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**Collections Survey Rubric DRAFT**

**Four sections are included**

* Physical space
  + Overall introduction to the space is given and sufficient—can you visualize the space after reading this and seeing the photos, do you know how many rooms the collection is in?
  + **Relevant** questions from appendices are addressed (e.g. fire hydrants, lighting, walls, garbage, vegetation, doors, windows, fire systems, pipes)
* Storage and lighting
  + **Relevant** questions from appendices addressed (e.g. cabinet and tray/shelf material type, gaskets, organization of collection, type of illumination, curtains/blinds, UV exposure, timing of light)
* Temperature and humidity
  + **Relevant** questions from appendices addressed (e.g. data interpreted with respect to the specific needs/risks of that collection, evidence of damage investigated, are supplementary units of dehumidification present)
  + Statements of needs/concerns are supported with appropriate references to readings or primary data collected from hobos in that specific collection
* Pest management
  + **Relevant** questions from appendices addressed (e.g. layout of traps diagramed and suggestions made as needed, pest presence in traps noted and interpreted, evidence of pests in other areas noted, pest barriers identified or noted if absent)

**Overall characteristics of this survey**

* Evidence of careful observation
* Concerns properly prioritized in recommendations
* A solid understanding of the important components of preserving collections with respect to the agents of deterioration is demonstrated
* Statements of needs/concerns are supported with appropriate references to readings
* Figures included demonstrate important concerns in the collections
  + Figures are labeled and referred to in the text
* Max eight pages, minimum 6 pages
* Double or 1.5 spaced
* Writing style
  + is easy to understand, flows
  + is grammatically correct (no more than 3 typos/inconsistencies/errors)
  + Citations are correctly formatted

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