

4. Item Level Description Form

Name of collector [] depositor [] _____ Date _____

Collectors and depositors: use this form to describe each item (e.g. interview, song, ritual, etc.) in your collection.

Format type format number (e.g. DAT tape, #001)

Item number, side number, and length, (e.g. Track 10, Side B, 3 min. 22 sec.)

Title, type, and description of event (e.g. musical event, ritual, interview, etc.)

Date recorded: month/day/year, time, and local calendar (if applicable)

Location recorded: country, region, state, city/town/village, and address

Language(s) represented

Culture group(s) represented

Performers (names, estimated or exact numbers, and description)

Instruments (name, number, classification, and ensemble formation)

Audience (names, estimated or exact numbers, and description))

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