

Examples

The thirty-six examples presented below are intended to be illustrative as opposed to prescriptive. They are provided to show how the repository holding the collection material would categorize its description of it for purposes of preparing a Level 1 holdings count. Nineteen of the examples are accompanied by an explication that explains why the repository holding the collection material has categorized it as it has. The links lead to the catalog record, finding aid, or website in which the collection material is described.

Archives and Manuscripts (Managed as Collections)

Title: [Alice P. Broudy Papers on Broudy v United States](#)
Physical Description: 38.77 Cubic Feet (86 boxes)

Title: [Occupy Philadelphia Records](#)
Physical Description: 19 linear feet (11 boxes) and 41 gigabytes

Explication: The holding institution has categorized this collection of mixed material as “Archives and Manuscripts (Managed as Collections).” It would count as one title in that category. The physical space occupied by the 11 boxes of collection material would be included in the holding institution’s report, in cubic feet, of physical space occupied by “Archives and Manuscripts (Managed as Collections);” the 41 gigabytes would be included in the holding institution’s report of digital space occupied by “Archives and Manuscripts (Managed as Collections).”

Title: [Eesti NSV Riikliku Julgeoleku Komitee records, 1932-1991](#)
Physical Description: 16,010 gigabytes (6501 digitized file units)

Manuscripts (Managed as Items)

Title: [Letter, \[1609 Aug.\] to Sermo Principe \[i.e., Leonardo Donato, Doge of Venice\]](#)
Physical Description: 1 p. In portfolio.

Title: [Niagara Falls travel diary](#)
Physical Description: 1 volume

Explication: The holding institution has created an item-level description for this manuscript. It would count as one title in the “Manuscripts (Managed as Items)” category. The physical space occupied by the volume would be included in the holding institution’s report, in cubic feet, of physical space occupied by “Manuscripts (Managed as Items).”

Title: [Treatise on the accurate marking of quadrants](#)
Physical Description: 1 v. ([8] p.) : ill. ; 21 cm.

Books and Other Printed Material

Described and managed at the item level:

Title: [The works of Lord Byron : in four volumes](#)
Physical Description: 4 volumes, [4] leaves of plates : illustrations, portrait ; 15 cm.

Explication: The holding institution has created an item-level description for this multipart monograph. It would count as one title in the “Books and Other Printed Material (Described and Managed at the Item Level)” category. The physical space occupied by the four volumes would be included in the holding institution's report, in linear feet, of physical space occupied by “Books and Other Printed Material.”

Title: [The diabolical evolution of the chicken](#)
Physical Description: [20] unnumbered pages : color illustrations ; 15 x 15 cm.

Title: [The Philadelphia directory and register](#)
Physical Description: xii, 234 p., [1] leaf of plates : ill. ; 22 cm. (8vo)

Explication: The holding institution has created an item-level description for this directory, which it would categorize as “Books and other Printed Material (Described and Managed at the item Level).” The catalog record includes copy-specific notes describing the variances among the five copies of this title that are held. Because this particular holding institution considers each copy held unique, or important for some reason, it would -- if it can easily do so -- count this as five titles rather than one title. A different holding institution might, based on preference or convenience (or both), consider this one title and report it as such. In both cases, the physical space occupied by the five volumes would be included in the holding institution's report, in linear feet, of physical space occupied by “Books and Other Printed Material.”

Title: [Necessary disclosures](#)
Physical Description: 1 ball-shaped bookwork ; 6.5 cm in diameter to 9 cm in diameter.
1 plastic box ; 10 x 10 x 10 cm
1 sheet ; 10 x 10 cm

Explication: The holding institution has created an item-level description for this artists' book, which is in the form of a round fiber ball within a plastic box, with several stacked “pages” within the ball. Despite its non-codex form, the holding institution would count this as one title in the “Books and Other Printed Material (Described and Managed at the Item Level)” category, as it does all artists' books regardless of form. The physical space occupied by the box would be included in the holding institution's report, in linear feet, of physical space occupied by “Books and Other Printed Material.”

Described and managed at the collection level:

Title: [Menus : Michigan : Box M120](#)
Physical Description: 28 items

Explication: The holding institution has created a collection-level description for these menus. Although the catalog record includes a significant amount of item-level information, the fact that these 28 items are represented by a single record compels this particular holding institution to consider the material “described and managed at the collection level” and to count it as one title in the “Books and Other Printed Material (Described and Managed at the Collection Level)” category. The physical space occupied by the box of menus would be included in the holding institution's report, in linear feet, of physical space occupied by “Books and Other Printed Material.”

Title: [YMCA pamphlet collection](#)
Physical Description: 14 cubic feet (approximately 2100 pamphlets)

Title: [Hoover Institution Library Pamphlet Collection](#)
Physical Description: 54,787 pamphlets

Cartographic Material

Described and managed at the item level:

Title: [Duche de Bretagne / dessigné par le Sieur Hardy](#)

Physical Description: 1 map ; 36 x 49 cm.

Title: [Hoover Dam and vicinity](#)

Physical Description: 1 map ; 54 x 43 cm folded to 22 x 10 cm

Explication: The holding institution has created an item-level description for this map. It would count as one title in the "Cartographic Material (Described and Managed at the Item Level)" category. The physical space occupied by the map would be included in the holding institution's report, in cubic feet, of physical space occupied by "Cartographic Material."

Described and managed at the collection level:

Title: [\[A collection of 16 maps regarding seal hunting rights in the Bering Sea\]](#)

Physical Description: 16 maps on 11 sheets : some color ; sheets 76 x 99 cm or smaller.

Title: [15 minute series \(topographic\) Nevada](#)

Physical Description: 475 maps : col. ; 45 x 35 cm

Explication: The holding institution has created a collection-level description for this set of maps and would count it as one title in the "Cartographic Material (Described and Managed at the Collection Level)" category. The physical space occupied by the maps would be included in the holding institution's report, in cubic feet, of physical space occupied by "Cartographic Material."

Graphic/Visual Material

Described and managed at the item level:

Title: [The Colorado and Southern Railway Company genesis : as of June 30, 1918](#)

Physical Description: 1 technical drawing : ink. on paper ; 1 sheet 61 x 143 cm.

Title: [Adenauer : photographic portfolio](#)

Physical Description: 1 volume (1 album box) (0.4 linear feet)

Explication: The holding institution has created an item-level description for this portfolio. Because it consists entirely of photographs, the holding institution considers it "Graphic/Visual Material (Described and Managed at the Item Level)" and would count it as one title in that category. The physical space occupied by the album box would be included in the holding institution's report, in cubic feet, of physical space occupied by "Graphic/Visual Material."

Described and managed at the collection level:

Title: [Francis E. Stafford Photographs](#)

Physical Description: 3 oversize boxes (1.2 linear feet)

Title: [\[Postcards of the Baltimore and Ohio Railroad\]](#)
Physical Description: 9 postcards : col. ; 14 x 9 cm.

Title: [YMCA lantern slide collection](#)
Physical Description: 1727 slides and 9 volumes (31 boxes)

Explication: The holding institution has created a collection-level description for these lantern slides, which are accompanied by some textual material. For this particular holding institution, it would count as one title in the "Graphic/Visual Material (Described and Managed at the Collection Level)" category, and the physical space occupied by the boxes in which the material is stored would be included in the holding institution's report, in cubic feet, of physical space occupied by "Graphic/Visual Material." A different holding institution might consider this "mixed material" and count it as "Archives and Manuscripts (Managed as Collections").

Title: [Jamey Stillings Photographs](#)
Physical Description: 285 digital files

Explication: The holding institution has created a collection-level description for these digital photographs. Although the photographs are described individually in the finding aid, the 285 files are managed as a collection and would count as one title in the "Graphic/Visual Material (Described and Managed at the Collection Level)" category. The digital space occupied by the files would be included in the holding institution's report, in gigabytes, of digital space occupied by "Graphic/Visual Material."

Title: [Warren D. Segraves Architectural Drawings, 1953-1976](#)
Description: 265 project drawings

Explication: The holding institution has created a collection-level description for these architectural drawings. It would count as one title in the "Graphic/Visual Material (Described and Managed at the Collection Level)" category. The physical space occupied by the drawings would be included in the holding institution's report, in cubic feet, of physical space occupied by "Graphic/Visual Material."

Moving Image Material

Described and managed at the item level:

Title: [Silver spike ceremony on the Union Pacific Railroad branch line from Las Vegas to the Boulder City townsite \[videorecording\] : September 17, 1930](#)
Physical Description: 1 videocassette (ca. 8 min., 50 sec.) : si., b&w ; 1/2 in.

Title: [A is for atom B is for bomb](#)
Physical Description: 1 videotape cassette

Explication: The holding institution has created an item-level description for this recording of moving image material. It would count as one title in the "Moving Image Material (Described and Managed at the Item Level)" category. The physical space occupied by the videocassette would be included in the holding institution's report, in cubic feet, of physical space occupied by "Moving Image Material."

Described and managed at the collection level:

Title: [Special events videotapes of the Boston Medical Library, 2000-2014 \(inclusive\)](#)
Physical Description: 8 VHS videotape cassette recordings and two DVD recordings in 2 letter size document boxes and 1 VHS videotape cassette recording in 1 letter size document box. 2 DVD recordings in 1 half letter size document box.

Explication: The holding institution has created a collection-level description for these moving image materials. It would count as one title in the "Moving Image Material (Described and Managed at the Collection Level)" category. The physical space occupied by the boxes in which the materials are stored would be included in the holding institution's report, in cubic feet, of physical space occupied by "Moving Image Material."

Title: [Herman Axelbank motion picture film collection](#)
Physical Description: 271 motion picture film reels, 1 oversize box (27 linear feet)

Objects/Artifacts

Described and managed at the item level:

Title: [Pocket watch purported to belong to John Collins Warren \(1778-1856\)](#)
Physical Description: Pocket watch, chain, key, and leather pouch purported to belong to John Collins Warren (1778-1856) and gifted via the family line of his daughter, Mary C. Warren (1816-).

Explication: The holding institution has created an item-level description for this artifact. It would count as one title in the "Objects/Artifacts (Described and Managed at the Item Level)" category. The holding institution would include the physical space occupied by the box in which pocket watch and other items are stored in its report, in cubic feet, of physical space occupied by "Objects/Artifacts."

Title: [Penn's Desk](#)
Physical Description: [secretary desk made in London circa 1710]

Explication: The holding institution's description of a secretary desk formerly owned by William Penn is discoverable by way of a webpage and would count it as one title in the "Objects/Artifacts (Described and Managed at the Item Level)" category. The holding institution would include the physical space occupied by the desk in its report, in cubic feet, of physical space occupied by "Objects/Artifacts."

Described and managed at the collection level:

Title: [Brotherhood of America Medals](#)
Physical Description: [ten medals]

Title: [YMCA Archives memorabilia collection](#)
Physical Description: Approximately 1600 items in 164 boxes

Explication: The holding institution has created a collection-level description for these artifacts. It would count as one title in the "Objects/Artifacts (Described and Managed at the Collection Level)" category. The holding institution would include the physical space occupied by the boxes in which the memorabilia are stored in its report, in cubic feet, of physical space occupied by "Objects/Artifacts."

Sound Recordings

Described and managed at the item level:

Title: [Interview with Elizabeth D. Hay, M.D., 02 April 1991](#)

Physical Description: 1 audio cassette and 1 folder in 1 half letter size document box.

The holding institution has created an item-level description for this sound recording, which is accompanied by a transcript. For this particular holding institution, it would count as one title in the "Sound Recordings (Described and Managed at the Item Level)" category, and the physical space occupied by the document box would be included in the holding institution's report, in cubic feet, of physical space occupied by "Sound Recordings." A different holding institution might consider this "mixed material" and count it as "Archives and Manuscripts (Managed as Collections)".

Title: [Home means Nevada \[sound recording\] : folklife in the Silver State](#)

Physical Description: 1 sound cassette (76 min.) : analog, mono. + program (4 p. : ill. ; 23 cm.)

Described and managed at the collection level:

Title: [Said Hyder Akbar Sound Recordings](#)

Physical Description: 1 manuscript box (0.4 linear feet) (17 cassettes and 25 MiniDiscs)

Title: [George T. Chandler Sound Recordings](#)

Physical Description: 1 manuscript box (0.4 linear feet)

Explication: The holding institution has created a collection-level description for these sound recordings. It would count as one title in the "Sound Recordings (Described and Managed at the Collection Level)" category. The physical space occupied by the manuscript box would be included in the holding institution's report, in cubic feet, of physical space occupied by "Sound Recordings."