

## **Categories/Types of Collection Material**

The definitions and scope statements presented below are intended to be suggestive as opposed to prescriptive. They are also intended to encompass all content manifestations -- analog, digital, and microform -- of the category or type of collection material.

The actual categorization of existing bibliographic, archival, and other descriptions and representations of collection material will vary, in some ways significantly, from one repository to another. Each repository will have to determine, based upon a variety of factors including the nature and scope its collections and the granularity of available information, how collection material is to be categorized for purposes of preparing a Level 1 holdings count. Regardless of how a repository chooses to categorize its collection material, consistency in the application of categories is critical to producing a meaningful count of intellectual units held and how much physical or digital space they occupy.

### **Archives and Manuscripts (Managed as Collections)**

Definition: Materials created, assembled, or received by a person, family, or organization (including the holding institution itself) that are described and managed at the collection level.

Scope: Includes organizational records, personal and family papers, and collections of mixed material in which unpublished materials predominate.

### **Manuscripts (Managed as Items)**

Definition: Unpublished, primarily textual, usually handwritten or typed material that is described and managed at the item level.

Scope: Manuscripts may take the form of fragments, scrolls, codices, or single or multiple sheets, and are usually produced on papyrus, parchment, or paper.

### **Books and Other Printed Material**

Definition: Materials produced for distribution and intended to be read.

Scope: Materials included in this category are frequently printed on paper but may be printed on other substances, such as parchment or cloth. Most materials in this category are textual, but the category also includes works that present non-textual content in book form.

### **Cartographic Material**

Definition: Representations of the whole or part of the Earth or another celestial body.

Scope: Cartographic material includes maps, globes, and geographic information systems (GIS) data.

### **Graphic/Visual Material**

Definition: Materials that communicate primarily visually, rather than textually.

Scope: Includes opaque and transparent formats including those intended to be projected.

## **Moving Image Material**

Definition: Materials onto which a sequence of images has been recorded that creates the illusion of continuous movement when projected, broadcast, or played back.

Scope: Moving image materials exist in a variety of formats and include film, video, and interactive games that are predominantly comprised of moving images.

## **Objects/Artifacts**

Definition: Material things that can be seen and touched.

Scope: Natural objects, artifacts (objects intentionally made or produced for a certain purpose), and three-dimensional works of art.

## **Sound Recordings**

Definition: Materials onto which sound has been recorded.

Scope: Sound recordings exist in a variety of formats and contain spoken words, performed music, and other sounds.