

3. Media Description Form

Name of collector [] depositor [] _____ Date _____

Collectors and depositors: use this form to describe *each individual media* deposited as part of your collection

Archive catalog number _____ Donor catalog number _____
Title (if applicable) _____

Generation: Original [] First-generation [] Subsequent copy [] Physical condition of media _____

AUDIO: Stereo [] Mono [] Multiple-tracking [] Number of multiple-tracks ____ Other [] _____

Digital audio formats: Sampling rate _____

- DAT tape [] Length _____ Brand name & number _____ Number of items _____
- Minidisk [] Length _____ Brand name & number _____ Number of items _____
- CDR [] Length _____ Brand name & number _____ Number of items _____

Analog audio formats

- Cassette tape [] Length _____ Brand name & number _____ Number of items _____
- Reel-to-reel tape [] Tape size & material (e.g. 1/4" Mylar) _____ Reel size & tape length (e.g. 5"x 600') _____
Speed: 7 1/2 [] 3 3/4 [] 1 7/8 [] 15/16 [] Other [] Sides used ____ Brand name & number _____
Tracking (i.e., single-track, two-track, four-track, etc.) _____
- Disc [] Disc type _____ Length _____ Brand _____ Number of items ____ Speed _____

Other digital or analog audio formats [] _____

MOVING IMAGES: Color [] Black and white [] Other [] _____

Sound: Silent [] Stereo [] Mono [] Multiple-tracking [] Number of multiple-tracks ____ Other _____

Digital /moving image formats: Sampling rate _____

- Mini DV cassette [] Length _____ Brand _____ Number of items _____
- DVD [] Length _____ Brand _____ Number of items _____

Analog moving image format: Playback speed _____

- VHS tape [] Length _____ Brand _____ Number of items _____
- Film [] Size in mm _____ Length _____ Brand _____
Number of items _____ Composition (e.g. acetate, nitrate, polyester) _____

Other digital or analog moving image formats [] _____

STILL IMAGES: Color [] Black and white [] Other [] _____

Digital still image formats: File type: JPEG [] TIFF [] GIF [] Other _____ Image size in pixels _____

Storage media (e.g. Zip Disk) _____ Resolution in DPI _____ File size in MB/K _____

Analog still image formats: Photograph [] Slide [] Other [] _____

Film brand _____ Speed _____ Camera settings: f-stop _____

Exposure time _____ Lens focal length _____ Contact sheets [] Describe _____

OTHER MEDIA

Paper documents [] Number of pages ____ Kind of paper _____ Describe _____

Electronic documents [] Kind _____ Storage media _____ Size of file _____ Describe _____

Other [] Describe _____

EQUIPMENT USED

Recorder/camera: brand name and model number _____

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Microphone(s): brand name, model number, type, number and placement

General observations, special conditions (e.g., use of amplification or lighting), problems

Enhancement/alterations: Noise reduction? Filters? Overdubs?