|  |  |
| --- | --- |
| **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-DDDigitized 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: |