Brittle** with moderate damage (C.2)
- Brittle** with significant damage (C.3)

C. 4. Secondary Review Result(s) – Type of action

STUDENT (flex paper ONLY)	TECHNICIAN	<input type="checkbox"/>	Box – vendor
<input type="checkbox"/> Level 1 Repair	<input type="checkbox"/> Level 1 repair	<input type="checkbox"/>	Rebind
<input type="checkbox"/> Level 2 Repair	<input type="checkbox"/> Level 2 repair	<input type="checkbox"/>	BBA
<input type="checkbox"/> Thermal bind	<input type="checkbox"/> Level 3 repair	<input type="checkbox"/>	Spec Coll. or Archives?
<input type="checkbox"/> Pam Bind	<input type="checkbox"/> Recase - new	<input type="checkbox"/>	Replace (mass paper)
	<input type="checkbox"/> Recase – old	<input type="checkbox"/>	Conservator
	<input type="checkbox"/> Pam bind	<input type="checkbox"/>	W/D – not conservable
	<input type="checkbox"/> Box – Special	<input type="checkbox"/>	Other – specify__

Standard Comments:

- Reformat?
- De-acidify?
- De-acidify? Still has some flexibility
- Complex recase

D. Notes or comments.