

Below is a screen shot of our documentation report. We use a file maker pro data base, which was developed by a staff person in our special collections. The FMP version is derived from a form that Scott Keller developed at Northwestern. There are drop down boxes for often used text and names. The two columns of boxes for checking are for priliminary evaluation (on the left) and when the task is completed the second box is checked. The open boxes are for notes and more detailed information.

Each file has a conservation number and when we take the documentation photos this number is displayed. The photos are stored on a computer that is backed up by a hard drive.

The screenshot shows a software interface for a conservation database. At the top, there's a navigation bar with 'Records' (412), 'Total (Unsorted)' (749), and buttons for 'Show All', 'New Record', 'Delete Record', 'Find', 'Sort', and 'Share'. Below this is a 'Print it!' button. The main form is divided into several sections:

- General Information:** ConservationNum (416), Title (Warden family photograph album) [graphic], CallNum (Rauner Iconography 1637), Imprint (18-), BibNumber (b3287551), AuthorEditor, Collection (Rauner - Spec. Proj.), Size (16 x 23 cm).
- Timeline:** Date (12/10/2014), DateRecd (12/10/2014), DateRetrtd (06/19/2015), Conservators (Deborah Howe, Lizzie Curran, Stephanie Wolff), TotalHours (4).
- Object Details:** Originator, Priority (High), RepairType (Treatment), CuratorComment, Object Type (Album with photographs), CollationNotes, Covering (Leather Full), CoveringNotes (Boards have metal edge coverings...), ConditionNotes (Front board detached from text block...), SewingNotes (Leaf to leaf attachment with textile hinges), Retain (Original Endsheets, Original Flyleaves), Paper (Good, Discolored, Stained/Foxed, Brittle).
- Checklists:** CLEAN (Freeze, Wash, Clean, Vacuum, Disbind, DeAcid Solvent), PAPER (JapTissue, Guarding, HeatSetTissue, Other), SEW (Original, OnTapes, Concertina, Other), END SHEETS (Tipped, Sewn, Reinforced, Other, ColorLaser), RESTORE (RestoreReback, RestoreReattach, TouchUpColor, Cocktail, Klucel-G), NEW (CaseCloth, Full, 1/2, 1/4, CasePaper, Paper, Limp, Leather, Full, 1/2, 1/4, SizedLinen, Full, 1/2, 1/4), ENCLOSURE (Portfolio, Tinting Notes, Wrapper, CorrBox, DropSpine, Encapsulate, DustJacket).
- Notes:** ProposedTreatmentInitialNotes (Consolidate text block, Reattach case, Reattach front endsheet), ActualTreatmentNotes (Removed old adhesive from spine using mechanical action, Consolidated spine, lined with JT and WSP, Lined spine with cotton textile, Attempted to attach text block to case with PVA, decided to only attach at back due to inherent vice, Reattached front endsheet and index with JT and WSP, Minor mends of torn pages with JT, WSP).
- Future Treatment and Storage Instructions:** Empty fields for 'FutureTreatment' and 'StorageInstructions'.