



SLOVENSKI STANDARD
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Ohranjanje kulturne dediščine - Poročilo o stanju premične kulturne dediščine - Vizualni pregled in opis stanja premične kulturne dediščine

Conservation of cultural property - Condition report of movable heritage - Visual inspection and description of the condition of movable heritage

Erhaltung des kulturellen Erbes - Zustandsbericht von beweglichem Kulturerbe - Visuelle Abnahme und Beschreibung der Beschaffenheit

Conservation des biens culturels - Constat d'état des biens culturels mobiliers - Observation et description de l'état d'un bien culturel mobilier

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Conservation of cultural property - Condition report of movable heritage - Visual inspection and description of the condition of movable heritage

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Foreword

This document (prEN 16095:2010) has been prepared by Technical Committee CEN/TC 346 “Conservation of cultural property”, the secretariat of which is held by UNI.

This document is currently submitted to the CEN Enquiry.

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Introduction

Individuals and organisations responsible for the conservation of cultural property are required to maintain a record of its condition. A condition report is an essential tool in the management of cultural property; it may even be the means of certifying that something actually is 'cultural property' and which should therefore be preserved or protected. The information that it contains is of historical value and can be of interest to the public, enhancing their learning and appreciation of cultural heritage.

This record should be made in the form of a report on condition and would be added to throughout the lifetime of the object or the collection, particularly when changes occur, for example to location or through deterioration.

The contents of such a report will vary depending on its purpose or context. There is a diversity of forms of condition report currently in use, for example: free text, text with a glossary, free text within a pre-defined framework or pro-forma etc. This standard deals with the contents of a condition report and not the format in which it is produced, whether on paper or electronic. The intention is to provide a systematic framework for recording condition, whether undertaken as a brief condition check (for example before a loan) or as a more detailed description of condition including historical, technical or other information (for example at the time of accession of an object into a collection, or as a first step in a programme of remedial conservation).

This standard provides a guide to collecting essential and relevant information in a logical and well-organised order for the purpose of making a condition report. This information is further illustrated in an annex setting out examples of information and the manner of collecting information. It does not claim to impose the use of a universal model for a condition report, but it does set a standard for core information to be included in any kind of condition report. A condition report is only one stage providing evidence in defining conservation needs and priorities, and informing future actions to preserve cultural heritage.

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1 Scope

This European Standard sets out the purpose and context of a condition report, its status as a document and the minimum essential contents that should be included in all forms of a report in order to record condition satisfactorily for a permanent record.

This standard applies to all kinds of movable heritage, i.e. artworks or other objects considered as individual items, collections or holdings, etc.

Its purpose is to facilitate and organise collection of data resulting from examination, elaborating consequent knowledge and allowing understanding of the condition of movable cultural heritage.

It is accompanied by a standard model that reproduces the general information and which could be developed and adapted by the user, according to their specific needs.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

prEN 15898:2009, *Conservation of cultural property — Main general terms and definitions concerning conservation of cultural property*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in prEN 15898:2009 and the following apply.

3.1

condition report

record of condition for a specific purpose, dated and authored

NOTE A condition report normally results from a condition survey.

3.2

condition survey

inspection to assess condition

3.3

diagnosis

process of identifying or determining the nature and cause of damage* and deterioration* through observation, investigation, and historical analysis, and the conclusion derived from such activities

3.4

preliminary study

set of historical, technical, scientific and feasibility studies carried out to establish the potential benefits of a conservation-restoration and/or preventive conservation project, and also to set targets and outlines

3.5

collection condition assessment

means of defining the condition of a collection of cultural property as distinct from a single item

NOTE An understanding of the condition of a collection may be derived from survey data consisting of individual condition assessments of all of the items in the collection or from a statistical sample.

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3.6 prognosis
reasoned hypothesis on the future development of the condition of an object based on its current condition and any subsequent diagnosis

NOTE Prognosis identifies risk factors according to any given situation.

4 Purpose of a condition report

4.1 General

The purpose of a condition report is to record, assess and document the condition of cultural property. The contents of a condition report can provide not only technical data but also knowledge and understanding about an object or collection, information produced by monitoring its change over time and information that will assist with future planning.

The report may therefore be completed under a variety of circumstances that reflect its purpose. The following is a summary of themes, which are also set out in Table 1 with suggested contextual examples.

4.2 Knowledge and understanding

A condition report is part of the documentation of cultural property, in which its state and status are recorded. It also serves to deepen knowledge and understanding of the cultural property and can enhance public appreciation of it. Historical and technical knowledge and understanding of an object may be enhanced by means of visual or other investigation (material analyses, scientific imaging, etc.) that leads to an assessment of its condition.

4.3 Monitoring and recording condition change

Comparative analyses of condition reports may be used to track the condition of a cultural property over time.

4.4 Planning

An understanding of condition is a pre-requisite in planning the care or use of cultural property. Decisions leading to actions or measures that affect the future condition of cultural property should follow an assessment of condition and diagnosis.

Table 1 — Condition report contexts based on the related objectives

Purpose	Context	
Knowledge and understanding	Scientific and historical research, documentation Processing an acquisition file, or transferring archives Processing a deposit Processing a legal protection measure Drawing up an inventory or listing for a monument or an object Examining an object in order to supplement a documentation file Evaluating its ability to be transported and/or loaned Performing a building evaluation study, Education	
Monitoring	Movements within or outside the institution	Temporary change of position or location within the institution Movement from one institution to another for the purposes of a temporary loan for an exhibition, or deposit Movement for conservation-restoration elsewhere
	Temporary change of building use	Functions, concerts, filming, work inside the building, etc.
	Final change of assignment or location	Change of location concerning all or part of the collection Change of controlling authority Change of owner
	Stocktaking, inspection, maintenance visits and mold and pest control	
Planning	Management of outcomes of claims, e.g. after fire, natural disaster	In the short term following damage In the medium term
	Emergency planning	
	Systematic recovery after a disaster	
	Planning and executing remedial conservation work, or servicing and maintenance work EXAMPLES: - pest treatment or disinfection treatment of buildings; - reinforcements, etc.; - repairs.	
	Planning and executing preventive conservation work, or servicing and maintenance work EXAMPLE: Arrangement of storerooms and storage areas	
	Planning and executing restoration measures	
	Planning and executing of presentation, promotion and development measures Planning of movement	

5 Status of the condition report

A condition report has permanent validity as a record of an item or collection and should be archived. Signed and dated condition reports may have legal validity for contractual purposes or as evidence.

Formal condition reports may vary in scale and content but their status remains the same. Informal observations and notes may contribute to the creation of a condition report and the status of these may vary, depending on whether or not they have been incorporated into the formal report.

The status of the condition report can vary according to the context and objectives, and also to the degree of formality.

As a reference document, the condition report may have a contractual legal value provided that it has been agreed and signed jointly by both parties (e.g. by the owner and borrower of an object).

The condition report is useful:

- in the short term and on an ad-hoc basis: prior to any movement of cultural property, and in support of the decision to undertake this movement, based on a risk assessment, etc.;
- in the short to medium term and for a limited period: before, during and after exhibition and up to return of the property, before treatment, following an emergency and up to subsequent treatment, etc.;
- in the long term and for an unlimited period: providing documentation on the condition of the cultural property between two condition reports or condition surveys, documentation files, etc.

6 Recommended condition report contents

6.1 Introduction

It is important to complete a report with a minimum set of information, clearly laid out for future retrieval. The following is considered as basic expected information; it is not set out as a hierarchy.

When a summary report is being made, for example a condition check before transportation, a photograph shall always be taken but it is sufficient for an existing descriptive record to be referred to or reviewed, rather than detailed again. However, if in such a circumstance no descriptive report already exists, a detailed record shall be made.

A model of a condition report created from this standard is given in Annex A.

6.2 Report documentation

In addition to a description of the object and its condition, each condition report shall include the following information concerning the report's creation:

- the reporter name and position;
- the date on which the report was created;
- the purpose and context of the report;
- the name of addressee and/or user;
- the conditions under which the report was created (see also Clause 8).