**Collections Survey Rubric**

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| **yes** | **Four sections are included** |
| **Excellent historical description.**  **Missed describing the exterior space, including the fire hydrant**  **And exterior lights and so on** | * 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) |
| **Description of storage is great. Excellent observations and interpretation. Not so concerned with lighting for this collection** | * Storage and lighting   + **Relevant** questions from appendices addressed (e.g. cabinet and tray/shelf material type, gaskets, type of illumination, curtains/blinds, UV exposure, timing of light) |
| **good! Nice data interpretation** | * 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 |
| **Good interpretation—not a big issue for this collection**  **Figures needed labels**  **Are there any traps?**  **How much of a barrier is the door providing? Are there sweeps on the doors? Should there be?** | * 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 | |
| **Excellent. You are very observant and good at analyzing and prioritizing** | Evidence of careful observation |
| **Good** | A solid understanding of the important components of preserving collections with respect to the agents of deterioration is demonstrated |
| **Yes, heavily relied on a single reference, though** | Statements of needs/concerns are supported with appropriate references to readings |
| **Missing a figure of the collection layout**  **Figures needed to be numbered and labeled** | * Figures included demonstrate important concerns in the collections   + Figures are labeled and referred to in the text |
| **OK** | Max eight pages, minimum 6 pages |
| **OK** | Double or 1.5 spaced |
| **Some citation issues** | * Writing style   + is easy to understand, flows   + is grammatically correct (no more than 3 typos/inconsistencies/errors)   + Citations are correctly formatted |