



Best Practices for Condition Review

See also best practices documents on [Validation](#) and [Metadata](#)

Shared print materials should meet a minimum [usable](#) condition and be available for physical loan or via electronic document delivery. Volumes not meeting minimum standards should be considered high priorities for replacement or reallocation if possible.

Determining Condition

It is important to know if material is in usable/readable condition, e.g., that words are not lost at the margins or on the pages due to publishing or binding errors or significant damage or markings, and that materials are in good enough condition to circulate or be scanned.

Materials should be physically inspected and condition recorded as described in the [Metadata](#) guidelines, that is, in a 583 note with subfield a of 'condition reviewed.' Ideally, language from the [Preservation & Digitization Actions: Terminology for MARC 21 Field 583](#) document should be used to describe condition problems (see table below). Please note these condition problems and the volumes/issues where they occur.

Standard \$I terms used when \$a = condition reviewed		
acidic paper	insect damaged	rehoused poorly
alkaline paper	loose	repaired previously
annotated	marginalia	scratched
blocked	missing	stained
brittle	mold damaged	sticky shed
damaged	mutilated	torn
defaced	not intact	undamaged
delaminated	obscured	vinegar syndrome
do not treat	obsolescent format	warped/cockled
faded	oxidized	water damaged
flaked/cracked	rebacked	
foxed	redox	

From: <https://www.loc.gov/marc/bibliographic/pda.pdf>, p. 18.

Example 583 for condition reviewed:

583 1# †3 v.1-v.50 (1951-2005) †a *condition reviewed* †c 20110101 †f WEST †l tight bindings †z tight bindings v.30-v.35 (1973-1978) †2 pda †5 AzTeS

583 1# †a *condition reviewed* †c 20181101 †f EAST †3 v.1-v.6, v.8-v.50 (1951-1959, 1961-2005) †i volume-level †l v.1-v.2 tight bindings †5 MeWC

583 1# †3 1-5,8-25 (1981-1985,1988-2005) †a *condition reviewed* †c 20110701 †f BTAA SPR †i issue-level †j IUNB †l tight bindings †2 pda †5 InU †z tight bindings v. 1-5 (1981-1985)