**Collections and Materials Form**

**Name:** Click or tap here to enter text.

**Institution:** Click or tap here to enter text.

**Please indicate which of the following materials are contained in the collection and the approximate size of the collection. Check as many as apply:**

|  | **Type of Materials** | **Quantity**  | **Unit of Measurement**(specify unit used) |
| --- | --- | --- | --- |
|[ ]  Books (general) |  | [ ]  Volumes [ ]  Titles |
|[ ]  Rare books |  | [ ]  Volumes [ ]  Titles |
|[ ]  Periodicals |  | [ ]  Volumes [ ]  Titles [ ]  Subscriptions |
|[ ]  Archives |  | [ ]  Linear Feet [ ]  Cubic Feet [ ]  Items |
|[ ]  Manuscripts |  | [ ]  Linear Feet [ ]  Cubic Feet [ ]  Items |
|[ ]  Newspapers |  | [ ]  Volumes [ ]  Titles [ ]  Subscriptions |
|[ ]  Pamphlets |  | [ ]  Volumes [ ]  Titles |
|[ ]  Microfilm  |  | [ ]  Reels [ ]  Titles |
|[ ]  Microfiche |  | [ ]  Pieces [ ]  Titles |
|[ ]  Maps |  | Items |
|[ ]  Architectural drawings |  | Items |
|[ ]  Posters |  | Items |
|[ ]  Photographs: |  | Items |
|[ ]  * Prints
 |  | Items |
|[ ]  * Negatives
 |  | Items |
|[ ]  * Slides
 |  | Items |
|[ ]  * Other:
 |  | Items |
|[ ]  Audiovisuals: |  | Items |
|[ ]  * Sound Recordings
 |  | Items |
|[ ]  * Film Reels
 |  | Items |
|[ ]  * Videotapes
 |  | Items |
|[ ]  * Cassettes
 |  | Items |
|[ ]  * Other:
 |  | Items |
|[ ]  Art on paper |  | Items |
|[ ]  Framed art |  | Items |
|[ ]  Furniture |  | Items |
|[ ]  Textiles |  | Items |
|[ ]  Glass and ceramics  |  | Items |
|[ ]  Silver |  | Items |
|[ ]  Archaeological materials |  | Items |
|[ ]  Natural history materials  |  | Items |
|[ ]  Other three-dimensional objects |  | Items |
|[ ]  Digital materials: |  | Items |
|[ ]  * Digital materials - Born digital
 |  | Items |
|[ ]  * Digital materials - Other
 |  | Items |
|[ ]  Other: |  |  |
|[ ]  Other: |  |  |