Videotape Inspection Form  
[collection name]

Inspected by: ___________  Date ___________

Title: ____________________________________________________________

Format: __________  Program Length: __________  Tape Length: __________

  B&W/Color: __________  Standard: __________

  Program date: __________  Date recorded: __________

  Generation: __________  Stock Brand: __________

Housing
Information: ______________________________________________________

_________________________________________________________________

Housing Condition: ______________________________________________

Cassette/Reel
Information: ______________________________________________________

_________________________________________________________________

Visible
damage/deterioration? __________________________________________

_________________________________________________________________

Notes:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
GUIDE:

**Inspected by:** Name initials of person performing inspection

**Title:** From container, tape, catalog, or inventory (source of title should be noted)

**Format:** i.e., Beta SP, U-Matic, VHS, etc.

**Program length:** Length of the actual recorded material; source should be noted (label, inventory, catalog, etc.)

**Tape length:** Length of the tape itself (60 minutes, 30 minutes, etc.)

**Standard:** Broadcast standard (NTSC, PAL, or SECAM)

**Program date:** Date the program was initially created (note source of info)

**Date recorded:** Date this particular tape was recorded (note source of info)

**Generation:** Is the tape a camera original, edited master, dub, etc.

**Stock brand:** Company that made the tape itself

**Housing information:** All information recorded on the case or box, i.e., date, producer, etc.

**Cassette/reel information:** All information recorded on the cassette or tape.