|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Name** | | | | | | **Unique Identifier -** ex M7-0002\_t1 | | | | | |
| **Part \_\_\_\_\_\_ of \_\_\_\_\_\_\_**  **Total Number of Tapes:** | | | **Box #** | | | **Date -** YYYY-MM-DD   * Created/Recorded * Broadcast * Unknown | | | | **Duration of Content -** HH:MM:SS   * Unknown | |
| **Title** -Record verbatim the item’s label | | | | | | | | | | | |
| **Description** - Written notes on container | | | | | | | | | | | |
| **Rights** | | | | | | | | | | | |
| **Publisher**   * KBOO * KRAB * WYSO * Other: | | | **Contributor(s)** | | | | | | | | |
| **Audio** | | | | | | | | | | | |
| * **Audio Format** * ¼ inch - 10 ½” Reel * ¼ inch - 7” Reel * ¼ inch - 5” Reel * Cassette | | * 12” Record * 10” Record * 7” Record * Other: | | | | | **Generation**   * Master * Duplication/Dub/Copy * Original * Other: | | |  | |
| **Audio Brand/Stock -** transcribe from the tape, e.g. TDK SA (Type 1)  **Reel Base Material**   * acetate * polyester * paper | | | | | | | **Record Tab Locked?**  If present, remove lock tab   * YES * N/A | | | | |
| **Track Type**   * full track * half track * quarter track * Other: | | | | | | | **Reel Recording Speed**   * 1 7/8 IPS * 3 3/4 IPS * 7 1/2 IPS | | | | |
| **Channel Configuration**   * stereo * mono | | | | | | | **Additional Technical Notes** | | | | |
| **Condition** | | | | | | | | | | | |
| * Excellent: like new * Good: a little wear * Fair: more wear, include notes * Poor: major problems, include notes | | | | | | **Condition Notes:** | | | | | |
| **Condition Defects** | | | | | | | | | | | |
| * Broken cassette * Hydrolysis * Brittleness * Shrinkage * Curling * 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 | | | | * Additional Notes: | | | |
| **Digitization Notes** | | | | | | | | | | | |
| Prepped for Digitization?   * YES * NO   Additional Digitization Notes: | | | | | | Digitized?   * YES * NO   Date Digitized - YYYY-MM-DD  Digitized By: | | | | | |
| **Digitization Specifications** | | | | | | | | | | | |
| Sample rate:  Bit depth:  Preservation File Size:  Preservation File Duration: | | | | | | .mp3 derivative created?   * YES * NO   .md5 checksum created?   * YES * NO | | | | | |
| Digital QC notes: | | | | | | | | | | | |
| Preservation File Location: | | | | | | | | | | | |