

Appendix:  
Survey Data Elements  
for  
Sound Recordings

| Data Elements                     | Possible Values                                                                                                                                                                                                               | Comments                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>About the Survey</b>           |                                                                                                                                                                                                                               | It is useful to maintain documentation related to the data collection process itself.                                                                                                                                                                                                                                                                                                                                         |
| Date                              | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Name of Assessor                  | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Record Number                     | [automated]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>About the Artifact</b>         |                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <i>Collection Information</i>     |                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Collection Name                   | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Accession Number                  | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| etc.                              |                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <i>Location Information</i>       |                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Range/Shelf number                | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Box Number                        | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Item Number                       | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <i>Identification Information</i> |                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Artist/Creator                    | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Title                             | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Orig. Recording Date              | [free text]                                                                                                                                                                                                                   | Establish and use a convention for the syntax, possibly conforming to a standard.                                                                                                                                                                                                                                                                                                                                             |
| Item Recording Date               | [free text]                                                                                                                                                                                                                   | A given artifact may have been created later than the date the sound it bears was originally recorded.                                                                                                                                                                                                                                                                                                                        |
| Publisher                         | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Place of Publication              | [free text]                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Relation to Parts                 | example: "2 of 5"                                                                                                                                                                                                             | Often a single sound event is represented on multiple items.                                                                                                                                                                                                                                                                                                                                                                  |
| Role of Item                      | original<br>master<br>edit master<br>preservation master<br>dub master<br>use copy<br>commercial<br>commercial dub<br>original dub                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Program Duration                  | [hh:mm:ss]                                                                                                                                                                                                                    | Consider writing temporal duration of the recording according to a ISO standard syntax.                                                                                                                                                                                                                                                                                                                                       |
| Format                            | Open Reel Tape<br>Compact Cassette<br>Mini Cassette<br>8-Track<br>DAT<br>Beta<br>VHS<br>U-matic<br>Optical Disc<br>Phonodisc<br>Sound card<br>Cylinder<br>Wire<br>Belt<br>Magnetic Film<br>Optical on Film<br>Magneto-Optical | This is by no means an exhaustive list. Recorded sound has taken many forms in its 125-year history. Among digital audio formats alone, already there are a number which have come and gone. Refer to the Audio Identification Guide by Sarah Stauderman for more detailed information about sound recording formats. Remember that videotape formats have a history of being used for holding audio information in archives. |
| Genre                             | Music<br>Field Recording<br>Spoken Word<br>Oral History<br>Natural History                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                            | Data Elements         | Possible Values                                  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|-----------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                       | Soundtrack                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | Broadcast                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>About the Recording</b> |                       |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <i>Tape</i>                |                       |                                                  | Many of these elements apply to sound on film, too.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                            |                       |                                                  | Caution: Different brands/formulations/compositions/ages of tape may be spliced together on single reel.                                                                                                                                                                                                                                                                                                                                                                                         |
|                            | Stock Brand           | [free text]<br>example: Scotch 111               | Caution: Tape reels and cassettes often do not make it to an archives in their original housings, so stock info on boxes or reel flanges may be inaccurate. Some brands from certain periods are known to be problematic, e.g., Ampex reels from 1980s are prone to Sticky Shed Syndrome.                                                                                                                                                                                                        |
|                            | Base Material         | polyester (Mylar)                                | Mylar stretches before breaking under stress. Introduced in 1957. The most stable base material.                                                                                                                                                                                                                                                                                                                                                                                                 |
|                            |                       | cellulose acetate                                | Identification tip: light is transmitted through a wound reel of acetate tape. Acetate emits vinegar odor if hydrolysis is underway. Used in tapes until the mid 1960s. Should be considered a preservation priority.                                                                                                                                                                                                                                                                            |
|                            |                       | polyvinyl chloride                               | PVC can be difficult to identify; burns green (presence of chlorine). Used in the earliest audiotapes.                                                                                                                                                                                                                                                                                                                                                                                           |
|                            |                       | paper                                            | Paper tape tears very easily; it becomes brittle over time and, if exposed to water, can block up. Should be considered a preservation priority.                                                                                                                                                                                                                                                                                                                                                 |
|                            | Gauge                 | 1/8 in                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 1/4 in                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 1/2 in                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 1 in                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 2 in                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 3 in                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 1.25 mm                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 6.5 mm                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 8 mm                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 16 mm                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            | Oxide                 | gamma ferric oxide (Type I)                      | According to Van Bogart, magnetic properties of Type I and III are more stable, but Type II and IV are capable of higher output signal and higher frequencies.                                                                                                                                                                                                                                                                                                                                   |
|                            |                       | chromium dioxide (Type II)                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | cobalt-modified gamma ferric oxide ME (Type III) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | metal particulate (MP) (Type IV)                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            | Thickness (mil)       | 0.5                                              | While it is commonly understood that audio reel tape comes in three standard thicknesses, in fact some brands do not conform precisely to the industry conventions; thus it is possible to find tape of 1.4 mil thickness, for example. In any case, it is useful to document a tape's thickness (if not exactly, then approximately) because thinner tape is more prone to physical and sonic problems than thicker tape. It is possible to train your fingers to sense the thickness by touch. |
|                            |                       | 1                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 1.5                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            | Reel diameter (in)    | 3                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 5                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 7                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 10.5                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | not applicable                                   | Tape wound onto a hub without flanges is referred to as a pancake (see below).                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                            | Pancake diameter (in) | [free text]                                      | Pancakes require careful handling to prevent unwanted unraveling of the tape pack.                                                                                                                                                                                                                                                                                                                                                                                                               |
|                            | Reel length (ft)      | 600                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 1200                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 1800                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 2400                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 3600                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            | Cassette Length (min) | 15                                               | Often length of tape in minutes is indicated in the stock type (e.g., TDK SA90 is 90 mins.). The longer the cassette, the thinner the tape.                                                                                                                                                                                                                                                                                                                                                      |
|                            |                       | 30                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 45                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 60                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 90                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 100                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            |                       | 120                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            | Track Format          | full track                                       | An instrument or solution designed to reveal magnetic tracks to the naked eye can be used to investigate the track                                                                                                                                                                                                                                                                                                                                                                               |

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|---------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | half track             | format of a tape recording, to see if the heads were misaligned when recording was made, or see if any recording has been made at all.                                                                                                                                                                                                                                                                                                                                               |
|                     | quarter track          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 8 track                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 16 track               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 32 track               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sound Field         | mono                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | stereo                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | quadrophonic           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Noise Reduction     | Dolby A                | Noise reduction encoding methods should be documented because their use is essential for accurate playback.                                                                                                                                                                                                                                                                                                                                                                          |
|                     | Dolby B                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | Dolby C                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | dbx                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Tape Speed (ips)    | 15/16                  | The slower the speed, the longer the recording's duration. In other words, sound recorded at 7 1/2 inches per second requires less physical tape media than sound recorded at 15 inches per second. Often amateur recordings were made at slower speeds in order to use tape more efficiently.                                                                                                                                                                                       |
|                     | 1 7/8                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 3 3/4                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 7 1/2                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 15                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 30                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | variable               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <i>Phonodisc</i>    |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Diameter (in)       | 5                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 7                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 8                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 10                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 12                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 14                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 16                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 19                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Rotation Rate (rpm) | 80                     | See Disc Rotation Rate Note below.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                     | 78                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 33 1/3                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 45                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 16                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Rotation Rate Note  | [free text]            | Rotating speed affects pitch of sound. 78s were not always recorded at true 78 rpm. Use this field to indicate known variation.                                                                                                                                                                                                                                                                                                                                                      |
| Composition         | paper                  | Early discs may be composed of various combinations of these materials. Look in center spindle hole to determine support to which lacquer is adhered (if brown, then support is made of cardboard; silver means a metal support, while clear indicates a glass support). Acetate discs often have a bluish color along the outer rim. A disc with a cardboard core is light, while one with a glass core is heavy. Rubber includes a range of possible materials, such as vulcanite. |
|                     | rubber                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | wax                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | metal                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | shellac                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | glass                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | acetate                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Side Layout         | vinyl                  | Some phonodiscs have sound recorded on one side only, while some titles are comprised of multiple discs.                                                                                                                                                                                                                                                                                                                                                                             |
|                     | 1                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 2                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 3                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | 4                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Groove              | vertical (hill & dale) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | lateral                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | center-start           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | microgroove            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Stylus Size (mil)   | [free text]            | Appropriate playback of grooved recordings requires the appropriate stylus. Styli are available in range of sizes between 2 and 5 millimeters.                                                                                                                                                                                                                                                                                                                                       |
| Stylus Type         | Truncated elliptical   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                     | Spherical              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |                        | Elliptical                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Optical Disc</i>                      |                        |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | Format                 | CD-A<br>CD-ROM<br>CD-R<br>CD-RW<br>CD-Plus<br>DVD-ROM<br>DVD-R<br>DVD+R<br>DVD-RW<br>DVD+RW<br>DVD-RAM<br>MiniDisc | For identification tips, refer to <i>Care and Handling for the Preservation of CDs and DVDs -- A Guide for Librarians and Archivists</i> by Fred R. Byers and published by the National Institute of Standards and Technology and the Council on Library and Information Resources, 2003. Available for download at this URL: <a href="http://www.itl.nist.gov/div895/carefordisc/CDandDVDCareandHandlingGuide.pdf">http://www.itl.nist.gov/div895/carefordisc/CDandDVDCareandHandlingGuide.pdf</a> . |
|                                          | Stock Brand            | example: "Mitsui"                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | Record Process         | molded<br>organic dye<br>phase-changing film                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | Metal Layer            | Gold<br>Silver<br>Silver alloy<br>Aluminum<br>Silicon                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Cylinder</i>                          |                        |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | Brand / Composition    | Brown wax<br>Black wax<br>Blue Amberol<br>Purple Amberol<br>Pink Amberol<br>Black Amberol                          | Brown wax is susceptible to mold and oils from human skin; both brown and black wax are susceptible to deformation caused by temperature changes.                                                                                                                                                                                                                                                                                                                                                     |
|                                          | Core Composition       | plaster<br>metal<br>paper<br>none                                                                                  | Later cylinders have a supportive core of a different material.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | Interior Diameter (in) | [free text]                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | Cylinder Length (in)   | [free text]                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | Rotation Rate (rpm)    | 90<br>120<br>160                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>About the Condition</b>               |                        |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Visual Inspection of the Artifact</i> |                        |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | Contamination          | none<br>dust<br>fungus<br>water<br>chemical                                                                        | Mold can grow on tapes, early cylinders, and paper housings, such as phonograph sleeves.                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                          | Odor                   | none<br>musty<br>vinegar<br>dirty socks<br>waxy                                                                    | Vinegar odor indicates hydrolysis of cellulose acetate. Other distinctive odors may indicate binder hydrolysis.                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          | Housing                | cracked<br>stained                                                                                                 | A housing can reveal much about a recording's use and storage history, but beware: not all housings are original to the item they contain, so they cannot always be trusted.                                                                                                                                                                                                                                                                                                                          |

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|------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | gaps                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | high use                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | water damage                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | torn/ripped                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | no damage                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | no housing                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | not original housing         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Cassette/Reel                            | cracked                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | loose parts                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | detached pressure pad        | A cassette may have a detached pressure pad, rendering it extremely vulnerable to damage if played back.                                                                                                                                                                                                                                                                                                                                                         |
|                                          | broken hub                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | detached tape from hub       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Tape                                     | step pack                    | With the possible exception of collections of professionally-produced tapes, a tape with a smooth, even wind is a rare thing in archives. Therefore, noting the condition of the wind may not be useful for prioritizing items for reformatting, yet it is worthwhile to record the condition as it indicates a sense for the overall condition of the collection. For definitions of these conditions typically exhibited by tapes in archives, see Van Bogart. |
|                                          | flange pack                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | popped strands               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | blocking                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | cinching                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | cupping                      | Cupping describes tape that curls such that the edges are not in plane with the tape surface.                                                                                                                                                                                                                                                                                                                                                                    |
|                                          | edge damage                  | Edge damage can occur when tape strands have "popped" from the wind and rub against other objects, such as the reel flange.                                                                                                                                                                                                                                                                                                                                      |
|                                          | spoking                      | Spoking occurs when the tape wind is such that lines appear radiating from the center hub like the spokes of a wheel, and the tape itself begins to take the shape of a polygon rather than a circle.                                                                                                                                                                                                                                                            |
|                                          | splices                      | Splices may introduce a number of potential problems in the stability and playback of a tape.                                                                                                                                                                                                                                                                                                                                                                    |
|                                          | oxide shed                   | The oxide of cheap/early magnetic tape can delaminate from its base, sticking to the adjacent wrap. Also, tape with binder hydrolysis may exhibit sticky shed syndrome when played back, a condition where the oxide sheds onto the read heads, leaving a sticky mess and effectively destroying the recorded sound.                                                                                                                                             |
|                                          | stretch                      | Tapes can become deformed if they are stored for an extended period with a poor wind.                                                                                                                                                                                                                                                                                                                                                                            |
|                                          | object in wind               | It is not uncommon to find an object, e.g., a scrap of paper, wound into the pack to mark a place in the recording, like a bookmark.                                                                                                                                                                                                                                                                                                                             |
|                                          | loose wind                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | tight wind                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | white powder                 | May indicate binder hydrolysis.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | ooze                         | May indicate deterioration of splice adhesive or compound in tape binder.                                                                                                                                                                                                                                                                                                                                                                                        |
| Discs and Cylinders                      | scratched                    | Many of these values apply to traditional phonodiscs, cylinders, and optical discs alike.                                                                                                                                                                                                                                                                                                                                                                        |
|                                          | cracked                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | broken                       | Many discs come to archives broken. Shellac can shrink slightly over time so pieces may not fit together neatly.                                                                                                                                                                                                                                                                                                                                                 |
|                                          | chipped                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | pitted                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | powdery substance on surface | Plasticizers in the lacquer coating of discs can leech over time, forming a whitish powder on the disc surface.                                                                                                                                                                                                                                                                                                                                                  |
|                                          | dull from wear               | A grooved sound recording that has been played often will have a dull finish, if the scratches do not already give it away.                                                                                                                                                                                                                                                                                                                                      |
|                                          | flaking / crazing            | Acetate lacquer will craze as it becomes brittle and shrinks, ultimately delaminating from its support.                                                                                                                                                                                                                                                                                                                                                          |
|                                          | warped / misshapen           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | bronzing                     | Bronzing, or "bit rot", is oxidation of the reflective metal layer.                                                                                                                                                                                                                                                                                                                                                                                              |
|                                          | label delamination           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | hazing                       | Hazing is a lack of clarity in the top (polycarbonate) layer; often occurs from the outer edge inward and may be caused by act of writing on surface or penetration of solvents in pen ink used to label optical media.                                                                                                                                                                                                                                          |
| Wire                                     | tangles                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | breaks                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | rust                         | Early wires not made of stainless steel may rust.                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | snarls                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <i>Aural Inspection of the Recording</i> |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Sound characteristics                    | wow / flutter                | "Waver in a reproduced tone or group of tones that is caused by irregularities in turntable or tape drive speed during recording, duplication, or reproduction" (Encyclopedia Britannica 2003).                                                                                                                                                                                                                                                                  |
|                                          | print through                | "The condition where low frequency signals on one tape winding imprint themselves on the immediately adjacent tape windings" (Van Bogart 1995).                                                                                                                                                                                                                                                                                                                  |

Appendix:  
Survey Data Elements  
for  
Sound Recordings

| Data Elements                                   | Possible Values     | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 | head misalignment   | Tape equipment with misaligned heads will not record the signal optimally, failing to make full use of recordable media and track layout. Misalignment is a common problem in cassettes.                                                                                                                                                                                                                                                              |
|                                                 | distortion          | Distortion, a broad term used to describe the effect on a sound wave which has been mechanically or electronically altered in an unintended or unanticipated way, can result from a number of causes, such as a stylus ill-fitted to a disc groove during playback, a poorly placed microphone in a performance, or aliasing from improper digitization.                                                                                              |
|                                                 | low signal strength | A recording produced at low levels is subject to distortion in the re-recording process.                                                                                                                                                                                                                                                                                                                                                              |
|                                                 | hum                 | The sound system itself can introduce an audible hum or background noise to a recording made on that system.                                                                                                                                                                                                                                                                                                                                          |
|                                                 | tape hiss           | Constant, even noise underlying the signal resulting from "the inability of the recording system to organize completely the magnetic [particles of audiotape in a recording]" (Encyclopedia Britannica 2003).                                                                                                                                                                                                                                         |
|                                                 | squeal              | High-pitched noise exhibited by tape suffering from lubrication loss or Sticky Shed Syndrome.                                                                                                                                                                                                                                                                                                                                                         |
|                                                 | surface noise       | Unwanted sound introduced by the action of the stylus physically moving across a phonodisc surface.                                                                                                                                                                                                                                                                                                                                                   |
|                                                 | rumble              | A type of distortion, rumble is "the sound produced by vibrations in the recording or playback turntable of a disc system" (Encyclopedia of Recorded Sound in the United States 1993).                                                                                                                                                                                                                                                                |
|                                                 | drop outs           | Signal loss caused by missing magnetic material or obstacle preventing proper tape-to-head contact.                                                                                                                                                                                                                                                                                                                                                   |
|                                                 | groove damage       | Scratches, pits, and other imperfections in the disc surface and groove shape may result in noise such as pops and                                                                                                                                                                                                                                                                                                                                    |
| Playback Note                                   | [free text]         | Any additional information pertaining to the playback of the item should be documented.                                                                                                                                                                                                                                                                                                                                                               |
| <b>Restoration / Reformatting Documentation</b> | [free text]         | Any information pertaining to the reformatted or restored copies of the original should be documented.                                                                                                                                                                                                                                                                                                                                                |
| <b>Related Materials</b>                        | [free text]         | It is not uncommon to find paper documents and other items stored in audio recording housings. They should be stored separately from the sound recording itself but it is important to document any relevant information they contain and to maintain their intellectual relationship with the audio material.                                                                                                                                        |
| <b>Works Cited</b>                              |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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