

**Sound Recordings Condition Worksheet**

If desired, use one worksheet for each type of material (e.g., disc recordings, reel-to-reel tapes, cassette tapes, CDs) or one for each collection.

**Type of Material/Collection**

Condition	Materials Affected
<b>PHYSICAL DAMAGE</b>	
Brittleness/cracking of disc recordings	
Tape distortion	
Cassette case damage	
Poor tape pack winding	
<b>CHEMICAL DAMAGE</b>	
Sticky shed syndrome	
Loss of tape lubricant (sticking and jamming of tape)	
Acetate deterioration (vinegar odor, staining, channeling)	
Demagnetization	
<b>BIOLOGICAL DAMAGE</b>	
Mold	
Further Comments	