|  |  |  |  |
| --- | --- | --- | --- |
| **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
 |