

Title Code(s) _____ Title _____

Copy # _____ Submaster/Master Copy check Exhibition Copy check Preview Copy check

Date: _____

PHYSICAL CONDITION ASSESSMENT

1. Any external physical damage to case? Y N

If yes, briefly describe: _____

2. Do inside of case or DVD have any:

- [a] particulate contamination or debris Y N
- [b] notable dust Y N
- [c] incorrect labeling or label needs to be replaced Y N
- [d] other Y N

Briefly describe: _____

3. Inspect both sides of DVD for scratches, debris, smudges and/or finger marks plus inappropriately placed labels. Damage was found: Y N

If yes, briefly describe: _____

Overall physical condition of DVD

- 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, disk requires immediate attention/to be pulled from distribution

Notes: _____

PLAYBACK ASSESSMENT

1. Mono Stereo Silent Bars & Tone at the beginning Y N

2. Visual Quality good bad

If bad, include detailed notes: _____

3. Audio Quality good bad

If bad, include detailed notes: _____

Overall playback condition of DVD

Excellent – no damage found

Good – minimal damage found

Poor – seek consultation and flag disk with “proceed viewing with caution”

Extremely Poor – disk to be pulled from distribution and discarded, *except* if it is the sole copy or master, in which case seek professional assistance

Replacement DVDs created for poor quality copies: Y N

Notes: _____

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

Assessor’s Name: _____