<table>
<thead>
<tr>
<th>Collection Number</th>
<th>Collection Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Number ex AVA-MS000-000</td>
<td>Box # / Shelf # Record Shelf # if not in box</td>
</tr>
<tr>
<td></td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td>Duration of Content</td>
</tr>
</tbody>
</table>

**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:**

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### 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

**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

**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 Format**
- Cassette
- 10 ½” Reel
- 7” Reel
- 5” Reel
- 3 ¾” Reel
- 12” Record
- 10” Record
- 7” Record

**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 of brown oxide inside container
- Smells like dirty socks
- Smells astringent or pungent
- Smells like dirty socks
- Tape wind is spoking
- Tape wind has popped strands
- Smells like dirty socks
- Tape wind has stepped pack
- Tape wind has edge damage
- Tape wind has shiners
- Tape wind has windows