Guidelines for Standardized Holdings Counts and Measures
for Archival Repositories and Special Collections Libraries

INTRODUCTION

The guidelines embodied in this document were developed to help archival repositories and special collections libraries quantify and communicate information about holdings. The guidelines are presented, and the document is organized, as follows. A **Background** section briefly describes the context within which the guidelines were called for and developed. **Audience and Purpose** serves to remind that the guidelines are intended to be used by repositories of all types and sizes and to account for all varieties of collection material typically held. In the section titled **Overarching Approach,** four fundamentals that are essential to understanding and using the guidelines are explained. **Intellectual Units Held** provides a rationale and guidance for conducting the first of the three counts and measures described in these guidelines; **Physical Space Occupied** and **Digital Space Occupied** provide the same for the second and third. Under the heading **Conducting the Counts and Measures**, basic considerations and general instructions are set out for conducting the recommended and optional counts and measures for Intellectual Units Held, Physical Space Occupied, and Digital Space Occupied. **Appendix A: Categories/Types of Collection Material** provides a definition and a scope statement for each of the ten categories of collection material identified in these guidelines. **Appendix B: Tables for Recording Counts and Measures** consists of three tables, for recording the recommended and optional counts and measures. Finally, **Appendix C: Glossary** identifies and provides a definition for the key terms that are employed in the guidelines.

BACKGROUND

Archivists and special collections librarians are becoming increasingly mindful of the need to gather, analyze, and share evidence concerning the value of the collections we hold, the effectiveness of the operations we manage, and the impact of the services we provide. The absence of commonly accepted definitions, metrics, guidelines, and best practices, however, has impeded our ability to undertake meaningful assessment activities and to engage in productive, cross-repository conversations about our collections, operations, and services.

Recognition of these challenges has manifested itself in a number of ways in recent years, including the 2010 publication of *Taking Our Pulse: The OCLC Research Survey of Special Collections and Archives*; an assessment-themed issue of *RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage* (13:2, Fall 2012), published by the Association of College & Research Libraries (ACRL); assessment-related sessions at the meetings of allied professional associations, including the Society of American Archivists (SAA), American Library Association (ALA), and ACRL's Rare Books and Manuscripts Section (RBMS); presentations centered on special collections at the biennial Library Assessment Conference sponsored by the Association of Research Libraries (ARL); and grant-supported initiatives led by ACRL, ARL, and

other organizations aimed at building and fostering cultures of assessment and demonstrating the value that libraries and archives bring to their communities and to society at large.

Within this context, SAA and ACRL/RBMS constituted a joint task force in 2014 and charged it with developing guidelines that will provide definitions and best practices for quantifying the holdings of archival repositories and special collections libraries. The SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries consisted initially of ten members, five appointed by SAA and five by ACRL/RBMS, including co-chairs representing each organization. Members were appointed for two-year terms, which were renewed in 2016 for an additional year. Six members agreed to serve for a fourth year.

Representing SAA:

- Emily R. Novak Gustainis (Harvard University) (co-chair) (2014 - 2018)
- Adriana Cuervo (Rutgers University) (2014 - 2017)
- Angela Fritz (University of Notre Dame) (2014 - 2017)
- Lisa Miller (Stanford University) (2014 - 2018)
- Cyndi Shein (University of Nevada Las Vegas) (2014 - 2017)

Representing ACRL/RBMS:

- Martha O'Hara Conway (University of Michigan) (co-chair) (2014 - 2018)
- Alvan Bregman (Queen's University) (2014 - 2016)
- Rachel D'Agostino (Library Company of Philadelphia) (2014 - 2018)
- Lara Friedman-Shedlov (University of Minnesota) (2014 - 2018)
- Elizabeth Haven Hawley (University of Florida) (2016 - 2018)
- Katy Rawdon (Temple University) (2014 - 2017)

AUDIENCE AND PURPOSE

These guidelines were developed to provide archivists and special collections librarians with a set of practical, well-defined counts and measures that can be used to quantify and communicate holdings information. The counts and measures were also formulated to support the aggregation of holdings information from multiple repositories. It was beyond the charge of the task force that developed these guidelines, however, to create either a survey instrument or a data repository.

Careful attention was given to formulating the counts and measures so that any type of repository that manages and provides access to archival and special collections material -- including academic, corporate, and government archives; public and independent research libraries; and historical societies -- can use the counts and measures to quantify holdings in a manner that is consistent with their

application by other repositories. The counts and measures were also designed so that repositories of any size and with any level of financial, human, and/or technological resources can implement them.

Careful attention was also given to developing guidelines that consider and address both the wide range of types and formats of collection material typically held and the different ways collection material is managed and described. The guidelines also recognize the value of an approach to quantifying holdings information that accommodates both recommended and optional counts and measures.

The guidelines do not suggest or recommend any particular methods or even best practices regarding the "hows" of counting or measuring. One of the goals of the guidelines is to encourage the use of a common language for sharing information about holdings, rather than to prescribe a methodology for obtaining that information. Another is to enable their use by a wide variety of repositories, and to account for the many differences that exist among those repositories, especially those having to do with local practices (for accessioning, describing, and managing collection material); available resources (for counting, measuring, generating reports, etc.); and existing systems and sources of information (including integrated library systems, content management systems, databases, and archival collection management systems).

Finally, it is hoped that the existence of these guidelines will encourage the emergence of communities of practice through which groups of archivists and special collections librarians who are using the guidelines to quantify and communicate holdings information document their experience and interact regularly with the goal of developing and sharing best practices.

OVERARCHING APPROACH

Described below are four "fundamental principles" or "overarching themes" that are essential to understanding and using the guidelines.

Types of Counts and Measures

There are four counts and measures that are appropriate for and relevant to the quantification of holdings information.

- Intellectual Units Held
- Physical Units Held
- Physical Space Occupied
- Digital Space Occupied

These guidelines provide a rationale and guidance for recommended and optional counts and measures for three of the four above: Intellectual Units Held, Physical Space Occupied, and Digital

Space Occupied. Physical units (volumes, sheets, audio cassettes, film reels, etc.) held are not counted, nor are the containers (boxes, cases, drawers, etc.) in which collection material is housed. Although a container count may be useful (and used) for purposes of calculating Physical Space Occupied, it is not a meaningful point of comparison among repositories. Similarly, while a count of a particular type of physical unit held, such as a volume count, may have purpose or value for an individual repository in a given situation, the considerable variation among repositories in terms of how collection material is bound, housed, and stored makes meaningful comparisons of physical units held problematic.

Each of the three counts and measures described in these guidelines is distinct from and independent of the other. Conducting a count of Intellectual Units Held, getting a measurement of Physical Space Occupied, and determining Digital Space Occupied are three separate activities. Some repositories, in some cases, might be able to get two or all three of the counts and measures by, for example, generating a report from an archival collection management system. Most repositories, however, will do one thing to get a count of Intellectual Units Held, something else to get a measure of Physical Space Occupied, and an entirely different activity to determine Digital Space Occupied.

Categories of Collection Material

The guidelines encourage repositories to categorize collection material, including all physical and digital manifestations, as one of the following:

- Archival and Manuscript Material
- Published Language Material
- Cartographic Material
- Computer Programs
- Graphic/Visual Material
- Moving Image Material
- Notated Movement
- Notated Music
- Objects/Artifacts
- Sound Recordings

The category definitions and scope statements presented in these guidelines (as Appendix A) are intended to be suggestive as opposed to prescriptive. They have been informed and inspired by a variety of standards governing the description of collection material typically held in archival repositories and special collections libraries, including *Describing Archives: A Content Standard (DACS)*, *Descriptive Cataloging of Rare Materials (DCRM)*, *Resource Description and Access (RDA)*, and others. The actual categorization of collection material for the purposes called for in these guidelines 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 of its collections and the granularity of available information, how collection material is to be categorized for purposes of preparing a count of

Intellectual Units Held, a measurement of Physical Space Occupied, and a determination of Digital Space Occupied.

Regardless of how a repository chooses to categorize its collection material, internal consistency in understanding and applying the category definitions, coupled with a well-documented approach to undertaking the work, is critical to making the preparation of the counts and measures called for in these guidelines both meaningful for the repository itself and comparable with other repositories.

Discoverability

For all three of the counts and measures called for in these guidelines, repositories are strongly encouraged to distinguish, whenever possible, collection material that is described online (and is therefore discoverable) from collection material that is not yet described online (and is therefore not discoverable). While explicitly acknowledging the increasingly widely-held perception that "if it isn't online it doesn't exist," the guidelines also propose a definition of "described online and therefore discoverable" that encompasses any description of collection material that can be discovered by way of the web. As such, "described online and therefore discoverable" should be understood to extend well beyond online catalog records and finding aids to include a wide range of web content (blog posts, online exhibits, databases, lists of collections, etc.) as well as web-accessible content (documents, spreadsheets, etc.).

Here it must be stressed that discoverability should not be conflated with availability or deliverability. Collection material that cannot be made available because of physical, access, use, or other restrictions is not the same as collection material that cannot be discovered. Repositories are encouraged to include collection material that is discoverable but cannot be made available.

Recommended and Optional Counts

The guidelines describe "recommended" and "optional" counts and measures for Intellectual Units Held, Physical Space Occupied, and Digital Space Occupied. The recommended counts and measures are intended to serve as a baseline for the preparation and sharing of holdings information. The goal for the recommended counts and measures is to identify counts and measures that archival repositories and special collections libraries of any type and size would find useful and practical to obtain and, ideally, to share. All repositories are encouraged to assemble at least the recommended counts and measures for Intellectual Units Held, Physical Space Occupied, and Digital Space Occupied.

The guidelines also describe a variety of optional counts and measures, which repositories may choose to obtain as needs, interest, and/or resources allow. While many repositories will determine that they can conduct only the recommended counts and measures, others may find value in also conducting a few or many of the optional counts and measures. A repository may find it useful to obtain selected optional counts and measures on a regular basis and to conduct other optional counts and measures

on an as-needed basis or not at all. In this respect, the optional counts and measures outlined in these guidelines should be regarded as starting points rather than an exhaustive list.

INTELLECTUAL UNITS HELD

An accurate, up-to-date count of Intellectual Units Held is as fundamental to a description of the repository as the collections are to the repository itself. A count of intellectual units is essentially a title count, which, for all practical purposes, requires the categorization and counting of existing descriptions of collection material. For most repositories, a systematic, well-documented effort to prepare and share a title count is essential to a variety of purposes including outreach, collection development, and resource allocation.

The following three directives are embedded in, and fundamental to, the Intellectual Units Held count that is called for in these guidelines.

1. Descriptions of collection material should be categorized as one of the following: Archival and Manuscript Material, Published Language Material, Cartographic Material, Computer Programs, Graphic/Visual Material, Moving Image Material, Notated Movement, Notated Music, Objects/Artifacts, Sound Recordings.

2. Collection material that is described online and therefore discoverable should be distinguished from collection material that is not yet described online and is therefore not discoverable.

3. Collection material that is described and managed at the collection level should be distinguished from collection material that is described and managed at the item level.

Keeping in mind that what is being counted are descriptions of collection material, and that some of these will not lend themselves to easy categorization, repositories are encouraged to document, as thoroughly as possible, their decisions about how descriptions of particular types of collection material -- scrapbooks, for example, or collections of advertising ephemera -- are categorized for purposes of preparing a count of Intellectual Units Held.

For all three of the counts and measures called for in these guidelines, collection material that is described online and therefore discoverable is to be distinguished from collection material that is not yet described online and is therefore not discoverable. With the exception of accessioned but not yet processed collections of archival and manuscript material, it will be difficult to obtain a title count for collection material that has not yet been cataloged or otherwise described. For this reason, conducting a count of Intellectual Units Held for collection material that has not yet been described online is considered optional.

The rationale for distinguishing, in the preparation of a count of Intellectual Units Held, collection material that is described and managed at the collection level from collection material that is described and managed at the item level is based on an assertion that a title count that includes distinctions between "collections" and "items" is significantly more meaningful than one that does not. "Described and managed at the collection level" suggests that the collection material is represented by a catalog record, finding aid, or other description that represents the material in the aggregate. The aggregate is either an organic or an artificial collection, and the description of it is the product of archival description, bibliographic description, or some other process that results in a collection-level representation of the material that can be used for purposes including discovery and identification.

Similarly, "described and managed at the item level" suggests that the collection material is represented by a catalog record, finding aid, or other description that represents the material as a single exemplar or instance of a manifestation. The exemplar or instance -- the item described -- is either unique or one of multiple copies produced, and may be comprised of more than one physical unit. The description of it is the product of archival description, bibliographic description, or some other process that results in an item-level representation of the material that can be used for purposes including discovery and identification.

More so than for either of the other counts and measures described in these guidelines, conducting a count of Intellectual Units Held will require that the repository identify and account for idiosyncrasies and variations in its practices for accessioning, describing, and managing collection material. Examples of areas where current and past cataloging practices may need to be considered and accounted for include serials, which may be represented by successive-entry records, latest-entry records, or a combination of both; analytics (when a record is created for something that is a part of something for which a record is also made); and "issued withs" and "bound withs" (when more than one bibliographic work is contained in a single physical item).

Finally, decisions regarding titles held in multiple copies are to be made at the discretion of the repository. If it is preferable (because each copy held is considered unique or important for some reason) and/or practical or convenient (because of how the copies are described), the repository can report each copy held as a separate title.

PHYSICAL SPACE OCCUPIED

An accurate measure of Physical Space Occupied by collection material is key to successfully managing and clearly communicating information about holdings and can critically inform collection management, space and facilities planning, and other efforts. Knowing how much space various categories of collection material occupy can be especially helpful for making projections about collection growth and when advocating for additional resources, especially those related to providing ongoing stewardship of collection material over time.

Physical Space Occupied is reported in measures of linear feet or cubic feet at the discretion of the repository. Also at the discretion of the repository is the decision to report Physical Space Occupied by collection material that is on deposit at, as opposed to formally held by, the repository. A consistent and well-documented approach to these and other decisions, and to the work associated with conducting a measure of Physical Space Occupied, will help to ensure that the measure is meaningful for the repository itself and comparable with other repositories.

The following points provide guidance when measuring Physical Space Occupied.

1. Measure space occupied by physical manifestations of all collection material for which the repository provides sustained stewardship. Include all locations at which collection material is shelved, including those that the repository does not itself manage, such as off-site storage facilities. The decision to report Physical Space Occupied by collection material that is on deposit at another repository is at the discretion of the repository, as is the decision to report Physical Space Occupied by collection material that is on loan to another repository, for display or other purposes.

2. Categorize collection material, whenever possible, as one of the following: Archival and Manuscript Material, Published Language Material, Cartographic Material, Computer Programs, Graphic/Visual Material, Moving Image Material, Notated Movement, Notated Music, Objects/Artifacts, or Sound Recordings. When it is not possible or practical to assign holdings to one of these categories, report the Physical Space Occupied as "Other Collection Material (Not Categorized)." The purpose of "Other Collection Material (Not Categorized)" is to account for and accommodate, for example, multiple types of collection material and/or difficult to categorize collection material in the same physical space (such as a map case containing both maps and posters).

3. For purposes of conducting the recommended measures, there is no need to distinguish collection material that is described online and therefore discoverable from collection material that is not yet described online and is therefore not discoverable. This distinction is explicitly called for in the Optional measures, which are intended to encourage repositories to make this distinction whenever possible. When it is not possible or practical to discern discoverability, report the Physical Space Occupied as "Discoverability Mixed/Unknown."

4. A count of shelving units and storage cases, by capacity and/or size, can be used for purposes of obtaining a calculated measure of Physical Space Occupied. Similarly a count of containers, again by type or size, can be used for the same.

The following resources may be helpful for calculating a measure of Physical Space Occupied:

- Beinecke Rare Book and Manuscript Library: Linear Footage Calculator
  http://beinecke.library.yale.edu/linear-footage-calculator

- Ohio State University Libraries: Cubic Footage Calculator
  https://library.osu.edu/document-registry/docs/484/stream

- UNLV University Libraries: Rebel Archives Calculator
  https://www.library.unlv.edu/speccol/rebel_archives_calculator/

DIGITAL SPACE OCCUPIED

While some collection material in digital formats may occupy physical space because of the media on which it is stored, the management of such material, including projecting future storage and preservation requirements, requires an understanding of the space it occupies in multiples of bytes.

Because the acquisition, description, management, and delivery of born-digital collection material differs, often significantly, from the same for collection material that has been digitized for purposes of online exhibition, service as a surrogate, or for generating derivatives, the guidelines encourage repositories to distinguish, whenever possible, "Born Digital" from "Digitized" collection material when conducting a measure of Digital Space Occupied. A third characterization -- "Digital of Mixed or Unknown Origin" -- is intended to acknowledge and account for the fact that some repositories, in some cases, may find it difficult to accurately and/or confidently distinguish files representing born-digital collection material from files representing digitized or reformatted collection material.

In the context of these guidelines, born digital refers to collection material that was created and is managed in a digital form. As such, all of the following should be categorized as Born Digital collection material:

- Content such as email, spreadsheets, documents, websites, and other files of any format created, maintained, and acquired from within a computing environment, obtained via server-to-server transfer, forensic imaging, or other process.

- Audio, video, and other file formats imaged, extracted, or otherwise copied from floppy disks, zip disks, external drives, digital cassettes, computer hard drives, or other storage media, in association with the migration of files to new external media, a server, or a cloud storage environment.

- Online exhibitions in which born digital or reformatted digital collection material has been contextualized by additional content (curatorial interpretation, narration, annotations, etc.) such that it constitutes a new resource that will be retained and preserved in perpetuity as collection material.

Similarly, in the context of these guidelines, Digitized refers to collection material that has been converted to and is managed in a digital form. As such, all of the following should be categorized as Digitized collection material:

- Analog audio and video that has been converted to a digital format

- Books, manuscripts, maps, photographs, posters, etc. that have been digitized for preservation, publication, online exhibition, or another purpose and retained and preserved in perpetuity as collection material.

When it cannot be determined if the files represent Born Digital or Digitized collection material, they should be categorized as Digital of Mixed or Unknown Origin.

A fundamental assumption to the measure of Digital Space Occupied that is called for in these guidelines is that only files that are actively managed as collection material for which the repository provides sustained stewardship are included. Digital files that are produced during the course of service provision, such as scans created in response to patron requests, are not included, nor are digital files created or received by the repository as part of routine operations (correspondence, administrative files, etc.) unless they have been formally accessioned and are being managed as inactive institutional records.

"Actively managed" implies that the files are in a preservation repository or other regularly backed-up storage environment -- that is, any configuration of hard drives, networked servers, and/or cloud-based storage for which measures to extend or ensure the viability of its contents are undertaken. Also implicit in this characterization of "actively managed" is the expectation that files that exist only on external media as acquired or received by the repository, and that have not yet been imaged or extracted to a managed preservation environment, are not to be included in a count of Digital Space Occupied.

The following points provide guidance when measuring Digital Space Occupied.

1. Digital Space Occupied is reported in multiples of bytes -- bytes, megabytes, gigabytes, and/or or terabytes -- at the discretion of the repository.

2. All collection material in digital formats should be categorized as one of the following: Born Digital, Digitized, or Digital of Mixed or Unknown Origin.

3. Digital files that are described online and therefore discoverable should be distinguished from digital files that have not yet been described online and are therefore not discoverable. Digital files do not need to be described at the file level to be considered "Discoverable." When it is

not possible or practical to discern discoverability, report the Digital Space Occupied as "Discoverability Mixed/Unknown."

4. The recommended counts for Digital Space Occupied do not require the categorization of digital files by types of collection material; this categorization is explicitly called for in the optional counts. The types include an "Other Collection Material" category for measuring Digital Space Occupied by files for which one cannot accurately and/or confidently discern the type of collection material represented by the files

The following resources may be helpful for calculating a measure of Digital Space Occupied:

● GbMb.org -- Data Storage Unit Conversion Calculators
  https://www.gbmb.org/

● MBtoGB.com -- Megabytes to Gigabytes and Vice Versa
  https://www.mbtogb.com/

● ConvertUnits.com -- Measurement Unit Converter
  https://www.convertunits.com/from/MB/to/GB

CONDUCTING THE COUNTS AND MEASURES

Below are listed basic considerations and general instructions for conducting the recommended and optional counts and measures for Intellectual Units Held, Physical Space Occupied, and Digital Space Occupied. A corresponding table for each of the three counts and measures is provided in Appendix B.

Intellectual Units Held (Table 1)

Conducting a count of Intellectual Units Held requires taking into consideration the following three characteristics of the collection material: Type, Discoverability, and How Managed.

For the Recommended Counts: Consider only collection material that is Discoverable. Then consider Type and How Managed.

1. Categorize "online descriptions" as representing one of the following types of collection material:

● Archival and Manuscript Material
● Published Language Material
● Cartographic Material
● Computer Programs
● Graphic/Visual Material

- Moving Image Material
- Notated Movement
- Notated Music
- Objects/Artifacts
- Sound Recordings

2. Further characterize "online descriptions" according to how the collection material they represent is managed:

- As Items
- As Collections

For the Optional Counts: Consider only collection material that is not yet Discoverable. Then consider Type.

1. Categorize "not yet online" descriptions as representing one of the following types of collection material:

- Archival and Manuscript Material
- Published Language Material
- Cartographic Material
- Computer Programs
- Graphic/Visual Material
- Moving Image Material
- Notated Movement
- Notated Music
- Objects/Artifacts
- Sound Recordings

Physical Space Occupied (Table 2)

Conducting a measure of Physical Space Occupied requires taking into consideration the following two characteristics of the collection material: Type and Discoverability.

For the Recommended Measures: Consider Type only.

1. Categorize all collection material occupying physical space as one of the following:

- Archival and Manuscript Material
- Published Language Material
- Cartographic Material

- Computer Programs
- Graphic/Visual Material
- Moving Image Material
- Notated Movement
- Notated Music
- Objects/Artifacts
- Sound Recordings
- Other Collection Material

For the Optional Measures: Consider Type and Discoverability.

1. Categorize collection material occupying physical space as one of the following:

- Archival and Manuscript Material
- Published Language Material
- Cartographic Material
- Computer Programs
- Graphic/Visual Material
- Moving Image Material
- Notated Movement
- Notated Music
- Objects/Artifacts
- Sound Recordings
- Other Collection Material

2. Additionally, characterize collection material occupying physical space as one of the following:

- Discoverable
- Not Yet Discoverable
- Discoverability Mixed/Unknown

Digital Space Occupied (Table 3)

Conducting a measure of Digital Space Occupied requires taking into consideration the following three characteristics of the collection material: Type, Origination, and Discoverability.

For the Recommended Counts: Consider Origination and Discoverability only.

1. Categorize all files to be counted as one of the following:

- Born Digital

- Digitized
- Digital of Mixed or Unknown Origin

2. Additionally, characterize all files to be counted as one of the following:

- Discoverable
- Not Yet Discoverable
- Discoverability Mixed/Unknown

For the Optional Counts: Consider Type, Origination, and Discoverability.

1. Categorize all files to be counted as representing one of the following types of collection material:

- Archival and Manuscript Material
- Published Language Material
- Cartographic Material
- Computer Programs
- Graphic/Visual Material
- Moving Image Material
- Notated Movement
- Notated Music
- Objects/Artifacts
- Sound Recordings
- Other Collection Material

2. Additionally, categorize all files to be counted as one of the following:

- Born Digital
- Digitized
- Digital of Mixed or Unknown Origin

3. Further, characterize all files to be counted as one of the following:

- Discoverable
- Not Yet Discoverable
- Discoverability Mixed/Unknown

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.

		Intellectual Units
Archival and Manuscript Material		
	Discoverable, Managed as Items (Recommended)	
	Discoverable, Managed as Collections (Recommended)	
	Not Yet Discoverable (Optional)	
Published Language Material		
	Discoverable, Managed as Items (Recommended)	
	Discoverable, Managed as Collections (Recommended)	
	Not Yet Discoverable (Optional)	
Cartographic Material		
	Discoverable, Managed as Items (Recommended)	
	Discoverable, Managed as Collections (Recommended)	
	Not Yet Discoverable (Optional)	
Computer Programs		
	Discoverable, Managed as Items (Recommended)	
	Discoverable, Managed as Collections (Recommended)	
	Not Yet Discoverable (Optional)	
Graphic/Visual Material		
	Discoverable, Managed as Items (Recommended)	
	Discoverable, Managed as Collections (Recommended)	
	Not Yet Discoverable (Optional)	
Moving Image Material		
	Discoverable, Managed as Items (Recommended)	
	Discoverable, Managed as Collections (Recommended)	
	Not Yet Discoverable (Optional)	
Notated Movement		
	Discoverable, Managed as Items (Recommended)	
	Discoverable, Managed as Collections (Recommended)	
	Not Yet Discoverable (Optional)	
Notated Music		
	Discoverable, Managed as Items (Recommended)	
	Discoverable, Managed as Collections (Recommended)	
	Not Yet Discoverable (Optional)	
Objects/Artifacts		
	Discoverable, Managed as Items (Recommended)	
	Discoverable, Managed as Collections (Recommended)	
	Not Yet Discoverable (Optional)	
Sound Recordings		
	Discoverable, Managed as Items (Recommended)	
	Discoverable, Managed as Collections (Recommended)	
	Not Yet Discoverable (Optional)	

RECOMMENDED MEASURES	In Linear Feet	In Cubic Feet
All, regardless of discoverability:		
Archival and Manuscript Material		
Published Language Material		
Cartographic Material		
Computer Programs		
Graphic/Visual Material		
Moving Image Material		
Notated Movement		
Notated Music		
Objects/Artifacts		
Sound Recordings		
Other Collection Material (Not Categorized)		
OPTIONAL MEASURES	**In Linear Feet**	**In Cubic Feet**
Archival and Manuscript Material		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		
Published Language Material		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		
Cartographic Material		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		
Computer Programs		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		
Graphic/Visual Material		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		
Moving Image Material		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		
Notated Movement		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		
Notated Music		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		
Objects/Artifacts		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		
Sound Recordings		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		
Other Collection Material		
Discoverable		
Not Yet Discoverable		
Discoverability Mixed/Unknown		

RECOMMENDED COUNTS	Born Digital	Digitized	Mixed or Unknown Origin
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
OPTIONAL COUNTS	**Born Digital**	**Digitized**	**Mixed or Unknown Origin**
Archival and Manuscript Material			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
Published Language Material			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
Cartographic Material			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
Computer Programs			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
Graphic/Visual Material			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
Moving Image Material			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
Notated Movement			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
Notated Music			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
Objects/Artifacts			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
Sound Recordings			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			
Other Collection Material			
Discoverable			
Not Yet Discoverable			
Discoverability Mixed/Unknown			

APPENDIX C: GLOSSARY

This glossary identifies and provides a definition for the key terms that are employed in these guidelines. Although most of the definitions are adopted or adapted from existing, commonly-used standards and resources, in some cases the formulation of an original definition was necessary for the purposes of these guidelines. The standards and resources from which the definitions have been drawn include the following:

National and International Standards

- ANSI/NISO Z39.7-2013 Information Services and Use: Metrics & Statistics for Libraries and Information Providers -- Data Dictionary
- ISAD(G): General International Standard Archival Description -- Second edition
- ISO 2789:2013 Information and Documentation -- International library statistics
- ISO 5127:2017 Information and Documentation -- Foundation and vocabulary

Glossaries, Guidelines, Surveys, and Other Resources

- ACRL Academic Library Trends and Statistics Survey
- Describing Archives: A Content Standard (DACS)
- Descriptive Cataloging of Rare Materials (DCRM)
- Resource Description and Access (RDA)
- SAA Glossary
- SAA Word of the Week

Born Digital Created and managed in a digital form.

Byte A group of binary digits or bits (usually eight) operated on as a unit. Typically expressed in the following multiples:

- 1 kilobyte (KB) = 1000 bytes, commonly calculated as 2^{10} or 1024 bytes
- 1 megabyte (MB) = 1 million bytes, commonly calculated as 2^{20} bytes or 1,048,576 bytes
- 1 gigabyte (GB) = 10^9 or 1 billion bytes, commonly calculated as 2^{30} bytes
- 1 terabyte (TB) = 10^{12} or 1,000,000,000,000 bytes, commonly calculated as 2^{40} bytes

Container An enclosure for holding and protecting collection material and from which collection material is typically separated for use. Examples of containers include boxes, drawers, envelopes, folders, portfolios, and slipcases.

Copy A single exemplar or instance of a manifestation.

Derivative A digital file created from another digital file, intended for a purpose different than that of the original file.

Digital Expressed through a sequence of discrete units, especially binary code (i.e. the digits 0 and 1).

Digitized Converted to and managed in a digital form.

Discoverable Refers to any description of collection material that can be discovered by way of the web. Extends well beyond catalog records and finding aids to include a wide range of web content (blog posts, online exhibits, databases, lists of collections, etc.) as well as web-accessible content (documents, spreadsheets, etc.).

Holdings Collection material for which the repository provides sustained stewardship. Holdings consist primarily of collection material that has been formally accessioned by the repository. At the discretion of the repository, holdings may also include collection material that is on deposit at the repository and/or remote resources for which access rights have been acquired, at least for a certain period of time.

Intellectual Unit A coherent set of content, in any form, that can be understood and described as a unit.

Physical Unit A coherent document unit, inclusive of any protective devices, freely movable against other document units. Coherence may be achieved by, for example, binding, encasement, or digital containment. Examples of physical units include audio cassettes, computer discs, microfilm reels, rolls, sheets, video cartridges, and volumes.

Published Offered for sale or issued publicly by a creator or issuing body.

Surrogate A digital or physical copy created for the purpose of minimizing handling of the original and, once created, is what is delivered to users unless their research needs cannot be met by the surrogate.

Title A word or phrase by which the material being described is known or can be identified.