

Title Code(s) _____	Title _____		
Copy # _____	Format _____	Manufacturer _____	
Submaster/Master Copy <input type="radio"/> check	Exhibition Copy <input type="radio"/> check	Preview Copy <input type="radio"/> check	Date: _____

PHYSICAL CONDITION ASSESSMENT

1. Any external physical damage to the case? Y N
If yes, briefly describe: _____

2. Any fungus found on outside/inside of case, on cassette or tape? Y N
Colour Black Brown Mustard **Texture** Fuzzy Thread-like Patterned

***** IF FOUND STOP INSPECTION OF THIS TAPE *****

3. Smell tape as soon as it is removed from its case. Is a smell observed? Y N
 [a] Vinegary Y N light strong
 [b] Waxy Y N light strong
 [c] Dirty Socks Y N light strong
 [d] Astringent/Potent Y N light strong

4. Do inside of case, cassette/cartridge or tape edges etc. have any:

[a] particulate contamination or debris	<input type="radio"/> Y <input type="radio"/> N
[b] notable dust	<input type="radio"/> Y <input type="radio"/> N
[c] signs of adhesive leader-to-tape splice adhesive deteriorating (3/4" only)	<input type="radio"/> Y <input type="radio"/> N
[d] incorrect labeling or label needs to be replaced	<input type="radio"/> Y <input type="radio"/> N
[e] other	<input type="radio"/> Y <input type="radio"/> N

 Briefly describe: _____

5. Does the case have any black/brown flakes of oxide, or does the tape edge have any white powder or residue?
 Y N If yes, briefly describe: _____

6. With a light source nearby, tilt tape cassette and inspect pack for winding problems, e.g. pack slip, stepping, popped strand, folding or denting, or edge damage. Damage Y N
 If yes, briefly describe: _____

7. Physical crack(s) in cassette or reel observed: Y N

8. Gently turn tape cassette up and down and listen for any unusual rattling sounds. Rattle? Y N
 Can the cause of the rattle be visually identified? If so, briefly describe: _____

9. Record/save device needed to be removed. Y N

PHYSICAL CONDITION ASSESSMENT [continued]

Overall physical condition of the tape cassette

- Excellent** – no damage found
- Good** – minimal damage found
- Fair** – moderate damage found
- Poor** – seek consultation and flag tape with “proceed viewing with caution”
- Extremely Poor** – do not play, tape requires immediate attention/to be pulled from distribution

Notes: _____

PLAYBACK ASSESSMENT

1. Mono Stereo Silent Bars & Tone at the beginning Tracking Adjusted

2. Visual Quality

- | | | | | | | | | | |
|------------------|-----------------------|-------------------|-----------------------|--------------|-----------------------|---------|-----------------------|-----------|-----------------------|
| Low Chroma Level | <input type="radio"/> | High Chroma Level | <input type="radio"/> | Chroma Noise | <input type="radio"/> | Dropout | <input type="radio"/> | Echo | <input type="radio"/> |
| Edge Damage | <input type="radio"/> | Generational Loss | <input type="radio"/> | Flagging | <input type="radio"/> | Glitch | <input type="radio"/> | Luminance | <input type="radio"/> |
| Noise | <input type="radio"/> | Flutter | <input type="radio"/> | Mistracking | <input type="radio"/> | Skew | <input type="radio"/> | Snow | <input type="radio"/> |
| Demagnetization | <input type="radio"/> | Tracking Loss | <input type="radio"/> | | | | | | |

- Excellent** – no problems with playback found
- Good** – minimal problems
- Fair** – moderate problems
- Poor** – considerable problems that affect ability to view the tape
- Extremely Poor** – does not play

3. Audio Quality

Snow Signal-to-noise ratio Dropout Squeal Static

- Excellent** – no problems with playback found
- Good** – minimal problems
- Fair** – moderate problems
- Poor** – considerable problems that affect ability to hear the tape
- Extremely Poor** – inaudible sound

Overall playback condition of the tape

- Excellent** – no problems with playback
- Good** – minimal problems with playback, overall visual and audio is good
- Fair** – problems with playback but these do not significantly affect overall quality
- Poor** – there are considerable problems with playback that significantly affect overall quality
- Extremely Poor** – tape requires immediate attention/to be pulled from distribution

Notes: _____

Video was viewed in full Y N Beginning, middle and end segments were assessed Y N

Assessor's Name: _____