

Collections Damage Report

Collections Damage Report			
Location of collection items at time of incident: SH lab.			
Cause / type of Incident: (if known) Tick all that apply	<input type="checkbox"/> Flood/burst pipe <input type="checkbox"/> Storm damage <input type="checkbox"/> Water leak <input type="checkbox"/> Fire <input type="checkbox"/> Sprinkler activation	<input type="checkbox"/> Air conditioning malfunction <input type="checkbox"/> High/low humidity <input type="checkbox"/> High temperature <input type="checkbox"/> Earthquake <input type="checkbox"/> Vandalism/Theft	<input type="checkbox"/> Mould outbreak <input type="checkbox"/> Insect infestation <input type="checkbox"/> Dirt/dust exposure <input checked="" type="checkbox"/> Handling mishap <input type="checkbox"/> Other:
Registration number(s)	H49121 Photo. H49122 Photo.		
Description of collection item(s) involved in incident:	Two B&W photographs stuck to an album page in the Pound collection.		

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Collections Damage Report

Brief description of damage to collection item(s)	<p>Photo stuck to brittle album page. Page and photo cracked during scanning. Other photos on same album page may be at risk if the damage spreads.</p> <p>No loss of material, page still in one piece.</p> <p>This may be an old break, made evident in handling. The problems it presents are the same.</p>
First to scene:	<div style="background-color: black; width: 100px; height: 15px;"></div>
Actions taken to prevent further damage:	<p>Page put aside, handle in future with particular care until conservation advice received.</p>
Staff notified:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Collection Manager <input checked="" type="checkbox"/> Senior conservator / Head Collection Services <input checked="" type="checkbox"/> Program Head <input type="checkbox"/> Facilities Manager (not relevant to facilities.)
Date of Incident: 5 April 2016	Time: 11:00 AM
Report completed by: <div style="background-color: black; width: 100px; height: 15px;"></div>	

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Location of collection items at time of incident:

Possibly in Transit between QM Southbank and Hendra Store/Archaeology collection. Damage could have pre-existed movement.

**Cause / type of Incident:
(if known)**

Tick all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Flood/burst pipe | <input type="checkbox"/> Air conditioning malfunction | <input type="checkbox"/> Mould outbreak |
| <input type="checkbox"/> Storm damage | <input type="checkbox"/> High/low humidity | <input type="checkbox"/> Insect infestation |
| <input type="checkbox"/> Water leak | <input type="checkbox"/> High temperature | <input type="checkbox"/> Dirt/dust exposure |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Earthquake | <input type="checkbox"/> Handling mishap |
| <input type="checkbox"/> Sprinkler activation | <input type="checkbox"/> Vandalism/Theft | <input type="checkbox"/> Other: |

Registration number(s)

S880.0414

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Description of collection item(s) involved in incident:	<p>Tea pot - Ceramic - Earthenware - Unidentified type/Rockingham type glaze – Complete</p> <p>The object is from the Victoria Park Archaeological site.</p>
Brief description of damage to collection item(s)	<p>When unpacking item from bubble wrap and box at Hendra it was noticed that a small piece of handle had been broken off. It was assumed that the damage happened in transit. However, it is possible the damage had occurred before leaving Southbank as the object was not removed from its wrappings before unpacking at Hendra. The object had been wrapped in bubble wrap and stored in a box in the QMSB Anthropology stores</p>
First to scene:	<p>██████████ (Assistant Collection Manager/ Archaeology</p>

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Collections Damage Report

Actions taken to prevent further damage:	Ensure fragile items cannot move inside boxes while being transported.
Staff notified:	<input type="checkbox"/> Collection Manager <input type="checkbox"/> Senior conservator / Head Collection Services <input type="checkbox"/> Program Head <input type="checkbox"/> Facilities Manager
Date of Incident: 6 May 2016	Time: Between 9:00 am and 12 noon
Report completed by:	██████████ (Assistant Collection Manager/ Archaeology)

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**QUEENSLAND MUSEUM
DISPOSAL PROPOSAL FORM**

Acquisition Proposal No: (If object was rejected) (or other identifying number)	Date rejected: (if applicable)
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Accession Number	Item Name/ Description	Locality	Condition
UQ17796	Arsenopyrite	Canada	Badly decomposed
UQ19676	Arsenopyrite	QLD	Badly decomposed
UQ26480	Arsenopyrite	Emmaville	Badly decomposed
UQ18734	Chalcopyrite	Unknown	Badly decomposed
UQ23790	Chalcopyrite	Mt Isa	Badly decomposed
UQ43740	Millerite	WA	Badly decomposed
UQ11056	Pyrite	Italy	Badly decomposed
UQ17719	Pyrite	Mexico	Badly decomposed
UQ17823	Pyrite	Mexico	Badly decomposed
UQ21049	Pyrite	NSW	Badly decomposed
UQ21050	Pyrite	NSW	Badly decomposed
UQ22074	Pyrite	Proserpine	Badly decomposed
UQ22178	Pyrite	Solomon Islands	Badly decomposed
UQ22200	Pyrite	NSW	Badly decomposed
UQ22201	Pyrite	NSW	Badly decomposed
UQ22978	Pyrite	USA	Badly decomposed
UQ29370	Pyrite	England	Badly decomposed
UQ42384	Pyrite	Unknown	Badly decomposed
UQ16380	Pyrrhotite	USA	Badly decomposed
UQ33879	Pyrrhotite	Canada	Badly decomposed
UQ02097	Chalcopyrite	Chillagoe	Badly decomposed
UQ03747	Chalcopyrite	QLD	Badly decomposed
UQ0348	Covellite	New Caledonia	Badly decomposed
UQ01161	Pyrite	Chillagoe	Badly decomposed
UQ02447	Pyrite	Unknown	Badly decomposed
UQ02801	Pyrite	Cumberland	Badly decomposed
UQ03360	Pyrite	QLD	Badly decomposed
UQ03599	Pyrite	QLD	Badly decomposed
UQ03605	Pyrite	QLD	Badly decomposed
UQ04266	Pyrite	QLD	Badly decomposed
UQ no number	Pyrrhotite	Unknown	Badly decomposed
UQ no number	Pyrite	Unknown	Badly decomposed
UQ no number	No Identification	Unknown	Badly decomposed
UQ no number	No Identification	Unknown	Badly decomposed
UQ no number	No Identification	Unknown	Badly decomposed

*Not part of
Collection
Ack.
27/1/2017.*

UQ no number	Pyrrhotite	Unknown	Badly decomposed
UQ no number	No identification	Unknown	Badly decomposed
UQ no number	Pyrite crystals	Unknown	Badly decomposed
UQ no number	No identification	Unknown	Badly decomposed
UQ no number	Pyrite	Unknown	Badly decomposed

Not part
of collection
(state)
AEP
27/11/2017

CURATORIAL

Reason for proposed disposal:

Mineral specimens badly decomposed and of no value for research.

Curators name: [REDACTED]

Date: 13/12/2016

COLLECTION MANAGEMENT (as applicable)

Comments:

All specimens checked against UQ register. [REDACTED]

Collection Managers name: [REDACTED]

Date: 13/12/2016

CONSERVATION (as applicable)

Comments:

[REDACTED] Conservator, Community Engagement has been informed of ongoing problem and need to dispose/deaccession.

Conservators name:

Date: 13/12/2016

(a) RETURN TO ORIGINAL OWNER

(If original owner or owner's family has been located and agreed to accept the object)

Name of original owner: N/A

Address:

Telephone No:

(The original owner of the object must be given at least one month's notification of intent. If the donor is not known or cannot be found after reasonable efforts have been made to do so, the proposed disposal must be advertised in the daily Newspaper in accordance with the requirements of the Queensland Museum Act 1970.)

(b) QM INTERNAL TRANSFER

QM Loans Service: N/A

Education:

Exhibitions / Prep:

Reserve Collection:

Other:

Offer of transfer accepted by:

(c) TRANSFER TO ANOTHER INSTITUTION

Name of Organisation: N/A

Address:

Contact Name:

Telephone No:

Offer of transfer accepted by:

(d) SALE

Valuation attached: Yes/ No N/A

Value/s: \$

Proposed Method: (eg. Auction Sale/ Tender)

If Sale, Proposed Vendor:

Name:

Address:

Contact Name:

Telephone Number:

(e) DESTRUCTION / RECYCLING

Method: To be discarded.

REASON FOR PROPOSED METHOD OF DISPOSAL:

Specimens deemed not hazardous. Safe for disposal.

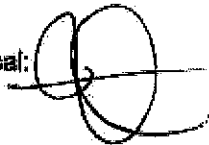
RELATED COSTS:

Removal from storage	\$	Nil
Packing	\$	Nil
Transport	\$	Nil
Other	\$	Nil
Total:	\$	Nil

PROGRAM HEAD:

Comments: specimen deterioration due to natural processes, and of no value to retain

Approved for disposal:



(Signature)

Date:

14/12/16

CONCLUSION TO DISPOSAL PROCESS:

Confirmation that item has been removed from the collection:

Date physical removal was completed:9/12/2016.....

Date information was added to relevant digital / paper based record:
13/12/2016.....

Name:



Position: Head Geoscience

(signature)