**Sample inventory template (developed by OCLC Research)**

**Collection name:** *Selected Papers of Leonard Cohen*

**Information relevant to the digital materials (from donor files, acquisition records, the collection itself, and other useful sources):** *Majority of collection is in paper form, but there are several audio and text files, as well as photos. Files are on various media -- and they are not in printed form. Cohen used a PC for writing and a Mac for audio composition.*

**Item-Level Inventory**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | **Inventory#** | **Media type** | **Label info** | **Media markings** | **Other** |
| *Box 3, folder 2* | *2356841* | *5 1/4" disk* | *3M SSDD diskette* | *Stranger Music. 1993* | *poems and songs* |
|  | *2356842* | *5 1/4" disk* | *Maxell DSDD* | *2005 Wordfiles Book of Longing* |  |
|  | *…* |  |  |  |  |
|  | *2356848* | *3 1/2" disk* | *Maxell* | *Financials* |  |
| *Box 7* | *2356972* | *CD* | *Memorex CD-R 700MB 52x multispeed* | *tour images 2008-* |  |
|  | *…* |  |  |  |  |
| *Box 12* | *2357029* | *DVD* |  |  |  |
|  | *2357030* | *DVD* | *Memorex DVD-R 16x 4.7 GB* | *Because of* | *Video [2005?]* |

**Summary and estimation of maximum storage requirements (note: this will result in a gross overestimate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Container**  | **Media type** | **Quantity**  | **Maximum capacity MB** | **ext max storage in MB** |
| *Box 3, folder 2* | *5 1/4" disk* | *7* | *1.2* | *8.4* |
| *Box 3, folder 2* | *3 1/2" disk* | *124* | *1.44* | *178.56* |
| *Box 7* | *CD* | *57* | *700* | *39900* |
| *Box 12* | *DVD* | *12* | *8500* | *102000* |
|  |  |  | **Total:** | *142086.96* |
|  |  |  | **Total in GB:** | *142.09* |
|  |  | **Copies online:** | *2* | *284.17* |
|  |  | **Copies offline:** | *2* | *284.17* |
|  |  | **Total Maximum** | **storage in GB** | *568.35* |

**Estimating media storage capacity**

The following lists maximum data storage capacity for common media. Note that in many cases the actual capacity is indicated on the media. The content on the media will take up less space than the maximum, so estimating total space will err on the high side, often by a great deal.

Compact disc 700 MB

DVD 8.5 GB (single-sided, dual-layer)

HD DVD 30 GB (dual layer)

Sony Blu-ray disc 50 GB (dual layer)

USB Flash drive 64 GB

SD Memory 4 GB

SDHC 32 GB

SDXC 2 TB

SmartMedia 128 MB

Compact flash 100 GB

Sony Memory stick 32 GB

3.5” Floppy disk 1.44 MB

Zip disk 750 MB

Jaz disk 2 GB

5.25 Floppy disk 1.2 MB (high density)

8” Floppy disk 1.2 MB (double-sided, double-density)

2.5” Hard drive 1 TB

Portable hard drives 2 TB

Internal hard drives 4 TB

Solid state hard drives 2 TB

T10000 Magnetic tape 1 TB

T10000C Magnetic tape 5 TB

Audio cassette tape 1400 KB

Punched card 960 bits