

Special Collections and Archives in Academic & Research Libraries

OCLC Research Survey 2009

Appendix

Categories in which specific types of material should be counted

Several survey questions ask for data by format of material. Use the lists below to map specific formats to the categories used in the survey to ensure consistency across institutions. *These are not necessarily comprehensive lists.*

Printed volumes: Count each physical volume or other physical item

- Books
- E-books
- Serials
- Codex manuscripts (bound volumes)
- Atlases
- Government documents
- Newspapers
- Pamphlets
- Theses and dissertations

Archives and manuscripts (managed as collections): Count in linear feet

- Archival and manuscript materials in any format that are described and managed as collections
- Materials managed as collections as part of the institutional archives

Manuscripts (managed as items)

- Manuscripts, generally textual, managed and cataloged at the item level

Cartographic materials: Count each physical item

- Two-dimensional maps
- Globes

Visual materials: Count each physical item

- Architectural materials
- Drawings
- Ephemera
- Paintings
- Photographs
- Postcards
- Posters
- Prints
- Slides and transparencies

Audiovisual materials: Count each physical item

- Audio materials
 - Music recordings
 - Spoken word recordings
- Moving image materials
 - Film
 - Video

Microforms: Count each physical item

Born-digital archival materials: Count the number of gigabytes of data

- Data files
- Digital audio, film and video
- Digital cartographic materials
- Digital personal papers or organizational records
- Digital photographs
- Digital reports or publications
- E-mail
- Websites

Artifacts: Count each physical item

- Three-dimensional objects other than globes
- Realia
- Architectural models
- Scrolls
- Papyri