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] pariculate 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:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

http://www.vtape.org
[APPENDIX B] DVD Condition Assessment

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: ___________________________________________________________