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# WEST VIRGINIA BOARD OF REGENTS

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*Title 128  
procedural rule*

~~POLICY BULLETIN NO.~~

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## POLICY REGARDING DEFINITIONS AND CLASSIFICATIONS USED IN REPORTING LIBRARY HOLDINGS

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### *Section 2 Policy*

- 2.1 WHEREAS, The definitions and classifications followed in reporting library holdings vary among the State colleges and universities,
- 2.2 THEREFORE BE IT RESOLVED, That the attached definitions and classifications be used by the State colleges and universities in reporting library statistics.

Adopted: West Virginia Board of Regents  
June 5, 1973

APPENDIX A

COLLEGE AND UNIVERSITY LIBRARIES  
CATEGORIES FOR REPORTING LIBRARY HOLDINGS

Section 3 *2.* Report physical volume count of items which fit the definition.

- 3.1 To determine the holdings of a library, a physical volume count should be reported according to the definition of a volume (see definitions). Books, monographic serials, and periodical publications should be reported in the total count of volumes held at the end of the reporting year. These are included in the volume definition, as are appropriate government documents and technical reports.
- 3.2 For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been classified, cataloged and/or otherwise prepared for use. Include bound periodical volumes. Include government documents that have been classified and cataloged, counting as a volume such material as is contained in one binding or portfolio.
- 3.3 The term "otherwise prepared for use" includes accessions which have not yet been cataloged. It does not include materials classified by a document classification system. The listing of specific inclusions or exclusions from the comparable area count is as follows:

Exclude:

- (a) Government documents which do not meet the definition of a volume as outlined above;
- (b) College and university catalogs;
- (c) Fragmentary or loose map collections;
- (d) Pamphlets, clippings, unbound newspapers, loose music scores, paintings, prints, phonograph records, and tape recordings;
- (e) Educational curricular materials, such as school texts, curriculum guides, kits and

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laboratoriali, film strips, records, units of study, circulating periodical collections for student teachers, book jackets, pictures, etc., which are not cataloged or accessed or otherwise meet the definition of a volume;

- (f) Telephone books; trade catalogs, and other ephemeral materials.

Include:

- (a) Prints or plates in portfolio;
- (b) Each copy of these which are retained;
- (c) Materials which meet the definition of a volume which are housed in an archives and educational reference material or audio-visual reference books which meet the definition of a volume but which happen to be housed in a curricular lab or an AV section, if they are administratively part of the library.
- (d) Juvenile books if they are cataloged or accessed;
- (e) Bound volumes of newspapers.

*Section 4 2.* Omit title count.

It is recommended that "titles added" not be reported.

*Section 5 2.* Count total current subscriptions (including indexes and government serials) and also subscriptions by title count.

5.1 Current subscriptions should include all periodical and serial subscriptions, including newspapers. Total current subscriptions, including duplicates, reflect a library's acquisitions program in relation to its expenditures for library materials and in relation to use, and is consistent with the physical volume count. A subsection, listing number of titles subscribed to, shows depth of coverage and should also be reported.

5.2 Service-based subscriptions and monographs received in series will fall into the subscription count, but it is recommended that serially received monographs be included separately in the volume count.

*Section 6.2*

Count unbound periodicals by bibliographic volume if this category represents an appreciable segment of the collection. List these separately from total bound volume count.

Unbound periodicals should be counted by bibliographic volume, that is, by publisher's volume. Because a number of libraries refrain from binding extensive periodical holdings for reasons of economy and practicability for circulation, these resources would otherwise go unreported. The opportunity should exist to list unbound periodicals as a separate category from the physical volume count of holdings.

*Section 7.1*

Microform:

- 7.1 (a) Count microfilm by reel, as separate total.
  - (b) Count microfiche and microcard by card, as separate total.
  - (c) Count ultrafiche by card, as separate total.
- 7.2 Microform is regarded as a separate significant category of holdings. It falls into two broad categories--reels and sheet forms. Although both physical volume and microform share a common role as information sources, it is recognized that accessibility and cost factors add significant differences in terms of library holdings.
- 7.3 Microform represents a format which is less accessible to users than the printed book because its use is limited by the necessary physical equipment, such as micro-readers. It is valuable in locating specific information known to the user, but it is less useful for searching information through indexes, tables of contents, and chapters with the intent of finding needed material instantly. Microfilm in academic libraries is used to reduce storage space required for newspapers and to replace or acquire out-of-print books and periodicals. It is usually of most use in areas where repeated access by many people is not of the highest importance. The more recently established the library is, the more out-of-print material it may lack, which it will probably purchase in microfilm form.
- 7.4 In a number of libraries, particularly the smaller ones, the request for a report of microform holdings in terms of volumes or titles, rather than reels, would result in noncomparability because of differences in counting

methods. The situation is aggravated in some cases where small spools of microfilm have been spliced together and each article or part of an article is counted as a separate bibliographic unit. In these cases, a fair picture can be presented to the library-user, as well as the administrator, by consistently reporting total holdings of libraries in terms of physical units.

7.5 Because of these differences, it is recommended that the volume count and reel count not be added to make a total. The recommendation that microfilm be counted in reels is consistent with the physical volume of printed materials.

7.6 Microcard and microfiche, which tend to be bought in series, are best reported by the piece, since one serial subscription may cover thousands of cards.

7.7 For each of the above categories, list the number added during the year and the number withdrawn during the year.

Section 8 *SP*

List special collections of library materials not included above only if warranted by depth or amount; count by individual item.

8.1 For national statistics, it is not recommended that a further breakdown in reporting be made. However, further breakdown of categories of library holdings may be made for internal administrative uses, and to facilitate comparisons between libraries that wish to do so. A standard method of counting should be adopted by all libraries, even for those materials which are not now reported nationally, in the event that these items become of national significance at some future time.

8.2 Methods for counting nonbook materials are here outlined in order to make them uniform. Count by the piece: broadsides, posters, manuscripts, sheet maps (if bound, included in volume count), pictures, prints, photographs, and unbound sheet music. Prints, maps, or plates in portfolio are counted as volumes. Audio-visual materials should also be counted individually. Slides, filmstrips, video cassettes, and video cartridges should be counted by the piece. Motion picture film is counted by the reel. Sound recordings on disc, cassette, spool of wire, or reel of tape are counted by the physical unit.

8.3 Telephone books, college and trade catalogs, etc., are ephemeral and should not be reported. Other material which does not fall into the recommended format for

national reporting, but which is of significance due to amount or depth, should be listed by libraries individually.

*Section 9 7<sup>e</sup>*

Omit office book-collections and other collections on campus not part of library.

Special material available on campus, but not administered by the library, should not be counted in the library collection. This includes office book-collections and audio-visual materials which are located on campus but not part of the library holdings.

*Section 10 8<sup>e</sup>*

Count government documents by item; do not add to the total volume count. Add periodical subscriptions as in recommendation 3. State whether the library is a full or partial U.S. Government document depository.

- 10.1 Count government documents by item when they do not fit the volume definition; they should be reported separately from the total volume count. In this context, the U.S. Government Documents classification system is not interpreted as "classified" according to the definition of a volume. Pamphlets, press releases, or other unbound materials should not be prorated into volumes. A government publication should be added to the volume count when it is hardbound or paperbound and locally classified.
- 10.2 Since most government documents are published serially, only periodical titles so identified in the February issue of the U.S. Government Publications Monthly Catalog should be counted under current subscriptions.
- 10.3 The question of whether or not a library is a U.S. Government document depository should be included in order to assist the user in the interpretation of the data for the library.

Section 11

DEFINITIONS

- 11.1 ANNUAL. A serial publication issued regularly once a year, as an annual report of proceedings of an organization; or a yearly publication that reviews events or developments during a year, in descriptive and/or statistical form, sometimes limited to a special field. Also includes annuals, yearbooks, etc.
- 11.2 AUDIO-VISUAL MATERIALS. Nonbook library materials, such as recordings, transparencies, tapes, slides, films, and filmstrips, which require the use of special equipment in order to be seen or heard.
- 11.3 BIBLIOGRAPHIC VOLUME. A unit of publication distinguished from other units by having its own title page, half title, cover title, or portfolio title. In connection with periodicals, the publisher's volume.
- 11.4 BOOK. A unit of publication, either bibliographically independent or a volume in a series published under the same title, consisting of leaves, sheets, or signatures sewn or otherwise bound together, covered or uncovered. Bound volumes of periodicals and newspapers are not considered books.
- 11.5 BULLETIN. A publication, usually numbered, issued at regular intervals by a government department, a society, or an institution.
- 11.6 CATALOGED MATERIALS. Any library material which has been identified in a catalog which records, describes, and indexes the resources of a library, as distinct from library materials which are merely physically arranged for use and are not indexed and described individually by item.
- 11.7 CLASSROOM COLLECTION. (1) A semipermanent or a temporary collection of books deposited in a schoolroom by a public or a school library. (2) A group of books from a college library sent to a classroom for use by instructors and students.
- 11.8 GOVERNMENT DOCUMENT. Any publication in book, serial, or nonbook form bearing a government imprint, for example, the publications of federal, state, local, and foreign governments and of world organizations, such as United Nations, European Common Market, etc.

- 11.4 LOOSE-LEAF SERVICE. A serial publication which is revised, cumulated, and/or indexed by means of new or replacement pages inserted in a loose-leaf binder, and used where latest revisions of information are important, as with legal and scientific material.
- 11.10 MANUSCRIPT. The handwritten or typewritten copy of an author's work before it is printed.
- 11.11 MICROCARD. An opaque card containing images photographically reduced to a size too small to be read without magnification.
- 11.12 MICROFICHE. A microfilm sheet containing multiple images in a grid pattern.
- 11.13 MICROFILM. A strip of film containing photographic images usually too small to be read without magnification.
- 11.14 MICROFORM. Any library material which has been photographically reduced in size for storage and protection purposes, and which must be read with the help of enlarging instruments, for example, microfilm, microcard, microfiche; also called Microcopy and Microtext.
- 11.15 MONOGRAPH. A treatise on a particular subject, usually detailed in treatment but not extensive in scope. It is generally a book or pamphlet, but need not be bibliographically independent.
- 11.16 NEWSPAPER. A serial publication issued at stated and frequent intervals (usually daily, weekly, or semiweekly) which reports events and discusses topics of current interest, and is usually a "primary source" of information to its readers.
- 11.17 NONBOOK MATERIALS. Those library materials which do not meet the definition of a book or periodical (see BOOK, PERIODICAL, PERIODICALS COLLECTION), such as audio-visual materials, vertical file materials, and similar items which are not individually cataloged, and any other material the form of which requires special handling.
- 11.18 OFFICE COLLECTION. A convenient working collection of library materials for the use of an office within the sponsoring agency of a library, but not owned by the library.
- 11.19 PAMPHLET. An independent publication consisting of a few leaves of printed matter fastened together but not bound;

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usually enclosed in paper covers. Pamphlets may be included in book stock, periodicals collection, or nonbook material, depending upon their treatment within the library.

- 11.20 PAPERBOUND. A publication bound between paper covers.
- 11.21 PERIODICAL. Periodicals are defined as publications issued in parts that usually contain articles by several contributors; they generally have distinctive titles, and the successive numbers or parts are intended to appear at stated intervals, usually for an indefinite period. Periodicals are thus distinguished from such other serials as monographs, newspapers, annuals, proceedings, transactions, yearbooks, and recurring reports, for which data were not requested.
- 11.22 PERIODICALS COLLECTION. A library's collection of periodicals, newspapers, and other serials treated like periodicals, whether bound, unbound, or in microform.
- 11.23 SERIAL. A publication issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series.
- 11.24 SERIAL SERVICE. A serial publication which is revised, cumulated, and/or indexed by means of new or replacement pages (see LOOSE-LEAF SERVICE) or cards.
- 11.25 SERVICE-BASED SUBSCRIPTION. Serial subscriptions for which a library is charged according to its income, book fund, circulation, or periodical holdings indexed in the publication on which the subscription is based.
- 11.26 TITLE. A term used to designate a printed publication which forms a separate whole, whether issued in one or several volumes.
- 11.27 VERTICAL FILE MATERIAL. Those items, such as pamphlets, clippings, pictures, etc., which, because of their shape and often their ephemeral nature, are filed vertically in drawers for ready reference.
- 11.28 VOLUME. For statistical purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed or processed work contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use. (See Recommendation 1 for complete definition.)