Condition reporting

Condition reporting involves two documents:

1. **Curatorial Condition Report**
   Located inside the *Suitcase* in a green folder, this 30 page laminated document is updated by the ANU and *Suitcase* outreach partner organisations as any changes in condition of objects arise. This report details the condition of the individual objects, tracking changes as they occur over time. The detailed object reports are a guide for both you and the ANU in determining any deterioration in condition of the objects and we greatly appreciate your assistance with this process.

2. **Outreach Condition Report**
   A one-page checklist style document to be completed by teachers at both the start and end of each loan period. Copies are located inside the green folder, and available for download on the Suitcase website:
   

**Condition reporting instructions**

On receiving the Suitcase please look over each artwork carefully alongside the *Curatorial Condition Report* in order to note the present condition of the artworks on the *Outreach Condition Report*. If you do notice any unrecorded changes in condition or damage to the artworks tick the “change to” box and note the type of damage. If there is no change to the artworks simply tick the “no change” box. This process is also required at the end of your loan period. Please remember to sign and date the *Outreach Condition Report* on both the arrival and departure of the Suitcase.

*Please note: There will be no blame or cost incurred if the artworks are damaged while in your care.*

Further enquiries: suitcase.exhibition@anu.edu.au