

APPENDIX A: CATEGORIES/TYPES OF COLLECTION MATERIAL

Archival and Manuscript Material

Definition: Documents, or aggregations of documents, in any form or medium, created or received by a person, family, or organization, public or private, in the conduct of its affairs and preserved because of their continuing value.

Scope: Includes organic collections, artificial collections (including vertical files), records, and manuscripts. Manuscripts may take the form of fragments, scrolls, codices, or single or multiple sheets. Also includes data, email, and archived web content.

Published Language Material

Definition: Collection material consisting of content expressed through a form of notation for language and intended for distribution.

Scope: Includes books, e-books, pamphlets, single-sheet publications, and other formats of textual material, as well as formats that present non-textual content in book form, including artists' books and graphic novels.

Cartographic Material

Definition: Collection material consisting of content that represents the whole or a part of the Earth, any celestial body, or an imaginary place.

Scope: Includes cartographic datasets, images, moving images, and three-dimensional forms. Also includes atlases, diagrams, globes, maps, models, profiles, remote-sensing images, sections, and views.

Computer Programs

Definition: Collection material consisting of content expressed through digitally encoded instructions intended to be processed and performed by a computer.

Scope: Includes operating systems and applications software.

Graphic/Visual Material

Definition: Collection material consisting of content expressed through line, shape, shading, pigment, etc., intended to be perceived primarily in two dimensions.

Scope: Includes material in opaque and transparent formats, including those intended to be projected. Includes conventional still images as well as still images that give the illusion of depth or motion. Includes charts, collages, drawings, paintings, photographs (positives and negatives), postcards, posters, and prints. Includes interactive and/or dynamic materials such as advent calendars, anatomical flap books, paper dolls, volvelles, and computer aided design (CAD) and building information modeling (BIM) files.

Moving Image Material

Definition: Collection material consisting of recorded content expressed through images intended to be perceived as moving, and in two or three dimensions.

Scope: Includes motion pictures using live action and/or animation; film and video recordings, including digitally streamed content; and video games.

Notated Movement

Definition: Collection material consisting of content expressed through a form of notation for movement.

Scope: Includes forms of notated movement for dance and game play.

Notated Music

Definition: Collection material consisting of content expressed through a form of musical notation.

Scope: Includes choir books; table books; sheet music; vocal, instrumental, and conductor parts; and complete scores.

Objects/Artifacts

Definition: Collection material consisting of content expressed through a form or forms intended to be perceived in three dimensions

Scope: Includes artifacts (objects intentionally made or produced for a certain purpose) and naturally-occurring objects.

Sound Recordings

Definition: Collection material consisting of recorded content expressed through language or music in an audible form, or recorded content other than language or music expressed in an audible form.

Scope: Includes recordings of readings, recitations, speeches, interviews, oral histories, performed music, and natural and artificially-produced sounds, as well as computer-generated speech and music.