

Reformatting Audiovisual Collections Checklist

Action	Needed?	Priority	Notes
Make copy negatives for all photographic prints			
Make copy prints for all photographic negatives			
Duplicate deteriorated negatives onto polyester film			
Identify motion picture films in need of duplication, and set priorities			
Decide on method of duplication for films			
Choose a vendor for duplication of films			
Write/review/revise contract with film duplication vendor			
Identify all nitrate film, place in cold storage, and duplicate ASAP			
Identify sound and video recordings in need of duplication, and set priorities			
Decide on method of duplication for sound and video recordings			
Choose a vendor (or vendors) for duplication of sound and video recordings			
Write/review/revise contract with sound/video recording vendor(s)			
Other			
Other			