APPENDIX B  Cassette Condition Assessment

Title Code(s) __________________________ Title ______________________________________________________________________
Copy # _________  Format ______________ Manufacturer _____________________________________________________________

Submaster/Master Copy  ○ check  Exhibition Copy  ○ check  Preview Copy  ○ 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  ○ Y  ○ N
   [b]   notable dust  ○ Y  ○ N
   [c]   signs of adhesive leader-to-tape splice
   adhesive deteriorating (3/4˝ only)  ○ Y  ○ N
   [d]   incorrect labeling or label needs to be replaced  ○ Y  ○ N
   [e]   other  ○ Y  ○ 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
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** ○ **High Chroma Level** ○ **Chroma Noise** ○ **Dropdown** ○ **Echo** ○
   - **Edge Damage** ○ **Generational Loss** ○ **Flagging** ○ **Glitch** ○ **Luminance** ○
   - **Noise** ○ **Flutter** ○ **Mistracking** ○ **Skew** ○ **Snow** ○
   - **Demagnetization** ○ **Tracking Loss** ○
   - **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** ○ **Dropdown** ○ **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: ____________________________

http://www.vtape.org