

Videotape Inspection Form
[collection name]

Inspected by: _____ Date _____

Title: _____

Format: _____ Program Length: _____ Tape Length: _____

B&W/Color: _____ Standard: _____

Program date: _____ Date recorded: _____

Generation: _____ Stock Brand: _____

Housing
Information: _____

Housing Condition: _____

Cassette/Reel
Information: _____

Visible
damage/deterioration? _____

Notes:

GUIDE:

Inspected by: Name/initials of person performing inspection

Title: From container, tape, catalog, or inventory (source of title should be noted)

Format: i.e., Beta SP, U-Matic, VHS, etc.

Program length: Length of the actual recorded material; source should be noted (label, inventory, catalog, etc.)

Tape length: Length of the tape itself (60 minutes, 30 minutes, etc.)

Standard: Broadcast standard (NTSC, PAL, or SECAM)

Program date: Date the program was initially created (note source of info)

Date recorded: Date this particular tape was recorded (note source of info)

Generation: Is the tape a camera original, edited master, dub, etc.

Stock brand: Company that made the tape itself

Housing information: All information recorded on the case or box, i.e., date, producer, etc.

Cassette/reel information: All information recorded on the cassette or tape