



## MAKING SURE YOUR SALE OF DATA MEDIA GOES SMOOTHLY

In any transaction involving data media, money is made (and both parties are satisfied) only when the media is reusable and both parties are in agreement regarding the product condition, format and quantity. If you are unsure about the condition of the media or if the packaging is from the original manufacturer take a picture and send it to the buyer or send a representative sample.

### **When can data media not be reused?**

#### Heavy Cosmetic Damage to the Tape Shell

Data media cannot be reused if the cosmetic condition is extremely poor. The Data Media Source has a 12-point physical inspection in which we examine the cosmetic and physical condition of a tape. If a tape has deep or excessive scratches; or chips in the plastic (like the tape has been dropped) it typically cannot be resold unless the tape is in very high demand. In the case where the tape is cosmetically damaged the value may be lower than the original quoted value and may be zero depending on the format of tape.

To be aware of the physical condition of your tape do an inspection prior to shipment. We realize that this process may be time consuming. If you cannot do a detailed inspection at least do a cursory look. Make sure that the majority of the tape does not have heavy scratches and the tapes do not appear to be cracked at the corners (which might occur if they had been dropped).

#### Damage to the Tape Inside

Data media can only be reused if it is a functioning tape. This can be confirmed by performing a write/read test on a drive. If the quantity of the tape would not allow you to test each tape you may want to do a batch test and at least run a small percentage of the lot. If a drive is not available an inspection of the tape inside can be done just to make sure that the tape is actually there and that it appears to be in good condition. Look to make sure that there are not small tears in the tape, that the tape does not appear stretched from excessive use, that there are not spots on the tape from possible water damage, and that there is not dust inside.

#### Degaussing Media with Servo-tracks

Data stored on most media formats can be destroyed using a magnetic degausser. There are formats where an optical servo-track on the tape is used to guide the drive. These formats can not be degaussed. Data must be destroyed using the original drive. Formats with servo-tracks include, but are not limited to: LTO, 3570, 3590, 9840 and some Travan and SLR/MLR media.

### **Get agreement on the product condition and packaging**

#### Used Media

Confirm with your buyer regarding the product condition of used media using the above information prior to shipment. When unsure about the condition send a picture or sample.

#### New Media

Confirm with your buyer regarding the packaging of new media. Inspect the product prior to shipment. Is it shrink-wrapped? How many tapes per shrink-wrapped pack? Does it have all of the original manufacturer's packaging? Is the product previously labeled and initialized? When unsure about the condition or packaging send a picture or sample.

### **Confirm Formats**

The format of the tape can usually be found on the front of the tape. Typically it will be either silk-screened on the tape itself or printed on a label that is applied to the tape. Be aware that many formats of media have different generations of the product. So you may have, for example, an LTO tape, but it can be an LTO1, LTO2, or LTO3; all of which have different values.

### **Confirm Quantities**

When confirming quantities first separate the tape by format and by brand, and then stack tapes in identical quantities (i.e. stacks of 10). Although it's not always practical, it is best to put the identical number of tapes into each box. After sealing of the boxes number each box (ie 1 of 10, 2 of 10, etc.) This way you can confirm that all boxes were received.