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<td>Format</td>
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<tr>
<td>Submaster/Master Copy</td>
<td>Exhibition Copy</td>
</tr>
</tbody>
</table>

SUBMASTER/MASTER COPY  

Exhibition Copy  

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 reel 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. If the open reel is found inside a plastic bag or if any adhesive tape is present, remove them.  
   [a] adhesive was found and removed  
   - Y  
   - N
   [b] Reel was found in plastic and removed  
   - Y  
   - N
   [c] Was plastic sealed?  
   - Y  
   - N

5. Do inside of case, reel or tape edge have any:  
   [a] particulate contamination or debris  
   - Y  
   - N
   [b] notable dust  
   - Y  
   - N
   [c] signs of adhesive leader-to-tape splice  
   - Y  
   - N
   [d] incorrect labeling or label needs to be replaced  
   - Y  
   - N
   [e] other  
   - Y  
   - N
   Briefly describe: ____________________________________________________________

6. 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: ____________________________________________________________

7. Physical crack(s) in reel observed:  
   - Y  
   - N
[APPENDIX B] Open Reel Assessment

PHYSICAL CONDITION ASSESSMENT [continued]

Overall physical condition of the reel

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

Notes:

_____________________________________________________________________________________________________________
______________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________

PLAYBACK ASSESSMENT

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

2. Visual Quality

   - Low Chroma Level O High Chroma Level O Chroma Noise O Dropout O Echo O
   - Edge Damage O Generational Loss O Flagging O Glitch O Luminance O
   - Noise O Flutter O Mistracking O Skew O Snow O
   - Demagnetization O Tracking Loss O

   - 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 O Signal-to-noise ratio O Dropout O Squeal O Static O

   - 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 reel

- 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 O Y O N  Beginning, middle and end segments were assessed O Y O N

Assessor’s Name:

http://www.vtape.org