

A/V Item Survey Form

Call No.: _____

Title : _____

Author: _____

Publisher: _____

Date: _____

Format:

- Audiotape - analog
- Audiotape - digital
- Belt
- Cylinder
- Disc - compact (CD)
- Disc - digital video (DVD)
- Disc - laser
- Disc - transcription
- Film - 35mm
- Film - not 35mm
- Phonodisc - LP
- Phonodisc - Shellac
- Videotape - analog
- Videotape - digital
- Wire
- Other

General Information:

- yes** **no** Cataloged
- yes** **no** Working equipment available to play item
- yes** **no** Staff know how to use equipment
- yes** **no** Access policy permits playing
- yes** **no** Automatic fire protection system
- yes** **no** Protected from water
- yes** **no** Environmental conditions meet standards
- yes** **no** Shelving is adequate
- yes** **no** Item is shelved correctly
- yes** **no** Enclosure is adequate
- yes** **no** Item appears to be deteriorated or damaged

Curatorial Information:

- yes** **no** Commercially released recording
- yes** **no** Archival copy
- yes** **no** Significant historical value
- yes** **no** Part of a comprehensive collection
- yes** **no** If item were lost or rendered unusable, replace if possible