



# Media Report – Videotape

Year-month-day

## Object Identification

<b>Component Number</b>	
<b>Artist</b>	
<b>Title</b>	
<b>Date</b>	
<b>Tape Status</b>	
<b>Channel Information</b> (If part of a multi-channel work, please state which channel this component relates to)	

## Technical Specifications

<b>Duration of total recording on tape (including bars, titles, etc):</b>		
<b>Duration of artwork:</b>		
<input type="checkbox"/> Not Looped <input type="checkbox"/> Looped; total number of cycles on tape:		
<b>Tape Format:</b>		
<input type="checkbox"/> 1" videotape <input type="checkbox"/> 2" videotape <input type="checkbox"/> ¾" U-matic <input type="checkbox"/> ¾" U-matic SP <input type="checkbox"/> ½" Open reel <input type="checkbox"/> VHS <input type="checkbox"/> Super-VHS <input type="checkbox"/> VHS-C <input type="checkbox"/> D2 <input type="checkbox"/> Betamax <input type="checkbox"/> Betacam <input type="checkbox"/> Betacam SP <input type="checkbox"/> Betacam SX <input type="checkbox"/> Digital Betacam <input type="checkbox"/> 8mm videotape <input type="checkbox"/> Hi-8 <input type="checkbox"/> Video8 <input type="checkbox"/> Digital8 <input type="checkbox"/> MiniDV <input type="checkbox"/> DVCAM <input type="checkbox"/> HDCAM <input type="checkbox"/> HDCAM SR <input type="checkbox"/> DVCPRO <input type="checkbox"/> DVCPRO-50 <input type="checkbox"/> DVCPRO HD <input type="checkbox"/> Other:		
<b>Tape Brand/Capacity:</b>		
<b>Recording Speed:</b>	<b>SD - TV Standard:</b>	<b>Audio (track configuration):</b>
<input type="checkbox"/> SP (Standard Play) <input type="checkbox"/> LP (Long Play) <input type="checkbox"/> SLP (Super Long Play) <input type="checkbox"/> EP (Extended Play) <input type="checkbox"/> EX (Extended Mode)	<input type="checkbox"/> NTSC <input type="checkbox"/> PAL <input type="checkbox"/> SECAM <input type="checkbox"/> Other:	<input type="checkbox"/> No sound <input type="checkbox"/> Channel 1 <input type="checkbox"/> Mono <input type="checkbox"/> Channel 2 <input type="checkbox"/> Stereo <input type="checkbox"/> Channel 3 <input type="checkbox"/> Unspecified <input type="checkbox"/> Channel 4 <b>Audio (encoding):</b> <input type="checkbox"/> Longitudinal <input type="checkbox"/> (A)FM <input type="checkbox"/> PCM

<b>Transfer from film:</b> <input type="checkbox"/> Copy from      mm film	<b>HD</b> <b>Framerate:</b> <b>Resolution:</b>	<input type="checkbox"/> Noise Reduction: Dolby A / Dolby B / Dolby C
<b>Color:</b> <input type="checkbox"/> Black & White <input type="checkbox"/> Color	<b>Aspect Ratio:</b> <input type="checkbox"/> 4:3 <input type="checkbox"/> 16:9 <input type="checkbox"/> Letterbox <input type="checkbox"/> Anamorphic <input type="checkbox"/> Other:	<b>Time Code (TC):</b> <input type="checkbox"/> Unknown <input type="checkbox"/> None <input type="checkbox"/> Yes, on: <input type="checkbox"/> TC Track (VITC or LTC) <input type="checkbox"/> Audio Channel 1 <input type="checkbox"/> Audio Channel 2

## Recording Information

<b>Source Tape:</b> <input type="checkbox"/> Whitney source; Component No. : <input type="checkbox"/> Unknown <input type="checkbox"/> Other	<b>AV Studio (Address, Contact):</b>
<b>Date of Recording:</b>	<b>Transfer Supervisor:</b>
<b>Signal Path:</b>	

## Cassette Label (only use for Artist-provided masters and exhibition tapes)

<b>By the Artist:</b> <input type="checkbox"/> Signed <input type="checkbox"/> Inscribed <input type="checkbox"/> Designed <input type="checkbox"/> Other:	<b>Enter inscription or image of label:</b>
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## Cassette Shell

<b>Type:</b> <input type="checkbox"/> Designed by Artist <input type="checkbox"/> Hard plastic case <input type="checkbox"/> Soft plastic case <input type="checkbox"/> Cardboard case <input type="checkbox"/> Other:	<b>Enter inscription or image of label:</b>
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## Condition of the Tape

<p><b>Overall Condition:</b></p> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<p><b>Condition of the Tape:</b></p> <input type="checkbox"/> Mold <input type="checkbox"/> Sticky Shed <input type="checkbox"/> Tape creased <input type="checkbox"/> Tape broken <input type="checkbox"/> Tape pack problem (uneven wind, popped strands, etc)	<p><b>Condition of the Cassette:</b></p> <input type="checkbox"/> Good <input type="checkbox"/> Broken/Cracked Cassette
<p>Notes:</p>	<p>Notes:</p>	<p>Notes:</p>

## Content

<p><b>Language:</b></p> <input type="checkbox"/> Spoken: <input type="checkbox"/> Subtitles: <input type="checkbox"/> Versions in other language(s):					
<p><b>Time Code</b></p> <input type="checkbox"/> Time code on tape <input type="checkbox"/> Time code on device (set to the beginning of the tape)		<p><b>Content</b>  <b>Image Errors</b>  <b>Audio Errors</b>  <b>Corrections</b></p>		<p><b>Viewed</b></p>	
<p><b>In</b></p>	<p><b>Out</b></p>		<p><b>Device</b></p>	<p><b>Date</b></p>	<p><b>Viewed by</b></p>

**Inspector(s):**

**Inspection Date:**