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