AV Cheat Sheet

AV type	Extent term; digitized	Physical details	Dimensions	Dimensions (Example)	AV worksheet term	Instance type	Genre heading
1/4 in. reel to reel audiotape	audiotape reel; audio file	analog	[diameter of reel in in.], [width of tape in in.] tape	[variable] in., 1/4 in. tape	14AT	Audio	Audiotapes
1/2 in. reel to reel audiotape	audiotape reel	analog	[diameter of reel in in.], [width of tape in in.] tape	[variable] in., 1/2 in. tape	12AT	Audio	Audiotapes
1 in. reel to reel audiotape	audiotape reel	analog	[diameter of reel in in.], [width of tape in in.] tape	[variable] in., 1 in. tape	1INAT	Audio	Audiotapes
2 in. reel to reel audiotape	audiotape reel	analog	[diameter of reel in in.], [width of tape in in.] tape	[variable] in., 2 in. tape	2INAT	Audio	Audiotapes
8 mm digital audiocassette	audiocassette	digital	[length x height in inches], [width of tape in inches] tape		DAC	Audio	Audiocassettes
8 track	Audiocassette	analog			8TRAK	Audio	Audiocassettes
audiocassette	audiocassette	analog	[length x height in inches], [width of tape in inches]	3 7/8 x 2 1/2 in., 1/8 in. tape	ACASS	Audio	Audiocassettes
Audio micro-cassette tape	audiocassette	analog	[length x height in inches], [width of tape in inches]	2 x 1 3/8 in., 1/8 in. tape	AMICRO	Audio	Audiocassettes
Audio mini-cassette tape	audiocassette	analog	[length x height in inches], [width of tape in inches] tape		AMINI	Audio	Audiocassettes
Audio cartridge		analog			ACART	Audio	TBD
compact disc (CD, CD-R)	computer optical disc	digital	[diameter of disc in inches]	4 3/4 in.	CD	Audio/Moving Images	Compact discs
Dictabelt					DBELT		TBD

Digital audiotape (DAT)	audiocassette	digital	[length x height in inches], [width of tape in inches]	2 7/8 x 2 1/8 in., 1/8 in. tape	DAT	Audio	Audiotapes
Record (vinyl, gramophone)	audio disc	analog	[diameter of disc in inches]	[variable] in.	RECRD	Audio	Phonograph/Long-playing records; 45/78 rpm records
Mini disc					MINID		Compact discs
Midget cassette tape					MIDGT	Audio	Audiocassettes
Soundscriber disc					SCRIB		Compact discs
Audio cylinder		analog			ACYLNDR	Audio	TBD
Wire recording		analog			WIRE	Audio	TBD
8 mm motion picture	videotape reel	analog	[diameter of reel in in.], [width of tape in mm]	[variable] in., 8 mm	8MMP	Moving Images	Motion pictures
super 8 motion picture	videotape reel	analog	[diameter of reel in in.], [width of tape in mm]	[variable] in., 8 mm	SUPR8	Moving Images	Motion pictures
16 mm motion picture	videotape reel	analog, silent, color/black and white	[diameter of reel in in.], [width of tape in mm]	[variable] in., 16 mm	16MMP	Moving Images	Motion pictures
35 mm motion picture	videotape reel	analog	[diameter of reel in in.], [width of tape in mm]	[variable] in., 35 mm	35MMP	Moving Images	Motion pictures
8 mm videocassette (Video8, Digital8, hi8)	videocassette	analog	[gauge of film]	8 mm	8MMVC	Moving Images	Videocassettes
1/2 in. open reel videotape	videotape reel	analog	[diameter of reel in in.], [width of tape in in.]	[variable] in., 1/2 in.	12VT	Moving Images	Video tapes
3/4 in. U-matic	videocassette	analog	[gauge of film in inches]	3/4 in.	UMAT	Moving Images	Videocassettes
3/4 in. U-matic SP	videocassette	analog	[gauge of film in inches]	3/4 in.	UMAT	Moving Images	Videocassettes

1 in. videotape reel	videotape reel	analog	[diameter of reel in in.], [width of tape in in.]	[variable] in., 1 in.	1INVT	Moving Images	Video tapes
2 in. quad videotape reel	videotape reel	analog	[diameter of reel in in.], [width of tape in in.]	[variable] in., 2 in.	2INVT	Moving Images	Video tapes
Betamax (Beta)	videocassette	analog	[gauge of film in inches]	1/2 in.	BMAX	Moving Images	Videocassettes
Betacam	videocassette	analog	[gauge of film in inches]	1/2 in.	BCAM	Moving Images	Videocassettes
Betacam SP	videocassette		[gauge of film in inches]	1/2 in.	BCAMSP	Moving Images	Videocassettes
Betacam SX	videocassette		[gauge of film in inches]	1/2 in.	BCAMSX	Moving Images	Videocassettes
Blu-ray disc	videodisc	digital	[diameter of disc in inches]	4 3/4 in.	BLURAY	Moving Images	DVDs
Digibeta	videocassette		[gauge of film in inches]	1/2 in.	DIGIBETA	Moving Images	Videocassettes
DVCam	videocassette		[gauge of film in inches]	1/4 in.	DVCAM	Moving Images	Videocassettes
DVD	videodisc	digital	[diameter of disc in inches]	4 3/4 in.	DVD	Moving Images	DVDs
DVPRO	videocassette		[gauge of film in inches]	1/4 in.	DVPRO	Moving Images	Videocassettes
HDCAM					HDCAM		Videocassettes
MiniDV	videocassette		[gauge of film in inches]	1/4 in.	MINIDV	Moving Images	Videocassettes
Millenniata M-Disc		digital	[diameter of disc in inches]	4 3/4 in.	MDISC	Audio/Moving Images	Compact discs
VHS	videocassette	analog	[gauge of film in inches]	1/2 in.	VHS	Moving Images	Videocassettes
S-VHS	videocassette	analog	[gauge of film in inches]	1/2 in.	VHS	Moving Images	Videocassettes

Quick Reference Checklist

Collection level

- Does the title need to change?
- ARK minted/added
- Extent(s)
  - Portion
  - Number
  - Type
- Genre/form headings
- Conditions governing access note updated
- Scope note updated, as appropriate
- Deaccession record, if discarding both carrier and recording

Series level

- Does the title need to change?
- ARK minted/added, if appropriate
- Extent(s)
  - Portion
  - Number
  - Type
- Genre/form headings
- Scope note

Item/file level

- CUID/AV number (File # for CUID, Item # is AV number)
- ARK minted and added, if appropriate

- Extent (digital and physical for carrier retain), (digital only for discard)
    - Portion
    - Number
    - Type
    - Container summary (Duration/run time)
    - Physical details
    - Dimensions
- Genre/form headings
- General note (if carrier discarded): Digital content sourced from: [# of carriers] [extent term] ; [dimensions of carrier], [AV type, if applicable].
- General note: Title source, if applicable
- General note: See container image for more details.
- Scope note (description field and/or Lab notes in AV spreadsheet)
- Instance(s) (if carrier retained)

If the collection has some/all AV digitized:

Open for public research. [Some] Digitized [content/video/audio] recordings available for access through References Services. No remote link available. Contact specialcollections@byu.edu for access requests.

If the collection has AV that will be digitized someday but you need to move the collection on to final QC/cataloging:

Open for public research. Audiovisual materials are not yet digitized and may not be immediately available for use. Contact specialcollections@byu.edu to inquire about access options.

If the collection has duplicate recordings in other collections:

This same recording is present in [call#]. Digital copies of audiovisual recording available in the Reference Room under [call#], [item#].