

PRESERVATION PRIORITY WORKSHEET FOR VIDEOTAPE COLLECTIONS

I. Identify the Collections

This form may be used for discrete collections of videotape within larger magnetic media collections

Series or collections name:	
Date range:	
Location:	
Collection size (number of tapes):	
Number of linear feet:	
Surveyor(s):	
Survey Dates:	

Are the majority of items identified with labels or descriptive materials?

Yes No

If Yes, proceed to Part II, Value Assessment. If No, continue with this section.

Can the majority of items be played back (e.g. are there playback machines available)?

Yes No Do Not Know

If Yes, randomly select approximately 10% of the collection to preview and determine content. If No, or Do Not Know seek conservation or A/V assistance. Do not proceed with this survey until content is determined.

II. Value Assessment

Determine what role this collection has to the **Mission and Collections Policy** of the Institution. If there is no collections policy regarding videotape collections, defer action until a collections policy for videotapes is addressed.

<i>Do the videotapes relate to the Mission Statement and Collections Policy of the Institution in terms of:</i>	Yes	Somewhat	No
The topics that are being documented	2	1	0
The stated purpose	2	1	0
The Institution's Users	2	1	0
The general and specific functions and or topics	2	1	0
The relationship of the repository goals to other repositories	2	1	0
The relationship of the known world of related documentation to the functions and topics	2	1	0
<i>What are the restrictions on this collection</i>			
① Does the Institution have legal custody of the videotapes or the expectation of obtaining legal custody?	1	--	0
② Are the videotapes accessible to users without excessive restrictions or hindrances?	1	--	0
③ Are there resources to preserve or maintain the videotapes or the expectation of obtaining resources?	1	--	0
Subtotal			
TOTAL			

PRESERVATION PRIORITY WORKSHEET FOR VIDEOTAPE COLLECTIONS

1	VALUE SCORE 11-15 = High = A 6-10 = Moderate = B 0-5 = Low = C	
----------	--	--

III. Risk Assessment

Determine the fragility or obsolescence of the collection and the need to reformat based on physical condition. In this section a series of questions will be asked to determine the physical condition, type of format, and age of the collection.

A. Condition

① Unstable materials Amount of highly unstable materials (e.g. sticky shed or miniaturized materials) A = High; B = Moderate; C = Low	
② Physical Damage Amount of dirt or other noted physical damage (e.g. poor tape wind) A = High; B = Moderate; C = Low	

CONDITION MATRIX		① Unstable Materials		
		A	B	C
		High	Mod	Low
② Physical Damage	A High	A	A	B
	B Mod	A	B	C
	C Low	A	B	C

2	CONDITION SCORE High = A Moderate = B Low = C	
----------	---	--

PRESERVATION PRIORITY WORKSHEET FOR VIDEOTAPE COLLECTIONS

B. Obsolescence

Refer to videotape format guides for information on types of formats. Decide which format or age type you have the MOST of first; then fill in **some** or **few**. Choose by format first, then date.

Format/Age	Number of Materials			Sum
	Most (choose one)	Some	Few or None	
<ul style="list-style-type: none"> Any reel format (2", 1", 1/2") except for 1" SMPTE Type C Any unknown format (cartridge, cassette, or reel) Tapes from 1956-1970 	2	4	10	
<ul style="list-style-type: none"> Cobalt-type metal-based cassette videotapes Betamax Tapes from 1971-1980 	4	6	10	
<ul style="list-style-type: none"> 3/4" U-matic 1971-1986 1" SMPTE Type C 8mm Betacam Tapes from 1981-1986 	8	8	12	
<ul style="list-style-type: none"> 3/4" U-matic 1987-present VHS Betacam SP Tapes from 1986-1996 	12	12	12	
<ul style="list-style-type: none"> Digital Formats Tapes from 1997-present 	20	16	12	
Total format points				

3	OBSOLESCENCE SCORE 40-48 = High = A 49-54 = Moderate = B 54-64 = Low = C	
----------	--	--

C. Level of Risk

Measure of Obsolescence [3] and Physical Condition [2]

RISK MATRIX		Obsolescence Score		
		A High	B Mod	C Low
Condition Score	A High	A	A	B
	B Mod	A	B	B
	C Low	A	C	C

4	RISK SCORE High (Reformat) = A Moderate = B Low = C	
----------	---	--

PRESERVATION PRIORITY WORKSHEET FOR VIDEOTAPE COLLECTIONS

D. Master/Element

Masters and originals (unique materials) are the most valuable part of the collection. Audiovisual collections should contain user copies as well as maintaining the original in its original format. In addition, a duplicate master in a contemporary format should be considered.

Does this collection have user copies?

Yes No

If Yes, consider whether these copies are adequate for users. If not, consider increasing the value of the Risk Score. If No, increase the value of the risk score.

Does this collection have duplicate masters in a contemporary format?

Yes No

If Yes, consider whether these duplicate masters are adequate for long-term storage. If not, consider increasing the value of the Risk Score. If No, increase the value of the risk score.

IV. Preservation Priority

The priority is a combination of value and risk. Because videotape formats are inherently fragile, a collection must be maintained regardless of use.

PRIORITY SCORE		VALUE		
RISK	A High	A High	B Mod	C Low
		1	2	5
	B Mod	3	4	6
	C Low	7	8	9

5	PRIORITY SCORE High (1-3) Moderate (4-6) Low (7-9)	
----------	--	--

Developed 1997-2002, 2007 by Sarah Stauderman, Smithsonian Institution Archives, [staudermans@si.edu] based on an unpublished preservation priority matrix (for paper based materials) of a working group of the Society of American Archivists and elaborated upon by Dianne van der Reyden, Fei Wen Tsai and others in "An "Angels Project" of Dinosaur Proportions" <http://aic.stanford.edu/sg/bpg/annual/v15/bp15-18.html>