EBU Technical Recommendation R81-2000
Recommended minimum information and preferred format
for labels on television recordings
for the international exchange of programmes

EBU Committee	First Issued	Revised	Re-issued
PMC	1995	2000	

Keywords: Video recording - General

The EBU *recommends* the following procedure for the labeling of video tapes and other broadcast media used for the international exchange of television programmes.

The labeling should consist of three elements:

- A tape or spool number label with bar-code, identifying the spool uniquely, but not containing any programme information.

- A programme label identifying the programme and the most important features of the recording.

- A record report, containing full details of the technical parameters of the recording.

1.   Spool number label

The spool label is generated by the facility which first uses the blank stock and may be affixed before any recording is made as a means of stock control. The label should conform to the requirements of the International Broadcast Tape Number (IBTN) scheme [1]. The bar-code form of the label may be read by any organization participating in the IBTN scheme. The label can also be read normally.

Fig. 1 shows examples of spool labels for cassettes and open reel tapes.
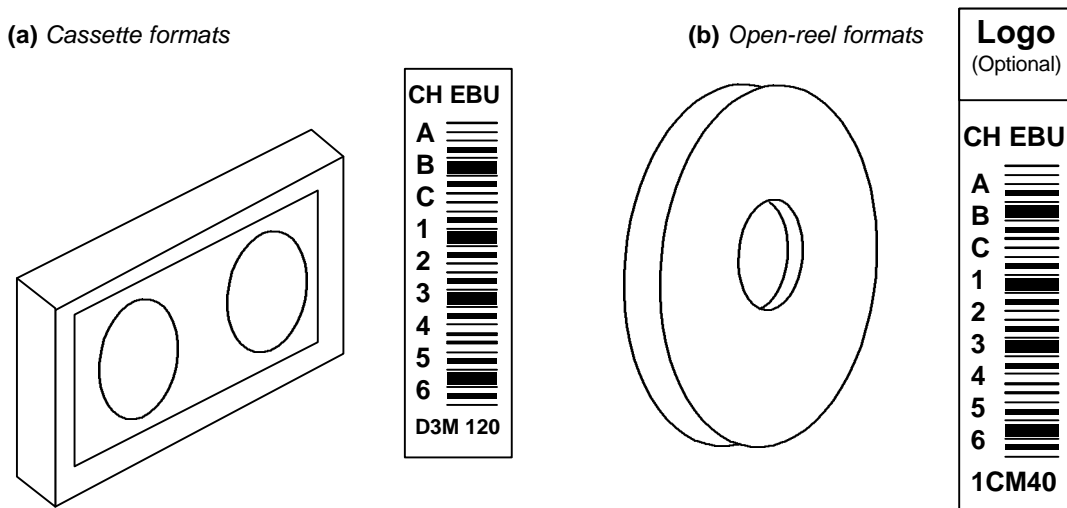
Fig. 1 – Examples of cassette and spool labels

Two identical spool number labels are needed: one for the shipping container and one for the spool or cassette itself, so as to ensure that the cassette can reliably be replaced in the correct container.

It is recommended that the cassette label is not fixed to the front face of the cassette since this space may be used for machine-specific labels used with automatic-loading machines.

2. Programme label

As the space available on a tape or cassette box is limited, technical information on the programme label is restricted to the most basic parameters.

Fig. 2a shows an example of a programme label which is suitable for an Amaray style case for a small Betacam cassette. The design may be scaled as appropriate for use on other cassette formats and sizes.

Fig. 2b shows an example of a programme label for use on an open-reel format.

Completed examples of these labels are given in the Appendix.

The programme label is primarily intended for the shipping container, although some EBU Members also use a programme title label on the cassette itself.

(a) *Cassette formats*

EBU UER	**European Broadcasting Union Union Européenne de Radio-Télévision** Case Postale 67 CH-1218 Grand-Saconnex GE Switzerland/Suisse Tel: +41 22 717 21 11
Title: .... Reel ....of .... Date:	Title: .... Episode title / No: .... Programme No: .... ■ Reel .... of .... Soundtrack language: .... ■ Mono ☐ Stereo ☐ ■ 625 ☐ 525 ☐ ■ YUV ☐ PAL ☐ SECAM ☐ NTSC ☐ ■ Complete ☐ Needs Post production ☐ ■ Continuous ☐ In parts ☐ ■ 4 x 3 ☐ 16 x 9 ☐ Letterbox ☐ ■ Dolby C ☐ Non-Dolby ☐

(b) *Open reel formats*

Title	625☐ 525☐
Episode title / No.:	4:3☐ 16:9☐ Letter-box☐
Sound-track language: .... Mono☐ Stereo☐	PAL☐ SECAM☐ NTSC☐
Complete☐ Needs post production☐ Continuous☐ In parts☐	Dolby C☐ Non-Dolby☐

Fig. 2 – Examples of programme labels

3. Record report

A record report containing details of the recording should be included with the recording. An example of a record report is given in Fig. 3. A similar report form can also be used to:

- state preferences/requirements for exchange;

- provide advance information by post/fax.

A completed example of a report form is shown in the Appendix.

Fig. 3 – Recording report form

The EBU is aware that concern has been expressed about the possibility that the chemicals in some paper used for record reports may affect the tape and the life of the recording in storage. The EBU is currently investigating the matter in depth; in the meantime, it may be advisable in long-term archives to store the paper record report in a separate wallet on the outside of the tape case.

Appendix
Examples of completed labels and report

This Appendix gives examples of a completed record report form and typical programme labels.

175.0 mm

EBU UER RECORD REPORT	European Broadcasting Union Union Européenne de Radio-Télévision

European Broadcasting Union   Union Européenne de Radio-Télévision
Case Postale 67 CH-1218 Grand-Saconnex GE Sw itzerland / Suisse Tel: +41 22 717 21 11

Main Title: _White Jazz_
Episode Title / No: _–_
Reel: _1_ of: _1_   Next Reel No: _-_

Prog No: _20322_
Tape No: _ABC 123456_

Language: _English_
Mono ☐ Stereo ✓
Dolby A ☐ Dolby C ☐ Surrnd ☐

Line-up _1 kHz + 0.5 dB_
Track 1 _TX - Left_
Track 2 _TX - Right_
Track 3 _M &E - Left_
Track 4 _M &E - Right_

Tape format: _D3 M_ 625 ✓ 525 ☐ PAL ☐ SECAM ☐ NTSC ☐ YUV ✓

Time code continuous YES ✓ NO ☐   VITC YES ✓ NO ☐

Aspect Ratio: _16:9_ Squeezed ✓ Letterbox ☐ Centred ✓ Shifted ☐

Subtitles: on disc ✓ on tape ☐ EBU ✓ NCI ☐ Text Page No _888_

Colour Bars: 100% ✓ EBU ☐ SMPTE ☐ Countdown Clock YES ✓ NO ☐

Notes: _Programme example by courtesy of Channel 4 Television, London_

FOLD

Technical Comments

Some film grain on Super 8 film insert at 12' 15"

- Otherwiese Satis

Operator: _P M_   Date: _8 Jan '95_

PARTS	START	END	Duration
Line-up	0..00	02..00	
Clock	02..00	03..00	
Part 1	03..00	25.47	22..47
Part 2	27..00	43..23	16..23
Part 3	44..00	56..44	17..44
Part 4			
Part 5			
Part 6			

Total Duration of Programme: _52..00_

150.0 mm

EBU UER	**European Broadcasting Union** **Union Européenne de Radio-Télévision**
	Case Postale 67 CH-1218 Grand-Saconnex GE Switzerland/Suisse
	Tel: +41 22 717 21 11

Title: _____

WHITE

JAZZ

_____

_____

Reel _1_ of _1_

Date: _8 Jan '95_

Title: _____ *White Jazz* _____

Episode title / No: _____ ~ _____

Programme No: _____ *20322* _____   ■ Reel _1_ of _1_

Soundtrack language: _____   ■ Mono ☐   Stereo ☑

■ 625 ☑   525 ☐   ■ YUV ☑ PAL ☐ SECAM ☐   NTSC ☐

■ Complete ☑ Needs Post production ☐   ■ Continuous ☐ In parts ☑

■ 4 x 3 ☐   16 x 9 ☑ Letterbox ☐   ■ Dolby C ☐ Non-Dolby ☑

Title ....Eurovision Song Contest 1992..✓   625☐
525☐

Episode title / No.: ....1..   4:3☑ 16:9☐ Letter-box☐

Sound-track language: ....English........................ ✓ Mono☐   Stereo☐   PAL☐
SECAM☐   NTSC☐

Complete☐   Needs post production☑   Continuous☐ In parts☐   Dolby C☐ Non-Dolby☑

Bibliography

[1] EBU document Tech. 3279 (1995): **International Broadcast Tape Number (IBTN) and bar-code labels**

See also:

[2] EBU Technical Recommendation R49-1993: **Tape alignment leader for the exchange of television programmes**

[3] EBU Technical Recommendation R71-1992: **Labelling and identification of 16:9 aspect ratio television tape-recordings**

[4] EBU Technical Standard N6-1994: **Helical-scan television recording on 25.4-mm tape**