Duke University Library
Conservation Lab
Perkins Library 023

CONDITION ASSESSMENT & LOAN FORM

Barcode: D04668024U. Box 167, Folder 14	**Lab Number:** 2015/16-105	
Library/Department: Archive of Documentary Arts	**Author/Artist: Gedney, William**	
Librarian: Lisa McCarty	**Title:** William Gedney Photographs and Papers, circa 1920, 1940s-1990 and undated, bulk 1955-1989	
Date Examined: 12/28/2015	**Publication Date:** 1984	**Number of pages:** 11
Examined by: Henry Hebert	**Size: H** 28.0 cm **W** 21.5 cm **T** 0.3 cm	
Special instructions:		
X Item is in stable condition and can be loaned ☐ **Item should not be loaned because of its condition**		

****COMPLETE BEFORE LOAN****

Description:

a) Printed and folded 11”x17” wove paper sheet with typewritten additions and manuscript in black ink. Sheet has Strathmore Bond watermark, text on recto and verso. Inside are nine 8.5”x11” typescript sheets on either Riverside Bond paper or onion skin paper (no watermark), with manuscript notes in black ink and graphite. Text only on recto.
b) Single 8.5”x11” sheet of cream-colored laid paper with typescript and manuscript in blue ink on recto only.

Condition:

a) Pages are in very good condition. The larger sheet has been folded horizontally into thirds, leaving visible creases. Light staining (approximately 2 mm x 3 mm) on tail edge on recto of sheet near the vertical fold. Small black marks on head edge of the verso of sheet 8.5 cm to the right of vertical fold. Finger print on the lower right recto of the second letter-sized sheet. Staple holes on upper-left corner of seventh letter-sized sheet. Most pages are lightly creased or curled along lower right corner.
b) Sheet is in very good condition. Staple holes at upper left. Sheet has been folded horizontally in thirds and creases are still visible. Light creasing at lower right of sheet.

Recommended maximum light exposure of 5,000 ft-c hours (50,000 Lux hours).

****COMPLETE UPON ITEM’S RETURN****

Note changes to the condition of the item (if any) here:
No change to condition.

Date Examined: 4/5/2016	**Examined by:** Henry Hebert

Original to Conservation Lab
Copy to Library