|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Material** | Film | | | | | Video | | | | Audio | |
| **Collection Number** | | | | | | **Collection Title** | | | | | |
| **ID Number**  ex AVA-MS000-000 | | | **Box # / Shelf #**  Record Shelf # if not in box | | | **Year** | | | | **Duration of Content** | |
| **Title**  Record verbatim the item’s label | | | | | | | | | | | |
| **Condition**   * Excellent: like new * Good: a little wear * Fair: more wear, include notes * Poor: major problems, include notes | | | | | | Condition Notes: | | | | | |
| **Film** | | | | | | | | | | | |
| **Film Format:** 35mm | 16mm | 8mm | Super 8mm | | | | | | | | | | | |
| **Film Element Type (**usually element types are labeled on the leader) | | | | | | | | | | | |
| * projection print * camera reversal * camera negative * duplicate negative | | | | | * negative optical track * positive optical track * magnetic track * duplicate negative * workprint | | | | * outtakes * negative (only discernible type) * positive (only discernible type) | | |
| **Film Carrier**   * Reel * Core * Nothing | | | | | **Film Base Material**   * diacetate * triacetate * polyester | | | | **Film Brand/Stock** | | |
| **Edge Code** | | |
| **Film Footage** | | | | | **Film (Outer) Diameter** | | | | **Film (Inner) Diameter** | | |
| **Film Color**   * Color * Black & White | | | | | **Film Audio**   * Silent (no mag strip or optical track) * Mag strip * Optical | | | | **AD Strip Level**   * 0 (blue) * 1 (bluish-green) * 1.5 (green) * 2 (greenish-yellow) * 3 (yellow) | | |
| **Film Condition Defects** | | | | | | | | | | | |
| * edge damage * dirt * brittleness * waxy/flakey * scratches * sprocket damage * shrinkage | | | | | * curl * blotchiness * perforation damage * color fade * poor contrast * splices * burn marks | | | | | | * poor sound * discoloration * sticky tape splices * mold   Other: |
| **Video** | | | | | | | | | | | |
| **Video Format**   * 1” open reel * Umatic * Umatic-S * VHS * S-VHS * VHS-C | | | | | * Beta * Beta SP * Digital Beta * 8mm * Hi8 * MiniDV * DVCAM | | | | | * DVCPRO * HDV * DVD   Other: | |
| **Record Tab Locked?**  (Circle if tab is locked or removed)  YES | | **Media Duration**  Maximum capacity for media | | | | **Generation**   * Master * Duplication * Raw Footage | | | | **Part \_\_\_\_\_\_ of \_\_\_\_\_\_\_\_** | |
| **Video Carrier Size**  Large | Small | | **Video Recording Standard**  NTSC | PAL | | | | **Video Recording Speed**  SP | LP | EP | | | | **Video Brand/Model #** | |
| **Audio** | | | | | | | | | | | |
| **Audio Format**   * Cassette * 10 ½” Reel * 7” Reel * 5” Reel * 3 ¼” Reel | | * 12” Record * 10” Record * 7” Record | | | | | **Generation**   * Master * Duplication * Raw Footage * Audio Original   Other: | | | **Part \_\_\_\_\_\_ of \_\_\_\_\_\_\_** | |
| **Audio Brand/Stock**  transcribe from the tape, e.g. TDK SA (Type 1) | | | | | | | **Record Tab Locked?**  If present, remove lock tab   * YES * N/A | | | | |
| **Reel Base Material**   * acetate * polyester | | | | | | | **Reel Recording Speed**   * 1 7/8 IPS * 3 3/4 IPS * 7 1/2 IPS | | | | |
| **Record Base Material**   * aluminum * vinyl * glass | | | | | | | **Record Recording Speed**   * 33 1/3 RPM * 45 RPM * 78 RPM | | | | |
| **Video / Audio Condition Defects** | | | | | | | | | | | |
| * Flakes of brown oxide inside container * White powder or crystalline residue * Patterned black, brown, or mustard colored contamination * Fuzzy or thread-like growths * Smells waxy | | | | * Smells like dirty socks * Smells astringent or pungent * Tape wind is spoking * Tape wind has popped strands * Tape wind has stepped pack * Tape wind has edge damage | | | | * Tape wind has shiners * Tape wind has windows | | | |