Audiovisual and Electronic Media

If this section is not applicable to the collection(s) being surveyed, please note that here and move to the next section.

1. Provide a general description of what is included in your audiovisual and electronic media for each category of material. Include specific formats to the extent that you are able to identify them (e.g., 16mm film, reel-to-reel tapes, CD-R, VHS videotape).

   Motion Picture Film:

   Microforms:

   Sound Recordings:

   Videotapes:

   Magnetic recordings:

   Optical media (CDs, DVDs):

Computer media (hard drives, thumb drives):

Other:

2. Within each category, what portions of your audiovisual and electronic media do you feel are most deteriorated, and what types of deterioration are the most common?

Motion Picture Film:

Microforms:

Sound Recordings:

Videotapes:

Magnetic recordings:

Optical media (CDs, DVDs):

Computer media (hard drives, thumb drives):

Other:

Storage

3. What are the environmental conditions in the area(s) where audiovisual collections are stored?

4. Are storage areas housing audiovisual collections cleaned regularly to prevent accumulation of dust and debris?

5. What types of storage enclosures are used for these materials?

Are motion pictures on acetate base stored in archival plastic containers and monitored with A-D strips?

Are vinyl LPs and reel-to-reel tapes stored upright, motion picture film horizontal, and tapes and discs upright?

6. Does the collection include any motion picture film on nitrate base?

Is the nitrate film stored separately from the rest of the collection?

Have you checked National Fire Protection Association (NFPA) and local fire codes for storage of nitrate film?

Have arrangements been made to duplicate the nitrate film as soon as possible and properly discard the original film?

7. Does your institution own and maintain playback equipment for all formats held?

Are playback devices clean and in working order?

Does staff know how to operate and maintain all playback devices?

8. Are audio and video recordings available for research?

Do researchers handle original recordings or copies?

9. Can all audiovisual materials be located through a catalog, finding aid, or inventory? If not, do they have adequate identifying information on their containers?

Condition

10. What is the general condition of photographs in the collection(s)? Note damage such as binder hydrolysis (sticky shed syndrome), distortion of tape pack, evidence of mold or insects, noticeable odor, or evidence of poor handling.

Are there any specific items or groups of items that appear to be particularly fragile and/or damaged?

11. What is the current and projected future use of these materials?

___ Heavy (frequent exhibits, research, or education use)
___ Medium (occasional exhibit or research use)
___ Low (permanent storage, handled infrequently)

12. What preservation actions are priorities for these materials in the collection(s)?

      ___ Move collection or modify environment
      ___ Improve shelving practices (e.g. shelves books by size, adjust books upright, etc.)
      ___ Rehouse volumes into archival boxes, clamshell boxes, wrappers, etc.
      ___ Reformat and/or digitize volumes
      ___ Seek conservation treatment
      ___ Other:

Reformatting Audiovisual Collection Checklist

Action	Needed?	Priority	Notes
Make copy negatives for all photographic prints			
Make copy prints all for photographic negatives			
Duplicate deteriorated negatives onto polyester film			
Identify motion picture films in need of duplication, and set priorities			
Decide on method of duplication for films			
Choose a vendor for duplication of films			
Write/review/revise contract with film duplication vendor			
Identify all nitrate film, place in cold storage, and duplicate ASAP			
Identify sound and video recordings in need of duplication, and set priorities			
Decide on method of duplication for sound and video recordings			
Choose a vendor (or vendors) for duplication of sound and video recordings			
Write/review/revise contract with sound/video recording vendors			
Other			
Other			