

Annual Report Tables (For RMC) (LTS Procedure #65)

Scope: *This procedure describes how to record statistics on collection growth and cataloging for RMC materials, for use in the Annual Report.*

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Unit: RMC

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[Table 1 \(Printed volumes\)](#)
[Table 2a \(Non-book materials\)](#)
[Table 2c \(Archival & manuscript materials\)](#)
[Table 13a \(Manual cataloging of titles\)](#)
[Table 13b \(Cataloging & processing of titles\)](#)

Printed Volumes

Note: Remember to count volumes, not titles. We arrive at an approximate number of volumes added by multiplying the number of titles by 1.2.

Also, follow the instruction sheet for completing this table (if one is issued). Several of the totals will be supplied for us; we don't have to calculate them.

A. Volumes Added: Gifts, purchases, and transfers, not counting Rare Annex volumes.

B. Volumes Subtracted: Any volumes transferred out (not including volumes sent to Rare Annex), or volumes withdrawn for any reason.

Non-book materials

The designated Archives staff member supplies the numbers based on the information in AirTable for collections accessioned over the past fiscal year.

Archival & Manuscript Materials

Note that we need to supply two different sets of figures here: one for **cubic feet in RMC**, and the other for **cubic feet in the Annex**.

Calculating the cubic ft. equivalent of items, folders, or volumes is tricky, because these things can vary considerably in size. Estimate cubic footage based on the actual sizes of the objects involved if you can (e.g., assign the calculating task to someone who processed the collections and remembers them, or use the data in the 901 field of the holdings records for them). Otherwise, use this formula:

One cubic ft. =

1 16" Hollinger box, or
100 items, or
50 folders, or
20 volumes.

Box sizes: conversion to cubic ft.

2" letter = 0.1
2" letter (upright) = 0.1
2" legal = 0.2

3" legal (upright) = 0.2
3" letter = 0.2
3" legal = 0.3

4" letter = 0.3
4" legal = 0.4

5" letter = 0.3
5" legal = 0.4

8" letter = 0.4
8" legal = 0.5

16" = 1.0
16"+ = 1.1

1.5 x 12.5 x 15" = 0.2
1.5 x 15 x 19" = 0.2
1.5 x 16.5 x 21" = 0.3
1.5 x 17 x 21" = 0.3
1.5 x 21 x 25" = 0.5

2 x 12.5 x 15" = 0.2
2 x 15 x 19" = 0.3
2 x 16.5 x 21" = 0.4
2 x 17 x 21" = 0.4
2 x 21 x 25" = 0.6

3 x 12.5 x 15" = 0.3
3 x 15 x 19" = 0.5
3 x 16.5 x 21" = 0.6
3 x 17 x 21" = 0.6
3 x 21 x 25" = 0.9

4 x 4 x 36" (tube) = 0.4
4 x 5 x 10" (neg.) = 0.2
4 x 4 x 10" (mf.) = 0.2
4 x 4 x 12" (mf.) = 0.2
4 x 16 x 20" = 0.7

5 x 8 x 11" (hat) = 0.2
6 x 10 x 10" = 0.3
8 x 10 x 11" = 0.5

Manual Cataloging of Titles

If you gather information on RMC titles cataloged, do so for RMC use only.

Cataloging and Processing Manuscript Material

T13b.1, Archives & manuscripts records: the number of catalog records created over the past fiscal year.

T13b.2, Collections processed: the designated Archives staff member provides this number.

T13b.3, Finding aids produced: the designated Archives staff member provides this number.