

Item Description and Condition Form

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 <ul style="list-style-type: none"> <input type="radio"/> Excellent: like new <input type="radio"/> Good: a little wear <input type="radio"/> Fair: more wear, include notes <input type="radio"/> 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)			
<ul style="list-style-type: none"> <input type="radio"/> projection print <input type="radio"/> camera reversal <input type="radio"/> camera negative <input type="radio"/> duplicate negative 	<ul style="list-style-type: none"> <input type="radio"/> negative optical track <input type="radio"/> positive optical track <input type="radio"/> magnetic track <input type="radio"/> duplicate negative <input type="radio"/> workprint 	<ul style="list-style-type: none"> <input type="radio"/> outtakes <input type="radio"/> negative (only discernible type) <input type="radio"/> positive (only discernible type) 	
Film Carrier <ul style="list-style-type: none"> <input type="radio"/> Reel <input type="radio"/> Core <input type="radio"/> Nothing 	Film Base Material <ul style="list-style-type: none"> <input type="radio"/> diacetate <input type="radio"/> triacetate <input type="radio"/> polyester 	Film Brand/Stock	
		Edge Code	
Film Footage	Film (Outer) Diameter	Film (Inner) Diameter	
Film Color <ul style="list-style-type: none"> <input type="radio"/> Color <input type="radio"/> Black & White 	Film Audio <ul style="list-style-type: none"> <input type="radio"/> Silent (no mag strip or optical track) <input type="radio"/> Mag strip <input type="radio"/> Optical 	AD Strip Level <ul style="list-style-type: none"> <input type="radio"/> 0 (blue) <input type="radio"/> 1 (bluish-green) <input type="radio"/> 1.5 (green) <input type="radio"/> 2 (greenish-yellow) <input type="radio"/> 3 (yellow) 	

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Film Condition Defects			
<ul style="list-style-type: none"> <input type="checkbox"/> edge damage <input type="checkbox"/> dirt <input type="checkbox"/> brittleness <input type="checkbox"/> waxy/flakey <input type="checkbox"/> scratches <input type="checkbox"/> sprocket damage <input type="checkbox"/> shrinkage 	<ul style="list-style-type: none"> <input type="checkbox"/> curl <input type="checkbox"/> blotchiness <input type="checkbox"/> perforation damage <input type="checkbox"/> color fade <input type="checkbox"/> poor contrast <input type="checkbox"/> splices <input type="checkbox"/> burn marks 	<ul style="list-style-type: none"> <input type="checkbox"/> poor sound <input type="checkbox"/> discoloration <input type="checkbox"/> sticky tape splices <input type="checkbox"/> mold <p>Other:</p>	
Video			
Video Format <ul style="list-style-type: none"> <input type="checkbox"/> 1" open reel <input type="checkbox"/> Umatic <input type="checkbox"/> Umatic-S <input type="checkbox"/> VHS <input type="checkbox"/> S-VHS <input type="checkbox"/> VHS-C 	<ul style="list-style-type: none"> <input type="checkbox"/> Beta <input type="checkbox"/> Beta SP <input type="checkbox"/> Digital Beta <input type="checkbox"/> 8mm <input type="checkbox"/> Hi8 <input type="checkbox"/> MiniDV <input type="checkbox"/> DVCAM 	<ul style="list-style-type: none"> <input type="checkbox"/> DVCPRO <input type="checkbox"/> HDV <input type="checkbox"/> DVD <p>Other:</p>	
Record Tab Locked? (Circle if tab is locked or removed) <div style="text-align: center;">YES</div>	Media Duration Maximum capacity for media	Generation <ul style="list-style-type: none"> <input type="checkbox"/> Master <input type="checkbox"/> Duplication <input type="checkbox"/> 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 <ul style="list-style-type: none"> <input type="checkbox"/> Cassette <input type="checkbox"/> 10 1/2" Reel <input type="checkbox"/> 7" Reel <input type="checkbox"/> 5" Reel <input type="checkbox"/> 3 1/4" Reel 	<ul style="list-style-type: none"> <input type="checkbox"/> 12" Record <input type="checkbox"/> 10" Record <input type="checkbox"/> 7" Record 	Generation <ul style="list-style-type: none"> <input type="checkbox"/> Master <input type="checkbox"/> Duplication <input type="checkbox"/> Raw Footage <input type="checkbox"/> Audio Original <p>Other:</p>	Part _____ of _____
Audio Brand/Stock transcribe from the tape, e.g. TDK SA (Type 1)	Record Tab Locked? If present, remove lock tab <ul style="list-style-type: none"> <input type="checkbox"/> YES <input type="checkbox"/> N/A 		
Reel Base Material <ul style="list-style-type: none"> <input type="checkbox"/> acetate <input type="checkbox"/> polyester 	Reel Recording Speed <ul style="list-style-type: none"> <input type="checkbox"/> 1 7/8 IPS <input type="checkbox"/> 3 3/4 IPS <input type="checkbox"/> 7 1/2 IPS 		
Record Base Material <ul style="list-style-type: none"> <input type="checkbox"/> aluminum <input type="checkbox"/> vinyl <input type="checkbox"/> glass 	Record Recording Speed <ul style="list-style-type: none"> <input type="checkbox"/> 33 1/3 RPM <input type="checkbox"/> 45 RPM <input type="checkbox"/> 78 RPM 		
Video / Audio Condition Defects			
<ul style="list-style-type: none"> <input type="checkbox"/> Flakes of brown oxide inside container <input type="checkbox"/> White powder or crystalline residue <input type="checkbox"/> Patterned black, brown, or mustard colored contamination <input type="checkbox"/> Fuzzy or thread-like growths <input type="checkbox"/> Smells waxy 	<ul style="list-style-type: none"> <input type="checkbox"/> Smells like dirty socks <input type="checkbox"/> Smells astringent or pungent <input type="checkbox"/> Tape wind is spoking <input type="checkbox"/> Tape wind has popped strands <input type="checkbox"/> Tape wind has stepped pack <input type="checkbox"/> Tape wind has edge damage 	<ul style="list-style-type: none"> <input type="checkbox"/> Tape wind has shiners <input type="checkbox"/> Tape wind has windows 	