

## CONTAINER CONDITION ASSESSMENT

See Appendix D1.2a

This assessment form was created so that if the majority of the containers in your collection have key information on them that needs to be recorded for your digitization project, you may wish to use this assessment form. This form includes sections on: recording the container number and its contents, assessing the condition of the container, and documenting information recorded on the container. The project manager may consider undertaking the container assessment, if required, in conjunction with an inventory in the planning phase of the project.

### Step 1. Record tracking information for the container condition assessment



Appendix D1.2a: Audio Cassette Container Condition Report

Container #: \_\_\_\_\_  
 Assessment Date: \_\_\_\_\_  
 Digi Tech: \_\_\_\_\_

Container	
Number of Tapes:	
Container Type: Plastic, Paper board, other:	
Is the container well supported?	Yes / No
Is the container broken or damaged?	Yes / No
Container Condition Notes:	
Container Label Notes	
Date Recorded:	
Primary Participants:	
Label Summary:	

Enter the following on the corresponding line:

**Container:** The number, name, or other identification method of the container being assessed

**Assessment Date:** Date when the condition assessment was carried out. Please format it YYYY-MM-DD for consistency.

**Digi Tech:** Name of the individual who is conducting the condition assessment.

#### IMPORTANT:

**If you see biological contamination (evidence of mould or pests) continue immediately to step 5 in the general condition assessment.**

### Step 2. Storage Container / Examine the storage container or box in which your cassette collection is stored



Appendix D1.2a: Audio Cassette Container Condition Report

Container #: \_\_\_\_\_  
 Assessment Date: \_\_\_\_\_  
 Digi Tech: \_\_\_\_\_

Container	
Number of Tapes:	
Container Type: Plastic, Paper board, other:	
Is the container well supported?	Yes / No
Is the container broken or damaged?	Yes / No
Container Condition Notes:	
Date Recorded:	
Primary Participants:	
Label Summary:	

Review inventory documentation (e.g. Appendix D1.1a) if applicable and verify the number and sequence of tape identifiers for the container, if an inventory was undertaken. Enter the following information in the spaces provided on the report.

**Number of Tapes:** Number of tapes found in the container. Is there a discrepancy between what should be in the box as indicated by the label and the number of tapes actually in the box? Are the tapes in the box not those indicated by the label or inventory? If so, make sure to note it in the label summary for future reference. You may also want to record the tape ID numbers found in the box and/or those that are missing. Update the inventory if required.

Container Type: Indicate the material that the container is made out of. Circle type or add other if required.

Is the container effectively supporting the media inside? If no, recommend rehousing.

Is the container broken or damaged?: After examining the container using the guidelines provided below, is the container showing signs of damage? If yes, recommend rehousing

When examining the container for damage look for:

- Tidelines on the box or warped cardboard indicating that it has come into contact with water.
- Fading that indicates it has been exposed to light and heat.
- Gaps and holes that indicate exposure to particulates.
- Important markings or data recorded on the storage container concerning its contents. Be aware that the media housed in this container might not be the media that was originally housed in it, and any information recorded on the box could be incorrect.
- Ensure the container is constructed of acid-free paper or inert, flame-retardant plastic, protects the tape from contamination, and is in good condition.

Container Condition Notes: Describe here any damage or include any pertinent information as to the condition of the container that has not been included in the previous fields.

**Step 3. Container label / Document information recorded on the container**



Appendix D1.2a: Audio Cassette Container Condition Report  
Container #: \_\_\_\_\_  
Assessment Date: \_\_\_\_\_  
Digi Tech: \_\_\_\_\_

Container	
Number of Tapes:	
Container Type: Plastic, Paper board, other:	
Is the container well supported?	Yes / No
Is the container broken or damaged?	Yes / No
Container Condition Notes:	
Container Label Notes	
Date Recorded:	
Primary Participants:	
Label Summary:	

Enter the following in the space provided on the form:

Date Recorded: If there is a label somewhere on the container that indicates the date that the media inside was recorded, include it here. Format the date YYYY-MM-DD for consistency.

Primary Participants: Include any label information on the primary participants in the recording of the container's contents.

Project Information: Include any label information on the recording project of the contents on the box, if there was one.

Label summary: In this field summarize what can be found on the container's label(s).