

## D1.2 Condition Assessment

### **Overview**

The Condition Assessment process described below consists of an optional assessment of the containers which house cassette collections, and a mandatory assessment of each cassette tape to determine its likely physical condition. The cassette condition assessment procedures include steps intended to summarize information related to the original recording methods which may affect playback and digitization.

### **Condition assessment templates**

See Appendices D1.2a and D1.2b

These procedures and forms were developed as a template that you may use for your condition assessment. There are many ways to conduct a conditions assessment, and this method – using a paper template – is simply one of them. You may also want to consider entering the information into a database or a media tracking spreadsheet.

It is recommended that the project manager edit these templates as required for the specific needs of the digitization project.