

Sound/Moving Images Condition Report

Updated 2022 May 1 by JA Pryse, Senior Archivist III

Purpose

Assessment of analog audio/visual materials aims to produce a crucial analysis of the *current* condition of the items *prior* to digitization and to provide a baseline against future condition analysis. The condition report will also identify the equipment necessary to clean, preserve, digitize and store.

Instructions

When conducting a condition assessment of materials within a collection, the condition assessment workspace should be safe, clean, static free, and all preservation and re-housing stock available. Please review the Audio-Visual Preservation and Digitization Manual before starting an assigned project.

Step 1: Retrieve or create a new finding aid to record condition summary;

Step 2: Retrieve analog materials and re-housing/preservation materials;

Step 3: Retrieve Condition Report Template and transfer identification elements ;

Step 4: Conduct assessment by following the Condition Assessment Report Template:

- General Information
- General Description
- Format
- General History
- Risk Assessment
- Condition Assessment

Once complete, please sign and date below:

Name and Title

Date

Condition Report

General Information

Accession Number:

Collection Name:

Title - Original Creation:

Title - Digital Creation:

Date - Original Creation:

Date - Digital Creation:

Current Location:

General Description

General Assessment Level (choose from dropdown):

General Stability (choose from dropdown):

Digitized (choose from dropdown):

Format:

Dimensions

- Height(cm):
- Width/Diameter(cm):
- Length/Depth(cm):

Identifying Marks and Label: Additional Materials Attached (describe):

Chemical Damage Visible (check all that apply):

None: 8
V Dyes
° Other

Physical Damage Visible (check all that apply):

None Stains:
Dirt Grime: Warping:
Visible Abrasions: Shrinking:
Visible Tearing: Smell:
Visible Scratches: Other:

Biological Damage Visible (check all that apply):

Mold: Water:
Mildew: Sewage:
Insects: Other:
Pests:

Evidence of Previous Treatment:

None Wet or Dry Cleaning Other/Describe:
Re-housed Media transfered
Dust removal

Item Specifics

Format:

¼" Open Reel	35mm 9.5mm	3/4"U-maticSP	Hi 8
2" Open Reel	16mm	Betamax	Digital 8
1" Open Reel	8mm	Betacam	ADAT
1/2" open Reel	Super 8	Betacam SP	DVCAM
CART	1" Type C	VHS	CD
Compact Cassette	2"Quad	S-VHS	DVD
8-Track Cassette	1/2"Open Reel	VHS-C	D-2
Microcassette	3/4"U-matic	Video 8	D-3 MinDV
DAT			DVCPro
Shellac Disc	Type (if film)		
Aluminum Disc	Reversal		
Lacquer Disc	Negative		
Viny Disc	Positive		
Wax Cylinder			
Plastic Cylinder			
Wire Recording			

Container:

Metal	Film on Reel	Cassette
Plastic	Film on Core	Wire Spool
No Container	Film in Plastic	No Core
	Bag Tape	

Assessment Results and Future Action Recommendations

Overall Condition (choose from drop-down):

Assessment Completed By:

Date:

Synopsis of Findings (detailed description of assessment, priority level for preservation, digitization, etc.):

Equipment Required for Transfer:

Migration/Re-Eval Date:

2022

Notes:

2022
