|  |  |
| --- | --- |
| Container Profile (Instances 🡪 Top Container 🡪 Create 🡪 Container Profile) | Type(Instances 🡪 Top Container 🡪 Create 🡪 Container Type) |
| * Box (Archives) = 0.18 m
* Box (Archives – Blue)
* Box (MS) = 0.15 m
* Box (Object)
* Box (Letter) = 0.07
* Phase Box (Small) = 0.30 m
* Phase Box (Medium) = 0.60 m
* Phase Box (Outsized) = 0.90 m
* Audio Cassette Box = 0.12 m
 | Box |
| * Folio Box (Small) = 0.30 m
* Folio Box (Medium) = 0.45 m
* Folio Box (Large) = 0.60 m
* Folio Box (Grey – Music – Small)
* Folio Box (Grey – Music – Large)
 | Folio-Box |
| * Carton (MS) = 0.30 m
* Carton (Archives) = 0.45 m
 | Carton |
| * Album
 | Album |
| * Negative Box
 | Negative Box |
| * Roll = 1.50 m
* Object (Small) = 0.30
* Object (Medium) = 0.60
* Object (Outsized) = 0.90
 | Piece  |
| * Folio (Elephant) = 1.5 m
* Folio (Map) = 1.1 m
 | Folio |
| * Volume (Standard) = 0.03 m
* Volume (Large) = 0.15m
* Security Binder = 0.07 m
* Binder (Pictures Blue)
 | Volume |

**Containers housed within Smalls Boxes**

Use to determine a “Small” collection’s **Container Summary** and **Extent**.

* Folder = 0.03
* Packet = 0.03
* Volume = 0.03
* Folio = housed within a folio box, use folio box extent

**Tips**

**Recording extent:**

We record the extent of a collection in two ways – 1) the number and type of containers; 2) the total metreage, e.g. an accession’s extent might be (1 MS Box + 1 Large Folio Box) with a total metreage of “0.75 m”.

**Smalls:**

If an accession takes up less than half of an MS Box, we usually express it in terms of the number of folders or packets, e.g. “2 folders, 0.06 m”. The standard metreage for folders/packets/items within Smalls Boxes is “0.03”.

**Map Drawer items:**

Where an accession comprises multiple map folios, we measure the number of drawers used (i.e. the width of the drawer) rather than adding up the total number of individual folio packages, e.g. four Map Folios stored in two map drawers would have a total extent of 2.2 m.