



## Conservation Documentation Guidelines

Conservation documentation done to a professional level creates a comprehensive picture of a cultural property, with a clear and concise depiction of the conservation intervention undertaken.

This documentation can take the form of the following:

- written conservation reports and other texts relating to the cultural property
- visual documentation in the form of high-quality photographs of all aspects of condition and treatment of a cultural property, along with any necessary diagrams, drawings or other visual references
- any materials (samples from the object, conservation materials used) deemed pertinent to understanding the cultural property and its treatment.

It is the conservator's responsibility to decide what is pertinent to the documentation for each treatment. The following elements should be considered when submitting written Conservation documentation to a Board of Examiners for CAPC Accreditation:

### **Cover page**

A cover page should be added to each portfolio example to supplement the condition and treatment records as needed. As the applicant should not be revising existing documentation for their portfolio, a cover page allows for adding context or further clarification as needed. It is understood that documentation varies according to circumstances, context, organization, and client requirements and may not include all the items listed below.

A cover page can be added to the treatment documentation to:

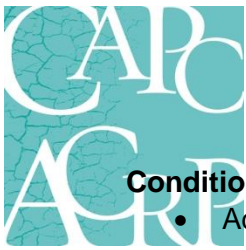
- describe details of a treatment proposal (if originally provided orally)
- describe a treatment rationale in more detail
- further explain certain treatment actions, limitations, or material choices
- indicate where any written or visual information has been removed or redacted for reasons of confidentiality, legality, or other
- report on any alternate treatments considered
- add other details pertinent to a full description of the project

### **Inventory information**

- Name of object, artist (if applicable), dimensions, materials, object date, date(s) of initial examination and/or treatment

### **Description**

- Thorough documentation of materials and fabrication techniques of the cultural property in question
  - Indication of examination techniques used (for example, use of imaging techniques, microscopy)
  - Description of any materials testing, or identification done (for example, chemical or physical tests, cross-sections, use of analytical techniques)
- Record of any other information revealed during examination or other conservation activities that assists in the understanding of the cultural property (for example, detected previous interventions, results of literature research)



### **Condition Report**

- Adequately detailed description of the current state of the cultural property
  - Overall condition with details of condition of various components, presented in a logical fashion
  - Explanation of material interactions, and nature/extent of deterioration, when relevant
  - Description of environmental history, when relevant
  - Effects of previous interventions, when relevant

### **Treatment Proposal**

- Proposed conservation intervention
  - Explanation of any testing done to arrive at treatment strategy
  - Enumeration of proposed treatment actions, relating to the issues raised in the Condition Report, and reflecting the order of the procedures to be undertaken
  - Description of the anticipated results of treatment
  - An explanation of treatment risks

### **Treatment Report**

- Record of treatment actions
  - Treatment procedures should correlate with condition issues recorded in the Condition Report and treatment actions in the Proposal.
  - Identification of any unforeseen condition issues, if they arose during treatment
  - Documentation of all changes, including adequate information describing material additions and subtractions made to the cultural property, and the effect of chemical reagents used
  - Detailed step-by-step procedures are not required, but basic application methods or procedures should be discussed.
  - List of all materials, including dilutions (solvents, adhesives, etc.), used in the treatment. Include trade names of commercial products used and, whenever possible, identification of their active ingredients
  - Results of the treatment with a description of changes made to the object

### **Recommendations for care and maintenance**

- Information helpful to future care and treatment of the cultural property (exhibition, handling, storage, travel, maintenance requirements or other as necessary)
- A statement regarding any expectations of future changes to the cultural property

### **Annexes/Appendices**

- All other information pertinent to the history and preservation of the cultural property
  - Documents that may be required for legal purposes
  - Information on the object acquired through historical or material research that may be of use in the understanding or the preservation of the object in the future

### **Photographic Documentation**

Photographic documentation done to a professional level fully illustrates the condition problems, treatment procedures and results. All photographic documentation should take the following into consideration:



- Identification of the object, date and purpose of the photo (Before, During or After Treatment, recto or verso, detail, raking light and so forth)
- Colour target and scale for dimensions
- Image quality: the image should be focused, the entire object or detail appropriately lit, upright in photographic frame, and fill the field of view. The image size should be large enough to be legible when viewed on a screen or printed in an appropriate size on a page.
- Consistency of related images: colour rendering should be the same in all photographs. Before, During and After images should show the object shot from the same angle and distance to camera, and be similarly cropped. If a raking light shot is taken Before, one should also be taken After treatment. For details, photographs should show the same details of an object, shot in the same way, at various stages of treatment.
- Quantity: enough images should be provided to illustrate the condition problems and treatment results. Images should be submitted in high-resolution JPEG format, or in a PDF.