



Media Report – Audiotape

Year-month-day

Object Identification

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

Technical Specifications

Duration of total recording on tape:		
Duration of artwork:		
<input type="checkbox"/> Not Looped		
<input type="checkbox"/> Looped; total number of cycles on tape:		
Tape Format:		
<input type="checkbox"/> 1/4-inch audiotape <input type="checkbox"/> 1/2-inch audiotape <input type="checkbox"/> 1-inch audiotape <input type="checkbox"/> 2-inch audiotape		
<input type="checkbox"/> Open reel audiotape <input type="checkbox"/> Audiocassette <input type="checkbox"/> Digital Audio tape (DAT)		
<input type="checkbox"/> Fidelipac		
<input type="checkbox"/> Other:		
Tape Brand/Capacity:		
Recording Speed:	Audio (track configuration):	Audio (encoding):
<input type="checkbox"/> 7 1/2 ips	<input type="checkbox"/> Mono	<input type="checkbox"/> Longitudinal
<input type="checkbox"/> 3 3/4 ips	<input type="checkbox"/> Stereo	<input type="checkbox"/> (A)FM
<input type="checkbox"/> 1 7/8 ips	<input type="checkbox"/> Quadraphonic	<input type="checkbox"/> PCM
<input type="checkbox"/> Other:	<input type="checkbox"/> Other	<input type="checkbox"/> Noise Reduction: Dolby A / Dolby B / Dolby C

Recording Information

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

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

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

Type: <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:	Enter inscription or image of label:
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Condition of the Tape

Overall Condition: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor Notes:	Condition of the Tape: <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) Notes:	Condition of the Cassette: <input type="checkbox"/> Good <input type="checkbox"/> Broken/Cracked Cassette Notes:
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Content

Language: <input type="checkbox"/> Spoken: <input type="checkbox"/> Versions in other language(s):					
Time Stamp		Content Audio Errors Corrections	Listened to		
In	Out		Device	Date	Inspector

Inspector(s):

Inspection Date: