Labeling for Analog Media

1/4” Reel:

On back of reel box*:

- a) Names
- b) Section
- c) Format
- d) Average Operating Level
- e) Speed
- f) Table of Contents:
  - Title
  - Time
  - Leaders (HL = Head Leader, TL = Tail Leader)

Connecting Line indicates that previous TL is the same piece of tape as current HL.

*NOTE: Usually, a sticker with all master info (as found @ top of box label) is placed on the reel itself, however

Cassette:

A) Joe Smith Sec. 001 “My Project”

On tape sticker(s) and J-Card:

- a) Names
- b) Section
- c) Title
- d) Time
- e) Bias Type
- f) Noise Reduction Type

On J-Card spine:

- a) Name, Sec. & Title on J-Card spine

Cassette J-Card:

<table>
<thead>
<tr>
<th>A:</th>
<th>B:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith</td>
<td>Joe Smith</td>
</tr>
<tr>
<td>Sec. 001</td>
<td>Sec. 001</td>
</tr>
<tr>
<td>“My Project” 3:02</td>
<td>“My Other Project” 1:15</td>
</tr>
<tr>
<td>CrO² No N.R.</td>
<td>CrO² No N.R.</td>
</tr>
</tbody>
</table>

Joe Smith Sec. 001 Audio Projects