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 ___________________________

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 31/4 [ ] 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 _______

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 formats
• VHS tape [ ] Length _______ Brand _______________________ Number of items ______
• Film [ ] Size in mm ___________ Length ___________ Brand _______________________ Number of items _____________ Composition (e.g. acetate, nitrate, polyester) __________________

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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<table>
<thead>
<tr>
<th>Name of collector [ ] depositor [ ]</th>
<th>Date</th>
</tr>
</thead>
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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?