

I. IDENTIFY THE COLLECTION: This form may be used for discrete collections of videotape within larger magnetic media collections.

SERIES OR COLLECTION NAME:

DATE RANGE:

LOCATION:

COLLECTION SIZE:
Number of linear feet:

SURVEY RESULTS (from Part IV):

		VALUE (BOX 1): A=High B=Mod C=Low		
RISK (BOX 4)	A=High	1	2	5
	B=Mod	3	4	6
	C=Low	7	8	9

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5. FINAL OVERALL VALUE SCORE:

High = A (1-3)
Moderate = B (4-6)
Low = C (7-9)

Place this number on the top right corner of the worksheet

SURVEYOR(s):

SURVEY DATE(s):

Are the majority of items identified with labels or descriptive materials?

Yes No

If Yes, proceed to Part II, Value Assessment; If No, continue with this section.

Can the majority of items be played back (e.g. are there playback machines available)?

Yes No Do Not Know

If Yes, randomly select approximately 10% of the collection to preview and determine content. If No (or Do Not Know) seek conservation or A/V assistance. Do not proceed with this survey until content is determined.

II. VALUE ASSESSMENT: Determine what role this collection has to the Mission and Collections Policy of the institution. If there is no collections policy regarding videotape collections, defer action until a collections policy for videotapes is addressed.

Do the videotapes relate to the Mission Statement and Collections Policy of the Institution in terms of;

	Yes	Somewhat	No
The topics that are being documented:	2	1	0
The stated purpose:	2	1	0
The institution's users:	2	1	0
The general and specific functions and/or topics:	2	1	0
The relationship of the repository goals to other repositories:	2	1	0
The relationship of the known world of related documentation to the functions and topics:	2	1	0
What are the restrictions on this collection?			
① Does the Institution have legal custody of the videotapes or the expectation of obtaining legal custody?	1	-	0
② Are the videotapes accessible to users without excessive restrictions or hindrances?	1	-	0
③ Are there resources to preserve and maintain the videotapes or the expectation of obtaining resources?	1	-	0

Sub-total

TOTAL

+	+	
TOTAL		

I. VALUE SCORE:

11-15 = High = A
6-10 = Moderate = B
0-5 = Low = C

If the overall value is High or Moderate proceed to Part III. If Low, consider deferring analysis of low value videotapes until after analyzing high and moderate value materials.

11-15 = High = A
6-10 = Moderate = B
0-5 = Low = C