



INTERNATIONAL TENNIS HALL OF FAME INCORPORATED d/b/a
 International Tennis Hall of Fame & Museum (ITHF&M)
 194 Bellevue Avenue
 Newport, RI 02840

HOME TO THE LEGENDS OF TENNIS

CONDITION REPORT

*REASON FOR COMPLETION
 OF CONDITION REPORT:* _____

CHECK ONE:

ID # _____

Permanent Collection
 (Artifact / Archives / Library): _____

OBJECT NAME: _____

Education / Research /
 Exhibit Collection: _____

TITLE: _____

Incoming Loan: _____

MAKER: _____

Outgoing Loan: _____

DATE OF OBJECT: _____ BORROWER / DONOR /
 LENDER (circle one) : _____

DIMENSIONS (*specify unit*):

Height: _____ Width: _____ Length: _____

Diameter: _____ Depth: _____ Size: _____

FRAMED: _____ UNFRAMED: _____ BASE: _____

DESCRIPTION: _____

CONDITION *:
 (* refer to reverse of page for description of conditions)

REFER TO DIAGRAM ON REVERSE OF PAGE: _____

Excellent: _____ Good: _____ Fair: _____ Poor: _____ Stable: _____ Insecure: _____

ADDITIONAL COMMENTS / RECOMMENDATIONS: _____

DOES OBJECT REQUIRE PROFESSIONAL CONSERVATION TREATMENT? (*circle one*) Yes No

INSPECTED / COMPLETED BY: _____
 (*print name and signature*)

TITLE: _____

DATE: _____

** CONDITION: Description of terms*

- Excellent: Object appears to be as new; in sound condition and requires no major conservation attention.
- Good: Object appears almost like new; shows few or normal signs of wear such as slight or minor scratches, abrasions, stains or minimal dirt and grime. Requires no major conservation attention.
- Fair: Object appears to be worn, or is slightly damaged, and may require repair or other conservation treatment. Attention is warranted in that no further damage occurs.
- Poor: Object appears extremely worn, or is extensively damaged and requires considerable repair; object may be disfigured, missing parts or pieces, or show extreme dirt and grime; damage may be irreparable.
- Stable: Object may be damaged in some way, or may show weakened or embrittled areas, but is not at risk of further damage or loss if moved or handled; damage or deterioration is inactive, and the object can be expected to stay in its present condition if stored properly until treatment can be undertaken.
- Insecure: Damaged object may in process of active deterioration due to weakening of materials, such as brittle leather or badly splitting silk fabrics; or due to weakness in structure or construction, such as loose joints or cracked glass; item will sustain further damage if moved or handled without immediate attention.

Diagram:

KEY:

— = scratch

⋮ = rub/abrasion

xxx = foreign material/dirt/tarnish

β = break/crack

Other: