VIDEO TAPES

STRUCTURE	CHECKLIST
Summary description	- Content, key qualities
	- Status (Artist's master, Archival master, Sub master, Edit master, Exhibition copy)
Production	- Method of production, editing, assembling (commissioned, artist himself, assistants, manufacturer and equipment for production...) - Edition - References to certificates, licences…
Technique	- Video Format (analogue/digital) - Norm (PAL, NTSC, SECAM) - Tape type - Colour/b/w - Support (e.g. Polyester) - Audio format - Picture size/ratio (e.g. normal 4:3, anamorphous 16:9, Letterbox… - Length of tape/of content - Test signals - Time Code: Titles/Notes, Program (e.g. Distributors, Copyright, Subtitles, Language)
Migration Link to other Child (Format, Norm Type, Condition, Status)	- Identification Original - Player Original - Treatment Original (Thermal processing, cleaning or link to module Condition/Conservation of other Child) - Recorder - Signal transmission Video (e.g. S-Video, Composite, Component, SDI) - Correction Video signal (e.g. A/D converter, TBC, Tracking adjustments, Noise Reduction) - Signal transmission Audio (e.g. SDI, analogue Adaptation audio level) - Correction Audio signal - Reassemble? - Compression - Signal Transmission - Bit rate digitalisation - Software
Digitalisation	- File Format - Digital editing/finish (e.g. Noise Reduction, retouching, colour matching) - Digital data storage - Conducted by…, Date
Additional Notes	- Cover - Inscriptions/notes Medium - Inscriptions/notes Cover...
Presentation	- Links to Installation, Reference to exhibition format, coding (Loop, Play), technical requirements, projection, monitor, single channel, multi-channel work, synchronized, not synchronized…
References	- Reference to further documents (interviews, installation instructions, certificates, licences… et al.)

inside installations