**VIDEO MIGRATON REPORT FORM/CATALOGUING WORKSHEET**

REASON FOR MIGRATION:

COPY SOURCE *(include this info in Argus.net Description Field)*

Accession No.:

Format:

Standard:

Duration (total running time):

Content copied (time on tape):

Reference Present (y/n):

COPY MADE

Accession No.:

File Name(e.g. RA6\_1985\_25.mov):

Description

 Channel (e.g. 1/1, 2/3, etc.):

 Duration (total running time):

 Display Aspect Ratio:

 Tape or File Format:

 File Size:

 Resolution:

 Standard (PAL, NTSC, SECAM):

 Progressive or Interlaced:

 Frame Rate:

 Color (Color, Black and White):

 Color Reference Added (type and time range):

 Audio Type (Mono, Stereo, Mute):

 Audio Format:

 Audio Reference Added (type and time range):

 Loop (Looped, Unlooped):

 MD5 Checksum:

 Other:

PRODUCTION INFORMATION

Migration Carried Out By:

Date of Migration:

Migration Technology (include specifications of playback device, capture card, recording device, computer platform, operating system, capture and output software, software settings, etc.):

Migration Process (e.g. cleaning source tape, screening while capturing content, color corrections, sound adjustments, addition of color bars or other references, etc.):

QUALITY CONTROL *(include in Argus.net condition fields for source and/or copy)*

Errors in Source Discovered During Migration (reference time on tape and describe error):

Other Migration Quality Control Notes:

Denver Art Museum Quality Control Date:

Denver Art Museum Quality Control By:

Denver Art Museum Quality Control Process and Notes: