

Worksheet: Preservation Plan

This worksheet is included in Chapter 9, "Drafting a Preservation Plan" of [Career Documentation for the Visual Artist: A Legacy Planning Workbook & Resource Guide, 2022](#).

Use this activity sheet to help build your preservation plan outline.

List your collection of artworks by series, medium, or other classification and where they are located.

If the list is expansive, summarizing the number and types of artworks will be just as useful.

Outline how the artworks in the collection are utilized.

Are the artworks loaned frequently? Used for teaching? Used for community cultural events?

List the materials used to produce the artworks.

Is the collection mostly oil-based prints, acrylic paintings, textiles, or black-and-white photographs? Mixed media or all of the above?

Prioritize how and in what order the artwork and the materials need to be preserved.

Determine which of the artworks are your top priority and make a ranked list. Priority can be based on number of artworks, sensitivity of artworks, importance, or what resources you have available. It's much easier for one person to sort photographs than move heavy artworks.

Risk Assessment

Looking at your current space, what are the potential risks to your collection?

Consider the light levels, fluctuating temperature and relative humidity, dust, pest issues, potential for accidents, and what your emergency plan is.

| | |
|--------------------|------------------------|
| LIGHT LEVELS | TEMPERATURE + HUMIDITY |
| DUST | PEST ISSUES |
| ACCIDENT POTENTIAL | EMERGENCY PLAN |

Plan how to minimize the risks you identified in the risk assessment.

Storage and Access

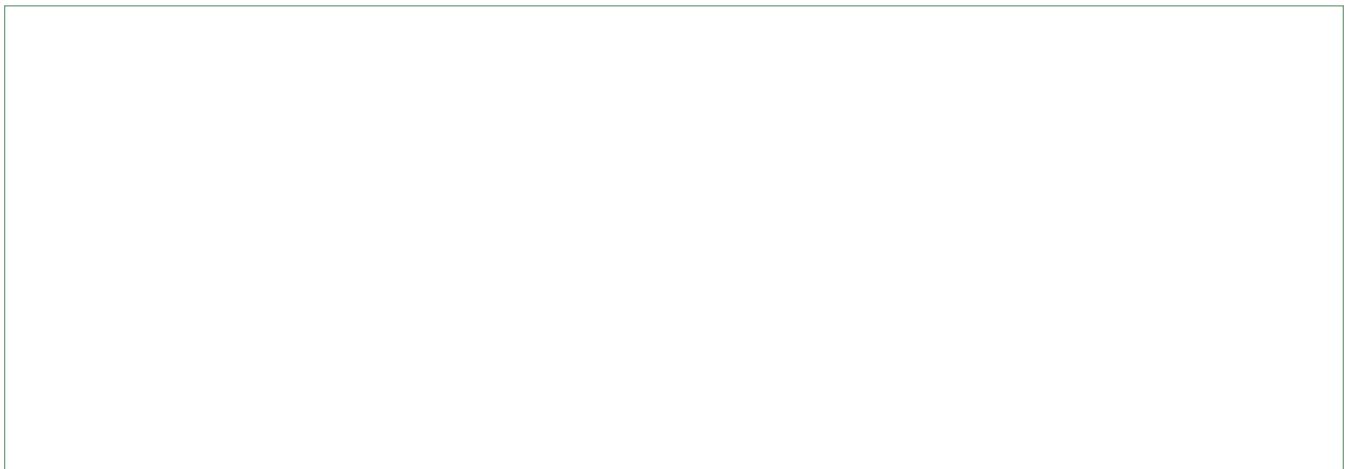
Organize your storage space or plan an organization method.

Create a map of your space as if a stranger needed directions. This will make record-keeping easier!



Lending, Exhibitions, and Reprographic Services

Do you lend artworks? Exhibit them? What are your loan requirements? In this section define your requirements for your artwork's safe display and transport.



Supplementary Materials

Use this section to summarize your supplies, artmaking materials, notebooks, books, digital assets, other ephemera, and where they are located.

List your available resources.

What materials do you have? How many people do you have helping? What amount of space do you have?

List your priorities with available resources.

Given the resources you have, what is accomplishable? What is the most important thing to take on with your resources? For example, if you have five assistants for a month, you may want to prioritize sorting and moving artworks, which might not be as easy to accomplish with fewer people.

Create a wish list of resources/projects.

What would you love to accomplish that you don't currently have the resources for? What are your resource needs? People power? Equipment? Space? Materials? This section will be particularly useful in preparing to ask granting organizations or supporters for the resources you need.

Worksheet: Condition Report

This worksheet is included in Chapter 9, “Drafting a Preservation Plan” of [Career Documentation for the Visual Artist: A Legacy Planning Workbook & Resource Guide, 2022](#).

Use this worksheet to document the current condition of the artwork or collection item. This condition form may not cover all the potential issues with an artwork, but there is space to add further information in the future. If you encounter difficulty describing a condition issue in words, a photograph can be taken and marked to document the issue. This task is not meant to be difficult or to require an expert-level knowledge of materials; think of it as a reporting tool that helps you identify and document artworks that require intervention before exhibiting.

ARTIST STUDIO: _____

LOCATION: _____

COMPLETED BY: _____

CONDITION REPORT DATE: _____

ROLE: Artist Artist's assistant Collection manager Other:

TITLE: _____

YEAR: _____

BRIEF DESCRIPTION OF ARTWORK (e.g., painting from “Flight” series):

MEDIUM (be as specific as possible):

Handling considerations:

- Heavy Fragile Loose media
 Hazardous materials Sacred materials Multiple components
 Other, explain:

Condition:

- Excellent Good Fair Poor, needs conservation/unstable

Common Condition Issues

Below is a list of common condition issues that you may encounter in your work, depending on the medium. Composite objects (mixed media) may have condition issues in multiple columns. Refer to this table to complete your condition notes.

| Paper / Books | Photos / Film | Paintings | Textiles | 3D Objects | Digital / Time-based |
|--|--|---|---|--|---|
| Staining Tears Wrinkles/folds Fading Warping Structural/ binding issues Water damage Pest damage | Biological growth Staining Tears Wrinkles / folds Emulsion issues Fading Water damage Vinegar smell | Pest damage Tears Wrinkles Cracks Loose canvas Paint losses Fading Warped stretcher Pest damage | Tears Wrinkles/folds Holes Unstable stitches/ seams coming undone Fabric loss Fading Water damage Loose components Pest damage Staining | Missing components Cracks Breaks Losses Pest damage Water damage Biological growth | Playback issues Missing hardware Software issues Hardware issues No longer compatible with current technology |

CONDITION NOTES:

WHAT IS THE ARTISTIC INTENT? HOW MUCH CHANGE IS ACCEPTABLE?