

**UW SPECIAL COLLECTIONS  
FILM CONDITION/PRESERVATION WORK REPORT**

**Date of Film:** \_\_\_\_\_ **Date Created/Copyright (if known):** \_\_\_\_\_

**Film/Accession #:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
**Collection Name:** \_\_\_\_\_  
**Title/Main Entry/Reel #:** \_\_\_\_\_  
**Producer/Creator:** \_\_\_\_\_ **Donor/Acquisition Information:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Footage:** \_\_\_\_\_ **Length:** \_\_\_\_\_ **Gauge:** 16mm **Color:** Black and White  
**Generation:** Reversal (Positive) **Sound:** Silent **Language:** \_\_\_\_\_ **Material:** Diacetate

**Edge Code Markings & Film Stock:**

Record Date Code/Film Stock markings exactly as they appear. Record date codes as "Circle, Square" or "Triangle, Circle," etc. and list approximate film manufacture dates. Use the following symbols if desired: + [Arial Black], ■ [Webdings "g"], ● [Webdings n"], ▲ [Wingding3 "p"],

*Marked on a scale from 1 (slight) to 4 (heavy)*

<b>Emulsion Scratches</b>	0 (None detected)	<b>Projector Oil/Dirt</b>	0 (None Detected)
<b>Base Scratches</b>	0 (None Detected)	<b>Warpage</b>	0 (None Detected)
<b>Perforation Damage</b>	0 (None Detected)	<b>Shrinkage</b>	0.00%
<b>Edge/Perforation Repair</b>	0 (None Detected)	<b>Color fading</b>	0 (None Detected)

**Vinegar Syndrome** 0 (Good- No Deterioration) **Number of Splices:** \_\_\_\_\_

Other Damage:

Notes:

**Overall Condition: Good**

**Assessment Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Opening Credits:**

**Synopsis (Brief Description/Abstract of the Film, include participants/performers, spoken text if applicable):**

**Closing Credits/Additional Credits:**

**Notes/Comments:**

**Participants/Performers:**

**Personal Names:**

**Organizations:**

**Location Depicted:**

**Subjects (LCSH or TGM I):**

**Genres (LCSH/MIGFG/AAT):**

**Bibliography/Sources:**

<b>PRESERVATION INFORMATION</b>			
<input type="checkbox"/> <input type="checkbox"/> Original Reel/Can Copied <input type="checkbox"/> <input type="checkbox"/> Replaced Heads/Tails <input type="checkbox"/> <input type="checkbox"/> Info Recorded on Leader	<input type="checkbox"/> Film Cleaned (Method): <input type="checkbox"/> <input type="checkbox"/> Cored <input type="checkbox"/> <input type="checkbox"/> Canned <input type="checkbox"/> New Can Labeled <input type="checkbox"/> <input type="checkbox"/> Original Can Discarded	<input type="checkbox"/> <input type="checkbox"/> AD Strips used on:  Reading: <input type="checkbox"/> <input type="checkbox"/> Molecular Sieve added on: <input type="checkbox"/> Molecular Sieve replaced:	<input type="checkbox"/> <input type="checkbox"/> Repairs Made:
<input type="checkbox"/> Additional Preservation Activities:	<input type="checkbox"/> Suggestions for Future Preservation Work:	Notes:	Work Completed By:  Date:
<b>TRANSFER INFORMATION</b>			
<input type="checkbox"/> Film Transferred Master Format: Access Format(s): Date: <input type="checkbox"/> Vendor Information Name: Address: Contact: Phone: Email:	<input type="checkbox"/> Master Copy #:  <input type="checkbox"/> Length: <input type="checkbox"/> Access Copy #:  Format: <input type="checkbox"/> Length: <input type="checkbox"/> Access Copy #:  Format: <input type="checkbox"/> Length:	<input type="checkbox"/> Transfer Data (Equipment/Software):  <input type="checkbox"/> Copy Data (Equipment/Software, Include encode rate for DVDs):	Work Completed By:  Date:  Notes:
<b>STREAMING VIDEO INFORMATION</b>			
<input type="checkbox"/> Clips Streamed <input type="checkbox"/> Date: <input type="checkbox"/> From (Format): Type of Equipment/ Software & Version Used:  Digital Format (PB Core): video/quicktime Other (Describe): <input type="checkbox"/> Vendor Information: Lab/Individual: Address: Contact: Phone: Email:	Location of Streaming Video File: <a href="http://www.XXX">http://www.XXX</a> File/Clip Name:  Moving Image Order #: Timecode Begin:  Timecode End:	Video Format Technical Standard and Version: Apple Quicktime Version 7.0 Other (Describe): Encoding (Codec): Sorenson codec Other (Describe): File Size in Bytes: XX bytes Duration: HH:MM:SS Data Rate: XX megabits/sec Bit Depth: XX megabits/sec Overall Color: color Audio Sample Rate: XX kHz Compression Ratio: IMA 4:1 Other (Describe): Audio Sample Size: 16 bit Other (Describe):	Work Completed By:  Date:  Notes:
<b>ADDITIONAL INFORMATION</b>			
<input type="checkbox"/> Finding Aid <input type="checkbox"/> Location <input type="checkbox"/> File Name	<input type="checkbox"/> Input into MIDB <input type="checkbox"/> Added to Access Videotape Database <input type="checkbox"/> Added to Videotape List		Project funding: