

## RDA Cataloging of Two- and Three- Dimensional Non-Projectable Graphics

This section will use examples of bibliographic records created by YUL or other cataloging sources to analyze decisions made when cataloging two- and three- dimensional visual materials.

### Example 1. Postcards in Portfolio

[In the mind's eye : Beinecke architecture examined : Devotion and inspiration : Beinecke people](#) [1]. Orbis 11899602

Issued in a slipcase with separately cataloged booklets celebrating the 50<sup>th</sup> anniversary of the Beinecke Library. This was the only resource in the slipcase that was not cataloged by RBT.

What is being cataloged? The content of the resource is 2 sets of still images on postcards, issued in a portfolio.

Leader. Type of record (Leader byte 06) is set to “k” for two-dimensional non-projectable graphic. MARC 21 Format guidelines: *“Used for two-dimensional nonprojectable graphics such as, activity cards, charts, collages, computer graphics, digital pictures, drawings, duplication masters, flash cards, paintings, photo CDs, photomechanical reproductions, photonegatives, photoprints, pictures, postcards, posters, prints, spirit masters, study prints, technical drawings, transparency masters, and reproductions of any of these.”* Bibliographic level is monograph, the assumption being that the resource is complete as issued.

008. Date, place of publication are derived from the 264. Audience, Govt Publication, Form of item, Language, and Cataloging Source would be coded as if it were a book (there is no special code for Form of item for graphic material, so “none of the following” would be used). The 008 values for Running Time and Technique are film/video based, so the values are routinely Not Applicable. The most challenging 008 code is for Type of Material (byte 33 in MARC):

Type of Material (byte 33): In this instance, for postcards, Picture (i) seems to be the most applicable code. [Art original (a) is self-explanatory (but limited to 2 dimensional original works of art; the same code is used at byte 33 for sculpture\*, but in that case the Leader code for Type of Material should be *r* rather than *k*); a reproduction of an art original is coded *c*. Use picture (*i*) for reproductions of non-art originals, e.g. reproductions of photographs. Graphic (*k*) could be an actual photograph—I would interpret a graphic as a non-art original, but note that there are codes for original technical drawings (*l*). Color cards (assuming they are not treated as sheets, which fall under *Textual* rather than *Visual Material*) could be interpreted as charts (*n*).

\*Note that byte 33 has values that would only apply to 3-dimensional graphic material (Leader Type of material *r*), e.g. kit (*b*), diorama (*d*), model (*q*), realia (*r*), toy (*w*). Some of the other values are viable under either Leader *k* or Leader *r*: art original (*a*), art reproduction (*c*), game (*g*).

As indicated in the Voyager staff display, Accompanying Material values are obsolete and should be ignored.

007. The non-projected graphic tab is selected. In Voyager, the value *k* has been assigned but it is not explicit in the Voyager display. The specific material designation does have an appropriate term: postcard (*p*). In this case the post cards are black and white, so *b* is used rather than *c* for multicolored. Primary support material is cardboard/illustration board. Use blank for secondary support unless the picture is actually mounted or attached to some kind of backing; the container would not count as secondary support.

245. There is no collective title. The cardboard/paper portfolio has 2 title panels: *In the mind's eye* and *Devotion and inspiration*. Both titles proper also have subtitles. Based on the assumption that both titles have the same

“creator” (i.e. Beinecke Rare Book and Manuscript Library), the two titles are separated by a space semicolon space per 2.3.2.9. The subtitles follow their respective titles proper. There is no explicit statement of responsibility or publisher.

264. The place, publisher, and date of publication are inferred, so they are entered in separate brackets.

300 \$a. “postcard” is one of the controlled terms listed under RDA 3.4.4.2 Extent of Still Image. Per 3.4.4.5, if the items are in a container such as a portfolio, case, or album, use the container as the unit of extent. (There is a parallel rule for textual material under 3.4.5.21) Generally follow the option and include the number of items in the container in parentheses. If the units are not numbered, just record the number of units and do not include “unnumbered.” If the items are housed in a container such as a portfolio, account for the container under dimensions (300 \$c).

300 \$b. The terms used in book cataloging do not apply; since the primary content is “still image,” and since “illustrations” are expression level, it would be misleading to include “illustrations” in \$b, as if the pictures had illustrations. *Color* (and related terms like *black and white*, *tinted*, and *sepia*), on the other hand, is still an expression attribute (a still image can be issued in color or in black and white), so the terms for color provided in RDA would still need to be recorded, and in practice, in more detail than would be the case with printed material. See RDA 7.12.2.3.

300 \$c. Dimensions. 3.5.3.2. For still images, record the dimensions of the pictorial area rather than the dimensions of the sheet, if there is a difference. Per 3.5.1.5. a.), if the still images are in a container, also record the dimensions of the container if considered to be useful (best practice would be to record the container dimensions also?), e.g. 18 x 12 cm, portfolio 20 x 15 x 4 cm. RDA 5.5.1.5 b) allows the cataloger to use the dimensions of the container as the only dimensions. This would likely be the option to go with if the still images were in a variety of sizes.

The 336-337 seem pretty straightforward in this instance. For items in a container, it isn't clear whether the best practice is to use 338 for the items (the cards) or the portfolio (volume) or both. In this case, the focus of the description is the two-dimensional image, so “cards” was used in 338.

500. The source for the title is given.

In this particular instance, since there is no collective title, per 6.27.1.4 , do not to use a 1xx/240 but instead create analytic creator/title 7xxs for each of the titles.

Since Yale is only authorized to create pcc records for printed monographs (and microfilm), the record is not coded as pcc. However, including an 050 for the class number should be considered best practice, especially since the schedules are available online, even if local classification is being used.\*

\*The chances that 050 class numbers will be used for filtering in the near future seem more likely than the mass conversion of AAPs to URIs, even though a lot of the information apparently mandated for RDA AAPs would only bear fruit when such a conversion has taken place.

## Example 2. A Medal (Three-Dimensional Artifact)

[Michel Euge?ne Chevreul, membre l'academie des sciences](#) [2]. Orbis 11666709.

What is being cataloged: a brass medal struck in celebration of the 100<sup>th</sup> birthday of Chevreul [he was around to receive it; he lived to age 109], a chemist involved with the dyeing industry who published a number of key works on the theory of color. Some perhaps unwarranted assumptions I made: the medal is brass and that it is one of a kind. The dealer did not provide information on these 2 questions.

Leader. Type of record is set to “r,” for Three-dimensional artifact or naturally occurring object. MARC 21 scope note: “Includes man-made objects such as models, dioramas, games, puzzles, simulations, sculptures and other three-dimensional art works, exhibits, machines, clothing, toys, and stitchery. Also includes naturally occurring

objects such as, microscope specimens (or representations of them) and other specimens mounted for viewing.”

008. Most of the fixed field values are explained in Example 1. For Type of Material (byte 33): “a” – a 3-dimensional Art Original. (Would it still be “a” if a set of 6 were struck? Coding it as “c” for Art Reproduction would appear to be misleading). For 008 byte 34, Technique, use “n” for Not Applicable. All of the applicable codes are intended for film or video. Code “z” for Other technique refers to special techniques used in motion pictures; do not apply to non-motion picture techniques. It’s a mystery why byte 34 is part of the artifact/natural object material type’s 008.

007. Choose non-projected graphic tab and click NEW. For specific material designation, none of the smds is really appropriate, so it is coded as “z” for Other. Code “a” for One Color was selected although “z” Other was considered. The metal is not painted or otherwise colored, so the one color is the color of the metal, i.e. “monochrome;” or such was the reasoning. Primary support material is metal. The medal is not mounted, so there is no secondary support.

245. The source for the title is the medal’s obverse, whatever the cataloger decides will be the “front.” The cataloger chose the head and shoulder portrait of Chevreul, partly determined by the presence of the artist’s name and the full name of Chevreul above the portrait, which allows for a nice title proper/statement of responsibility combination in 245. Note that the medal has lettering on the medal’s reverse side, but it is less useful for identification, which also affected the decision on obverse vs reverse.

264. Indicator 0 was selected on the assumption that this is a one of a kind artifact. It at least allows us to avoid agonizing over place/producer (the youth of France?) which are not mandatory in production statements. The year 1886 appears on the medal.

300. “medal” is one of the controlled extent terms listed under 3.4.6.2. for extent of 3-dimensional form. The medal is a round disc, so the instructions for the dimensions of discs apply under 3.5.1.4.4: the diameter of the disc is recorded. Although 3.5.1.3 says to use centimeters, the PS at 3.5.1.4.4 says to use inches (which are abbreviated).

336. Content is: three-dimensional form.

338. Carrier is, for want of a better term: object.

520. There is a list of Chevreul’s works barely visible on a scroll on the reverse of the medal. The information is recorded since it is important for contextualizing the medal within the Birren color collection. (The scroll would have been overlooked without the notes from the dealer.)

Relationship designators. Assumption is that Roty designed and drew the images and graphics and that a technician derived the design for the intaglio that was used to strike the medal, so “designer” seems appropriate. “Artist” would also be OK but may be a little ambiguous when considering the process of creating medals. For Chevreul, note that the relationship designator spelling is the English rather than American spelling. The English spelling is the authorized term. Some American catalogers are apparently troubled that the American spelling is used for “color” (based on the PS), but that the English spelling is used for the RD.

## Example 3. Paint Chip Samples: Advertising Brochure

[Quality paints at low cost : for economy and protection](#) [2]. Orbis 11105867.

What is being cataloged? Probably the most common type of resource cataloged for the Art Birren Collection: advertising brochures with paint samples. The samples are mounted on a folded paper sheet or on cardboard. The paper sheets tend to be cataloged as text, because “sheets” is one of the controlled extent and carrier terms that can be associated with textual materials. Folded cardboard brochures tend to be cataloged as visual material because “cards” is one of the controlled extent and carrier terms that can be associated with visual materials. They have the same function in the real world.

Leader: Since this item was a folded card-type brochure, “k” for two-dimensional non-projectable graphic was used. If the accompanying material (original envelope, price list, and handout sheets) was instead defined as items in a collection, along with the color card, the Bibliographic Level would be “c” for collection, and the description would need to be adjusted accordingly.

008. Type of material (byte ). Code n for Chart was used. [Glossary definition 1: A two-dimensional representation of data in graphic or tabular form (e.g., a wall chart)]. Note that “wall chart” is an example, not an intrinsic part of the definition; most (but not all) of the color cards would not hang on walls. The sample arrangement would be tabular rather than graphic. If the paint chips themselves were considered primary, the code would be “z” since none of the specific material types seem to apply.

007. The SMD is also coded “n” for Chart.

245. Brochures created by folding a single sheet could not be said to have a title page, so the source for the title proper is left to cataloger judgment. Often the folded brochure will have one panel that serves as a cover, and that would generally be the preferred source. The last panel when folded often has the equivalent of colophon information. The text at the top of the chart/table when unfolded could also be considered the title proper; however, since more often the text at the top is simply the name and address of the company, it is less helpful for identification or differentiation.

264: Reminder: transcribe what is there, including the full name of the publisher. Transcribe but do not supply abbreviations. Brochures of the period rarely have dates, lack copyright dates, or pre-date the use of copyright. RDA doesn't allow for the representation of an inferred decade with a hyphen, e.g. 191-. To supply an inferred range, you can use [between <date 1> and <date 2>?]. The RDA range is not limited to a decade and does not have to begin or end with the first/last year of the decade. Unfortunately, a lot of the ephemera could have been issued in either the 19<sup>th</sup> or 20<sup>th</sup> centuries, which makes it hard to provide an approximate date based on illustrations. If there is information about when the company was founded, ceased, or changed name, it can be very helpful for determining a possible date range, so take a look at the NAR for the corporate body when one exists. Google Books can be helpful for the paint and chemical industries, and sometimes entries in Wikipedia exist, with significant dates recorded. Don't overlook the website of the company if it still exists, although these sites often neglect to provide concrete chronological information.

If distribution, printing, or copyright information is on the resource, it is a good idea to record all of it to further aid in identification.

300. As indicated above, there may be more than one possibility for the unit of extent, and it may impact on how the fixed fields will be encoded. The unit term should be listed under the instructions for extent for Text (3.4.5) or Two-dimensional image (3.4.4) or Three-dimensional form (3.4.6) depending on the decision to code the Leader. Reminder: the authorized terms for illustrations allowed as an option for textual material are not authorized for visual material for reasons described above. Since the resource in this instance is being coded as visual material, the nature of the color samples can be brought out in a note. An alternative, still using the visual material Leader: 300 \$a 36 paint chips or \$a 36 paint samples or the like. There is no authorized term under 3.4.4.2 that applies (which is why chart was used), but the cataloger can supply a term if necessary. However, recording the dimensions of the paint chips would be a problem! Because the nature of the accompanying material is complex, it is entered in a 500 note rather than in 300 \$e.

336. RDA does not have an appropriate term for paint samples as content. “Other” was used, but “still image” has also been used.

338. “card” is an authorized carrier term for an unmediated resource.

500. Since the entire sheet is the source, it seems pointless to make a source of title note. However, a detailed inventory of the accompanying material should be recorded in 500.

## Example 4. Embroidery (Three-dimensional Artifact)

[La Historia de los Colores](#) [3]. Orbis 10114947

What is being cataloged. From the 500 note: *Three black knitted wool "pages" embroidered with color designs, bound at the top with the same fabric header. Source of title and authors from labels sewn to the header. Designs inspired by La historia de los colores, a story recounted by Subcomandante Marcos in his Relatos del Viejo Antonio. Housed in a light cream linen bag, velcro enclosure, with a multi-color bird emblem sewed on. The Historia de los colores story is reprinted on the accompanying sheets.*

**Leader.** Type of record is set to "r," for Three-dimensional artifact or naturally occurring object. MARC 21 scope note: "Includes man-made objects such as ... clothing, toys, and stitchery."

**008.** For Type of Material (byte 33): a – Art Original. For Technique: n – Not Applicable.

**007.** Click tab for Non-Projected Graphic (k). Specific Material Designation: i : Picture. Alternative?: z – Other. Primary Support Material: g: Textile. No Secondary Support: blank.

**245. ‡a-‡c.** For the source of title, see under What is being cataloged.

**264.** Apparently the source for the publisher name was the resource itself, since it isn't bracketed. Information taken from the accompanying material would be bracketed. The place of publication and date of publication are bracketed; probably inferred from the accompanying material, or possibly the publisher website.

**300. ‡a Extent.** The list of controlled terms under 3.4.6.2 does not provide a unit term that seems to apply. The instructions continues: "If none of the terms in the list is appropriate, use another concise term or terms to indicate the type of unit." The extent was given as: 3 embroidered cloth pieces. The glossary term "sheet" is "a single flat loose piece of paper or similar material." Depending on how "similar" the cataloger thinks it is, an alternative might be sheet, but compare the use of "sheets" in the traditional sense in ‡e. Perhaps there is a specific term used among embroidery/knitting specialists.

**300 ‡b.** As with the other examples, "illustrations" is inappropriate, but "color" should be recorded.

**300 ‡c.** Although the Type of Record is coded as "r," no attempt was made to record all 3 dimensions, for obvious practical reasons. In an earlier version, the Leader was coded k – Two-dimensional non-projectable graphic, because embroidery seemed intuitively two rather than three dimensional.

**300 ‡e.** The accompanying material didn't seem interesting enough to warrant a second 300 or 336 and 338.

**336.** Since the art work has text as well as image, multiple 336 fields seem appropriate, with the primary content given first: *three-dimensional form* (originally two-dimensional form). Second: text.

**338.** The controlled terminology in 338 seems very limited and does not seem to cover this situation, so we have to settle for "other." Since 336 already has "text," it could perform double duty and also represent the accompanying material if a second 338 ‡a sheet was added. But it might be confusing— does "sheet" represent the cloth pieces as well as the accompanying material?

**500/2.** Note. Added to justify the subjects and analytic added entry.

**700.** There appears to be another Estella Bravo in the OCLC database, a Chilean director, hence the qualifier. Name was not established in NAF; maybe ‡q (Textile artist) would be preferable, despite the apparent redundancy caused by the relationship designator.

**700 02.** Since the story used as the basis for the art work was included in the accompanying material, an analytic rather than a linking entry was made. Most of the 6xx's are derived from the DLC record for the story, with the exception of the form subjects that apply to the art object.

## MARC Control Fields Cheat Sheet (Visual Materials)

### Leader

Type of Record (Byte 06)	Scope (From MARC 21 Format for Bibliographic Control)
k - Two-dimensional non-projectable graphic	Used for two-dimensional nonprojectable graphics, including graphics, digital pictures, drawings, duplication masters, reproductions, photonegatives, photoprints, picture masters, technical drawings, transparency masters, and reproducible art.
r - Three-dimensional non-projectable graphic	Includes man-made objects such as models, dioramas, three-dimensional art works, exhibits, machines, clocks, and occurring objects such as, microscope specimens (not mounted for viewing).
p - Mixed Materials	Used when there are significant materials in two or more forms having been accumulated by or about a person or body of mixed forms of materials, such as text, photographs, etc.  <b>Intended primary purpose is other than for instructional materials coded as o (Kit).</b>
o - Kit	Used for a mixture of various components issued as a set for <b>purposes</b> where no one item is the predominant component.  Examples are packages of assorted materials, such as (books, workbooks, guides, activities, etc.), or packages of scoring guides, score charts, interpretative manuals, etc.

### 008 (Selected)

Label/Byte position	Code	Scope (From MARC 21 Format for Bibliographic Control)
Running Time 18-20	nnnn <always>	Running time is not applicable, such as when the item is a kit.
Form of Item 29	blank - None of the following  o - Online  q - Direct electronic	Generally blank, but a collection of still images could be coded.
Type of Visual Material 33	a - Art Original	Two or three-dimensional work of art created by an artist or reproduction of it.
	b - Kit	Note that the scope for kit in 008 differs from the scope for instructional materials.  Mixture of components from two or more categories, which is the predominant constituent of the item.  Also includes the packages of material called laborator set of K-12 social studies curriculum material (all books), educational test materials (tests, answer sheets, score sheets, etc.).
	c - Art Reproduction	Two or three-dimensional mechanically reproduced edition.
	d - Diorama	Three-dimensional representation of a scene created on a two-dimensional background.

## RDA Cataloging of Two- and Three- Dimensional Non-Projectable Graphics

Published on Yale University Library (<https://web.library.yale.edu>)

	g - Game	<i>Item or set of items designed for play according to Code g includes puzzles and simulations.</i>
	i - Picture	<i>Two-dimensional visual representation accessible to backing. [Would include a collection of photographs]</i>
	k - Graphic	<i>Used for original or historical graphic material. [Basic apply to a collection of actual photographs]</i>
	l - Technical Drawing	<i>Cross section, detail, diagram, elevation, perspective architectural engineering or other technical context</i>
	n - Chart	<i>Opaque sheet that exhibits data in graphic or tabular form</i> [MARC example is for a Periodic Table]
	q - Model	<i>Three-dimensional representation of a real thing, exclude confuse with Toy - w]</i>
	r - Realia	<i>Includes 1) all other three-dimensional items not covered by tools, utensils, and 2) naturally occurring objects.</i>
	w - Toy	<i>Material object for children or others to play with (or something contrived for amusement rather than for instruction)</i>
Technique 34	n <always>	<i>Item is not a motion picture or a videorecording.</i>

### 007

Select the Non-projected Graphic tab, the equivalent of byte 00 Category of Material - k. A non-projected graphic "is generally a two-dimensional pictorial representation, often opaque (e.g., print, photoprint, drawing) or transparent, and not intended to be projected for viewing (e.g., a photographic negative)."

Select codes from the menu for these byte positions:

01 - Specific material designation. "Special class of nonprojected graphic to which the item belongs, (e.g., a picture)."

03 - Color. "Color characteristics of the nonprojected graphic."

04 - Primary support material. "Type of material used for the support or base on which an image is printed or executed. Intended for use in handling and storage of material."

05 - Secondary support material. "Type of material (other than normal museum matting) to which the primary support (007/04) is attached. Used only when the mount or mat is of historical, informational, aesthetic, or archival importance." <if not import, use blank>

For a list of codes and scope notes, refer to the [MARC 21 Documentation for 007 Non-projected Graphic Material](#) [4].

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Source URL: <https://web.library.yale.edu/cataloging/visual-materials-non-projectable>

### Links

[1] <http://hdl.handle.net/10079/bibid/11899602> [2] <http://hdl.handle.net/10079/bibid/11666709> [3] <http://hdl.handle.net/10079/bibid/10114947> [4] <http://www.loc.gov/marc/bibliographic/bd007k.html>