

Object Incident Report

Object Name: Receipt
Object Number: 2007.0097.0012.010
Object Material(s): Paper
Date of Incident: 2 September 2013 (When damage was noticed)
Location of Incident: Paper/Textile Conservation Lab, Mitchell(When damage was noticed)
NMA staff member completing this form: [REDACTED], [REDACTED] [REDACTED]

Details of incident:

02/09/2013 - loan return with damage. This damage was noticed when the outward loan return condition report was undertaken in the Paper/Textile Conservation Lab, Mitchell.

The receipts were attached to a single board for display (images show order). New damage - 20mm from the top edge of the support board, parallel with the top edge there is an indentation (similar looking to a score mark) it runs from side edge to side edge.

The indent is through both the support board and the object 2007.0097.0012.010 paper receipt.

The object fibres have been crushed and the damage is not reversible.

Attached are photographs of damage, Outward loan sign off sheet.

NMA staff members present: [REDACTED]
Action taken: Contacted: [REDACTED] ([REDACTED]) [REDACTED] ([REDACTED]) [REDACTED] ([REDACTED]) [REDACTED])
Date action taken: 2 September 2013
The following staff have been notified of this incident: <ul style="list-style-type: none"><input checked="" type="checkbox"/> Registration manager (mandatory)<input checked="" type="checkbox"/> Conservation manager (mandatory)<input type="checkbox"/> Staff member in NMA responsible for managing Security<input type="checkbox"/> Curator and/or Assistant Director CC&E<input type="checkbox"/> Exhibitions project manager<input type="checkbox"/> Facilities manager

Please file this report in Object Incidents folder and attach supporting documents such as updated condition report, photographs.

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