

TYPES OF FORMATS TO BE HOUSED

Data formats

Data formats include, but are not limited to, 3480/90/90E/3590 (1/2" magnetic tape drives typically used on mainframes), 9840, 3570-Magstar, DLT (digital linear tape), LTO Ultrium, 4mm, 8mm, CD, DVD, and MO (magneto-optical).

Audio-video formats

Audio-video formats include, but are not limited to:

- Small Tape under 4" height: 4mm, 8mm, audiocassette, mini DV (digital video), small and large DVC pro, mini and large DV Cam
- Medium tape under 6" height: VHS, DVHS, DV, small Beta, small D2
- Large tape over 6" height: Large Beta, 3/4" U-Matic, large D2
- Disk: CD, DVD
- Slides

Microfilm formats

- Roll film: 16mm and 35mm
- Microfiche: Microfiche, jackets, and updatable microfiche
- Aperture card

Paper formats

- File folder: Individual paper objects are first contained in file or manuscript folders and then stored in either file cabinets or in document or manuscript boxes to be stored on steel shelving. Estimate one linear foot of shelf or cabinet space for every 1,600 individual paper items.
- Archives
- Manuscripts
- Cards

Large documents

- Maps
- Blueprints that include architectural and engineering drawings

- Posters
- Film
- Artwork, including framed paintings, prints, photographs

Multimedia

Multimedia is used for equipment that houses a combination of two or more of the above media formats.