

## Item Description and Condition Form

**Type of Material**

Film

Video

Audio

<b>Collection Number</b>		<b>Collection Title</b>	
<b>ID Number</b> ex AVA-MS000-000	<b>Box # / Shelf #</b> Record Shelf # if not in box	<b>Year</b>	<b>Duration of Content</b>
<b>Title</b> Record verbatim the item's label			
<b>Condition</b> <ul style="list-style-type: none"> <li><input type="radio"/> Excellent: like new</li> <li><input type="radio"/> Good: a little wear</li> <li><input type="radio"/> Fair: more wear, include notes</li> <li><input type="radio"/> Poor: major problems, include notes</li> </ul>		<b>Condition Notes:</b>	
<b>Film</b>			
<b>Film Format:</b> 35mm         16mm         8mm         Super 8mm			
<b>Film Element Type</b> (usually element types are labeled on the leader)			
<ul style="list-style-type: none"> <li><input type="radio"/> projection print</li> <li><input type="radio"/> camera reversal</li> <li><input type="radio"/> camera negative</li> <li><input type="radio"/> duplicate negative</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> negative optical track</li> <li><input type="radio"/> positive optical track</li> <li><input type="radio"/> magnetic track</li> <li><input type="radio"/> duplicate negative</li> <li><input type="radio"/> workprint</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> outtakes</li> <li><input type="radio"/> negative (only discernible type)</li> <li><input type="radio"/> positive (only discernible type)</li> </ul>	
<b>Film Carrier</b> <ul style="list-style-type: none"> <li><input type="radio"/> Reel</li> <li><input type="radio"/> Core</li> <li><input type="radio"/> Nothing</li> </ul>	<b>Film Base Material</b> <ul style="list-style-type: none"> <li><input type="radio"/> diacetate</li> <li><input type="radio"/> triacetate</li> <li><input type="radio"/> polyester</li> </ul>	<b>Film Brand/Stock</b>	
		<b>Edge Code</b>	
<b>Film Footage</b>	<b>Film (Outer) Diameter</b>	<b>Film (Inner) Diameter</b>	
<b>Film Color</b> <ul style="list-style-type: none"> <li><input type="radio"/> Color</li> <li><input type="radio"/> Black &amp; White</li> </ul>	<b>Film Audio</b> <ul style="list-style-type: none"> <li><input type="radio"/> Silent (no mag strip or optical track)</li> <li><input type="radio"/> Mag strip</li> <li><input type="radio"/> Optical</li> </ul>	<b>AD Strip Level</b> <ul style="list-style-type: none"> <li><input type="radio"/> 0 (blue)</li> <li><input type="radio"/> 1 (bluish-green)</li> <li><input type="radio"/> 1.5 (green)</li> <li><input type="radio"/> 2 (greenish-yellow)</li> <li><input type="radio"/> 3 (yellow)</li> </ul>	

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