Orbis Visual Materials Cataloging Manual: Single Items & Multiparts

Introduction

This manual provides information about creating MARC records for both published and unpublished, single items and multi-part visual materials (i.e., still images including born-digital) in the Yale Libraries. A separate document provides guidelines for cataloging collections [1] of visual materials or graphic materials that form a collection or part of a collection.

These rules are based on PCC RDA BIBCO Standard Record (BSR) Metadata Application Profile [2] (April 2014) with more specific guidance from DCRM(G) to assist the cataloger in describing graphic materials. These rules are intended for use by YUL catalogers in special collections units as well as non-special collections units. Special collections units, we hope, will look more closely at the DCRM(G) guidelines.

See separate instructions for cataloging Video (DVD and Videocassette) [3].

This manual was created by a subgroup of the Manuscript Committee (Ellen Cordes, Francis Lapka, and Karen Spicher) with the assistance of Tatiana Barr from the Cataloging and Metadata Services Department and Susan Wheeler from the Medical Historical Library. The following instructions conforms to RDA and DCRM(G) as modified by the PCC/BIBCO Standard Record (January 2014). Latest revision: May 2014.

Since Yale is only authorized to create 'pcc' records for printed monographs (and microfilm), the record is not coded as pcc.

This manual is maintained by the Yale Archival and Manuscript Description Committee [4]. Please direct comments to Alison Clemens [5] (chair).

Visual Materials: Leader

Leader	
Record Status	c : Corrected or revised
Type of Record	k : Two-dimensional nonprojectable graphic
Bibliographic Level	m : Monograph/item
Type of Control	_ : No specific type of control
Encoding Level	_ : Full level
Cataloging Form	i : ISBD punctuation included
Multipart resource record level	_ : Not specified or not applicable
Length of the length-of-field portion	4 : Number of characters in the length-of-field portion of a Directory er
Length of the starting-character-position portion	5 : Number of characters in the starting-character-position portion of a
Length of the implementation-defined portion	0 : Number of characters in the implementation-defined portion of a Di
Undefined	0 : Undefined

OK   Cancel

Record Status : *System-supplied*

Type of Record : *Required*

Use value '**g**' (projectable medium) Use only for film strips, slides and transparencies.

Use value '**k**' (two-dimensional nonprojectable graphic. This code is recommended for all graphic materials including digital images. (list from MARC standard)

Bibliographic Level : *Required*

Use the value '**m**' (monograph/item) for single items or multipart resources.

Use the value '**c**' (collection) for single volumes containing multiple items, such as a photograph album or a volume of drawings.

Use the value '**a**' (monographic component part) for analytics (single items physically part of a larger resource).

Type of Control : _ No specific type of control

Encoding Level : *Required*

Use _ [blank] to indicate a full-level description in which all applicable guidelines are followed.

Use the value '**7**' (minimal-level description) when applying only the guidelines for minimal records outlined in DCRM(G) Appendix D).

Cataloging Form: **i : ISBD punctuation included**

Multipart resource record level:

_ **:** Not specified or not applicable

a: Set

b: Part with independent title

c: Part with dependent title

All other values in the Leader are system-supplied.

Visual Materials: 008

008 -- General Description (Visual)

Publication Status (Type of date) : *Valid Code Required*

Single part/multipart items complete in one year	Collections/multipart items complete in more than one year
b B.C. date	b B.C. date
r Reprint/original date	i Inclusive date
e Detailed date	k Range of dates
s Single date	r Reprint/original date
p Distribution/production date	m Initial/terminal date
t Publication date and copyright date	t Publication date and copyright date
q Questionable date	n Unknown date

n Unknown date	

Single items (Leader/Bibliographic level m or a):

- **e : Detailed date.** Detailed date which contains the month (and possibly day) in addition to the year is present.
  Example: Imprint on etching "Pubd. May 27th 1795 by H. Humphrey"

- **s : Single known date/probable date.** Single known or probable year represented by four digits.

- **q : Questionable date.** For a single item when the exact date is not known but a range of years for the date can be specified (e.g. between 1824 and 1846).

Collections (Leader/Bibliographic level c):

- **i : Inclusive dates of collection.** Code for a span of dates. Record bulk dates, if appropriate, in 264 |c. For several things with one date (e.g., several photographs, same day and/or year but created separately), use i and repeat the date in both Date 1 and Date 2.

- **m: Mutiple dates.** Code for two distinct years that do not comprise a span.

Date 1 (yyyy) /Beginning Date of Publication *Required*
Date 2 (yyyy) /Ending Date of Publication *Required for Publication status e, q, i, or m*

The date (i.e. year) consists of four digits. Missing digits are represented by the letter u except when an item issued over a period of years is incomplete when 9999 is entered in Date 2.

For Publication status **s**, leave Date 2 blank.

If the date on the item is misprinted or wrong, put the correct date in the fixed fields and the 260 field as instructed for that element. A date in Date 1 and 2 should always match 260 ‡c.

For exact dates, put the year in Date/1 and put the month (MM) and day (DD) in Date/2:

Example:	**264 ‡c** 9 May 1789
	Date/1 1789
	Date/2 0509

Place of publication, production, or execution *Valid Code Required*

The choice of the MARC code from the dropdown menu is related to information in field 264 ‡a. Three fill characters (‡‡‡) may be used in place of a valid code, but their use is discouraged. When fill is used in 008/15-17, all three positions must contain the fill character.

For visual materials, if the work is a multi-country production, the code for the first country is recorded in 008/15-17. The code for the first country is repeated in field 044 (Country of Producer Code), followed by the codes for countries of other bodies involved in the production.

xx# [Place is completely unknown]
vp# [Various places]

Running Time *Valid Code Required*

For visual materials (two-dimensional, not a motion picture or a videorecording) use

nnn : Not applicable

Audience *Not Required*

For all original or historical graphic material use: _ **: Unknown or not specified**

Accompanying Matter (Obsolete) Leave blank (__)

For visual materials use: _ : (OBSOLETE) No accompanying matter

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Government Publication *Not Required*

For visual materials generally use:

_: Not a government publication

If you are cataloging a government publication, consult the MARC codes for appropriate level.

o: Government publication-level undetermined (check the BSR).

Form of Item *Valid Code Required*

For visual materials use: _ [None of the following]

Type of Material   *Valid Code Required*

Choose the appropriate code for the material from the drop down menu. Refer to MARC Standard for description of the terms types of materials [6].

For prints and photographs use: **k : Graphic**
For drawings and paintings use: **a : Art original**
For reproductions of drawings and paintings use: **c : Art reproduction**
For reproductions of non-art, e.g. photographs: **i : Picture**

Technique *Valid Code Required*

For visual materials use:

n : Not applicable

Language *Valid Code Required*

Choose from the dropdown menu of USMARC Code List for Languages the code for the predominant language in the item or collection. If there is no text, use:

zxx : No linguistic content

Modified Record *Valid Code Required*

Use default: _ **: Not modified**

Cataloging Source *Valid Code Required*

Always code as: **d : Other**

Visual Materials: 007

007 Physical Description (k – Nonprojected Graphic)

Specific Material Designation *Required*

Choose the appropriate term from the drop down menu. If necessary, refer to MARC STANDARD 007 [7] for clarification of terms in the drop down list.

Original vs. Reproduction Aspect : *Obsolete*

Color *Required*

Choose the appropriate option from the drop down menu:

a : One color
b : Black-and-white
c : Multicolored -- image is printed or executed in more than one color; used for color photographic processes
h : Hand colored – hand coloring added after the printing process
m : Mixed (a combination of black-and-white and colored)
u : Unknown
z : Other (other codes are not appropriate, e.g., images that have been stained, tinted, or toned (e.g. sepia toned photographic items))

Primary Support Material *Required*

Choose the appropriate code for the primary support from the drop down menu. If uncertain, consider:

u : Unknown (Primary support material is not known.)
z : Other (None of the other codes is appropriate.)
l : No attempt to code

Secondary Support Material *Required*

Choose the appropriate code for the primary support from the drop down menu.

Note: Code only when the mount or mat is of historical, informational, esthetic, or archival importance. Otherwise leave the default:

_ : No secondary support

Visual Materials: 040 & 043

040 (Cataloging Source) *Required*

‡a Original cataloging agency NUC code
‡b Language of cataloging
‡c Transcribing agency NUC code
‡d Modifying agency NUC code
‡e Description conventions (rda and/or dcrmg)

Order of subfields: ‡a ‡b ‡e ‡c ‡d

Example: 040 __ ‡a CtY-LW ‡b eng ‡e dcrmg ‡e rda ‡c CtY-LW

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043 (Geographic Area Code) *Not required. Refer to local YUL policy.*

Use when subject of the item or collection is explicitly geographical (i.e. must be assigned at least one LCSH heading with a geographic heading or subdivision). Be as specific as possible. See USMARC Code List for Geographic Areas [8].

Each code is entered in a separate **‡a**. Enter all seven characters and any hyphens, including trailing hyphens.

Example: 043 __ ‡a np----- ‡a n-us-ca ‡a n-us-ri

Visual Materials: 100 or 110

100 (Main Entry - Personal Name) or **110 (Main Entry - Corporate Name)**

Select the main entry for visual materials using this table from Appendix F1.3 in DCRM(G [9]).

In general, provide access points for the names of people, families, and corporate bodies associated with the production or provenance of the material being cataloged. Multiple name access points can be used to draw attention to creators who shaped different aspects of a resource, such as the artists and engraver, or architect and draftsman. Name access points can also identify a copyright claimant, client, sponsor/advertiser, donor, and former owner.

Work?	Creator (1xx)	Contributor (7xx)	
Drawing or painting by known artist	Artist	None	
Photo or photo album with photographer as creator; no other responsible parties named	Photographer	None	
Photo with corporate employer of photographers (producer/publisher) no individual photographer named	Corporate body	None	
Photo with corporate employer of photographers (producer/publisher; individual photographer is named)	Photographer	Corporate body	
Etching after a painting (adaptation from another medium)	Etcher	Painter	
Poster with artist's printed signature and a sponsoring organization	Artist or Sponsor/advertiser	Sponsor/advertiser or Artist	
Wood engraving after a drawing; both artist and engraver named	Engraver	Artist	
Wood engraving after a drawing; only artist named	Artist or Title	None or Artist	
Lithograph with named lithographer, artist, and printer	Lithographer	Artist and printer	
Architectural drawing with named architect and draftsman	Architect	Draftsman	
Technical drawing for a design by known designer, but only architect's name appears on the technical drawing	Designer	Architect	
Documentary photograph of building by named architect	Photographer	Architect	

Collected body of material assembled by identified person or company other than the repository	Collector or compiler	Any other creator(s)
Collected body of material by different creators assembled by the repository	Title	Any creator(s)
Collected body of material by the same creator assembled by the repository	Creator	Other creators
Unidentified creator; ambiguous creators; many creators; questionable attributions	Title	Any creator(s) or possible creator(s)

Use relator terms from a controlled vocabulary for full records where appropriate. Refer to full list of MARC Relator Codes/Terms [10] and the RBMS Relationship Designators [11] for further options.

Yale Policy: Use the relator terms not codes. Use the more generic '**printmaker**' rather than 'etcher', 'engraver', 'lithographer', 'metal-engraver', 'wood engraver', 'woodcutter', etc. Bring out the medium by using one or more appropriate term in a 655 field.

Note: Relator terms currently (5/2014) display in Orbis but are not indexed.

Record an appropriate term from the following list with the authorized access point for the creator(s) of a work. (See RDA 19.2 [12] for establishing records for creators.) Apply the general guidelines on using relationship designators at RDA Appendix I.1 [13].

architect A person, family, or corporate body responsible for creating an architectural design, including a pictorial representation intended to show how a building, etc., will look when completed.

landscape architect An architect responsible for creating landscape works.

artist A person, family, or corporate body responsible for creating a work by conceiving, and often implementing, an original graphic design, drawing, painting, etc.

sculptor An artist responsible for creating a three-dimensional work by modeling, carving, or similar technique.

designer A person, family, or corporate body responsible for creating a design for an object.

photographer A person, family, or corporate body responsible for creating a photographic work.

Or use one of the following terms from GMGPC when appropriate:

printmaker
publisher

If your expertise allows further specificity or if the item self-identifies consider using terms:

associated name
attributed name
illustrator
printer
printer of plates

Visual Materials: 245

245 (Title and Statement of Responsibility) *Required*

Single items.

The prescribed source of information for the title and statement of responsibility area for graphic materials is text (printed, manuscript, or electronic) provided by the creator or creating body on or with the material.

If parts of the title are scattered over the item, compose the title proper based on those elements distinguished by position, typography, or size of lettering. If the text could reasonably be assembled in a different order, provide additional title access if considered important. Transcribe additional title information, alternative titles, parallel titles, etc. as usual. Abridge a long title only if it can be abridged without loss of essential information. Use a mark of omission (…) and never omit any of the first five words.

Do not include a general material designation (GMD). Do not include a statement of responsibility unless transcribing it along with an associated transcribed title.

Single item from a multipart resource.

Do not use the series title as the title proper *unless* cataloging the series itself as a multipart resource (see below) or the part or section title is dependent on the title of the larger resource. Use the part or section title of the item being described as the title proper.

No title on item.

If no title can be found on or with the material, and the material has sufficient non?incidental text (i.e., more than just numbering, a mailing address, etc.), use the beginning words of such text as the title proper. Incidental information determined not chosen as the title and/or statement of responsibility (e.g., numbering, mailing address, customer name) may be described or transcribed in a note.

When there is no title or title?like information to transcribe, but a title can be supplied from another source (e.g. a reference source), transcribe it from that source and enclose it in square brackets. Cite the source in a note.

If no title can be derived from text on or with the material, devise a brief descriptive title as the title proper, and enclose in square brackets.

	245 10 ‡a [Head of Diana] / ‡c W. Hogarth pinxt. ; Sam. Ireland ft.
	245 10 ‡a [Portrait of shepherd boy sitting on a rock] / ‡c W. Hogarth delt. ; S.I. fe[cit].
	245 10 ‡a The lottery ticket, or, The sunshine of hope. 246 1 ‡a Sunshine of hope

245 10 ‡a Building houses with cards : ‡b engraved after the original painting in Vaux Hall Garden / ‡c F. Hayman pinxt. ; L. Truchy sculpt.

For untitled images of a documentary nature, give the objective factual content clearly and concisely, enclosed in square brackets. Details of the content, nature, scope, context, purpose, etc., of the material may be fully described in the note area. Include the follow:

- the subject type or form of material, e.g., view(s), portrait(s), sketch(es)
- an identification of the main subject(s) depicted (i.e., persons, events, activities, and objects)
- geographical location(s) depicted, if known and significant
- the date (including month and day, if considered important) or span dates of what is being depicted if different from the date of publication or execution

**Always make a note on the source of the title, e.g.,

500 __ ‡a Title from caption below image.
500 __ ‡a Title from banner in image.
500 __ ‡a Title from a published catalogue issued with collection.
500 __ ‡a Title from Catalogue of prints and drawings in the British Museum.
500 __ ‡a Title devised by cataloger.

Multipart resouces.

When preparing a description for a multipart resource that bears a clearly identifiable and consistently used comprehensive title on some or all of its items, transcribe this as the title proper. If considered important, transcribe the title proper of the individual items themselves in a contents note.

Statement of Responsibility

Transcribe the names of persons and corporate bodies responsible for the intellectual and artistic content material when these names appear on or with the material. Examples include architectural firms, artists, cartoonists, designers, draftsmen, engineers, illustrators, painters, photographers, photo studios, and printmakers. Include any phrases and abbreviations that indicate their role.

Transcribe statements of responsibility found in printed, manuscript, or electronic text on or with the material in the

form in which they appear. In case of doubt as to its origin, treat manuscript text as item?specific.

Do not supply or devise a statement of responsibility.

245 … ‡c drawn by Mrs. Ellen B. Mason, from a photograph
  … ‡c C. Ansell, delt. ; F. Jukes, aqt.
  … ‡c negative by T.H. O'Sullivan ; positive by A. Gardner
  … ‡c respectfully submitted to the President of the U. States by B. Henry Latrobe, survr. of the Capitol, U.S., April 24th, 1817
  … ‡c J.C.H. Grabill, photographer, Deadwood and Sturgis, Dakota Ter.
  … ‡c the Grabill Portrait and View Co., Deadwood, S. Dak.

Do not transcribe names of publishers, manufacturers, distributors, sponsor/advertisers, or copyright holders in this element unless the information is grammatically or visually inseparable from the statement of responsibility.

When a single statement of responsibility names more than one person or corporate body performing the same function or with the same degree of responsibility, transcribe all the names mentioned. Optionally, if the responsible persons or bodies named in a single statement are considered too numerous to list exhaustively, all after the third may be omitted. Indicate the omission by the mark of omission and supply after it in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission.

/ ‡c idee e motti di Giannino Antona-Traversi ; disegni di G. Ardy, A. Bonzagni, A. Cagnoni ... [and 7 others] ; sculture di V. Franco

Visual Materials: 246

246 Added titles

Added titles enhance access when there are multiple options for the choice of title or when the chief title contains text that may challenge retrieval. Consider including one or more additional titles in the following situations:

1) If non-roman text has been transcribed within the first five words of the title proper, provide additional title access for a romanized version of the title proper.

2) Rebuses: If any of the first five words in the title proper contains a rebus, provide additional title access for the title with the intended words unbracketed.

3) Title proper with converted letterforms I, V, i, j, u, or v. Provide additional title access for the form of the title proper that corresponds to modern orthography.

4) Punctuation substituting for letters. If a title proper contains hyphens or other characters as substitutes for letters, and the meaning of the characters is known, provide additional access to the decoded form of the title.

5) Titles with inserted spaces. If any spacing has been inserted in the transcription of the first five words of the title proper, provide additional title access for the form of title with the inserted spaces removed.

6) Variant spellings involving spacing. If any variant or archaic spacing has been transcribed in the first five words of the title proper, provide additional title access for the form of title with modern spacing.

7) Title proper with an interpolated blank. If a blank space intended to be filled in manuscript has been transcribed within the first five words of the title proper as the word "blank" enclosed in square brackets, provide additional title access for the form of title proper without the interpolated blank.

8) Deliberate misspellings. If the title proper contains words that are deliberately misspelled for humorous effect, provide additional title access for the title spelled correctly.

9) Alternative titles. Provide additional title access for alternative titles.
Comment: In the cataloging world of AACR2 and RDA, the term 'Alternative title' has a very specific meaning that is different from what MODS intends. In AACR2, the definition of Alternative Title: *The second part of a title proper that consists of two parts, each of which is a title; the parts are joined by word "or" or its equivalent in another language.*

Example:

Title on the piece = title proper transcribed in Title element: The tempest, or, The enchanted island.

Alternative title: Enchanted island

10) Titles including abbreviations. Provide additional title access for titles with the abbreviations spelled out.

11) Parallel titles. Provide additional title access for parallel titles.

12) Series titles. Provide access for the series title proper exactly as it appears in the publication, including any numbering. See Series Element.

13) Other title. Provide additional title access to any other title-like information on or with the material.

14) Titles from a catalogue raisonné when it differs from the transcribed title.

Examples:

For transcribed title: Comittee.
Added title (corrected misspelling): Committee

For transcribed title: St. Anne's Church, Annapolis, Md.
Added title (abbreviation spelled out): Saint Anne's Church, Annapolis, Maryland

For transcribed title: ***** on the sublime & beautiful
First added title (with ampersand replaced by 'and'): ***** on the sublime and beautiful
Second added title (with punctuation replaced by intended letters): Burke on the sublime & beautiful
Third added title: Burke on the sublime and beautiful

For transcribed title: Buss & blunderbuss, or, Love among the chimney pots.
Added title for alternative title: Love among the chimney pots
Second added title: Buss and blunderbuss

Source: SER, SIVE SERICVS VERMIS
Transcribed title: Ser, siue, Sericus vermis
Added title (normalized modern): Ser, sive Sericus vermis

Source: Yo Semite Falls. California
Transcribed title: Yo Semite Falls. California
Added title (modern spelling): Yosemite Falls, California

Visual Materials: 250

250 (State)

Note: The term "edition" in graphic materials indicates a print run and is recorded in a note. When describing prints, the word "state" rather than "edition" is used to describe identical impressions printed from the same

unchanged printing plate, block, or stone (the matrix).

- 250 is the place to distinguish manifestations that appear identical in other areas of the description
- Particularly useful for supplying text to disambiguate states that differ only in graphic rather than textual content
- Not to be used to record differences between impressions that do not involve a change in the matrix
- Do not use this area as the sole identification of a restrike even if identified as a separate state in a catalogue raisonné

Transcribe any statement related to state in the 250. Use square brackets when supplying information from a catalogue raisonné or when supplying text to described changes in the matrix.

Example:

250 __‡a Proof.
250 __ ‡a [State with road side added in upper left of image].
250 __ ‡a [State 2].
   Note: 500__ ‡a 2nd state as described in: Paulson, R. Hogarth's graphic works, no. 9

Visual Materials: 264

264 (Publication, Distribution, production, etc.)

If the source copy has used 260, change it to 264 using the following indicators depending on the function of the entity:

264 _0 |a Production
264 _1 |a Publication
264 _2 |a Distribution
264 _3 |a Manufacture
264 _4 |a Copyright notice date

Published materials: Transcribe publication, distribution, and manufacturing information as found from a prescribed source—i.e., text (printed, manuscript, or electronic) provided by the creator or creating body on or with the material. Treat copyright dates as you would for other published, printed materials.

Generally transcribe all places of publication (see DCRM(G) 4B6, and BSR for Rare Materials RDA 2.8.2 [14]). If a place of publication is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,G) 4B9).

Generally transcribe all publishers' names (see DCRM(G) 4C6 and BSR for Rare Materials RDA 2.8.4 [15]). If a publisher's name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,G) 4C5).

If no place is found, use cataloger judgment to supply a place – e.g., [England?] or [United States?]

For survey photography, use issuing agency as publisher. For commercial photography, use studio name (if different from personal name).

For material with no imprint or production information, as a last resort use:

For published, 264 1_ ‡a [Place of publication (manufacturing) not identified] : ‡b [Publisher not identified], ‡c [19--?]

Unpublished material (drawings, personal albums, oil paintings, photographs, etc.) omit the publisher element (‡b). Place and date are required. If no place appears on or with the material, supply in square brackets the place of production using the modern English form of the name.

Transcribe the date as found in the source when possible; alternatively, transcribe the date information in a note and provide a concise date in the date field using the patterns below. Use secondary sources to supply a date if one is not found on or with the material whenever possible and provide justification in a note.

264 0_‡a [England], ‡c [approximate date]

Supplying dates: Give a probable or approximate date of publication, distribution, production, etc., according to one of the patterns shown in the Example below. If approximately is used with a span of dates, repeat it as necessary to indicate whether it applies to one or both dates. Use a question mark to indicate probable but uncertain information.

, [1560?] probable year
, [approximately 1580] approximate year
, [not before 1479] terminal date
, [not after 21 August 1492] terminal date
, [1727 or 1728] one year or the other
, [between 1711 and 1746] terminal dates certain
, [between 1711? and 1746?] probable terminal dates
, [between 1711? and 1746] probable earliest and certain latest date
, [1670s] decade certain
, [17th century] century certain
, [early 17th century] first third of the century
, [mid-17th century] middle third of the century
, [late 17th century] final third of the century

For unpublished material, as a last resort, use cataloger judgment to supply a reasonable span of dates based on the earliest and latest probable dates.

For unpublished, 264 0_ ‡a [Place of creation not identified], ‡c [between 1650 and 1800?]

Visual Materials: 300

300 (Physical Description) *Required*

Extent and Specific Material Designation (SMD)
Single items
300 ‡a [Extent] [Specific material] :

Choose a term from the list below for the specific material designation:

- drawing(s)
- painting(s)
- photograph(s)
- print(s)
  or, as a last resort:
- item(s)
- picture(s)

Multiple types of material
When describing a multipart resource containing more than one type of material, record the number of component parts for each type, or use "items" or "pictures".

Example:
  300__ ‡a 7 photographs and 1 print

(*Comment:* Publicity material for a film with seven movie stills and one sheet of potential newspaper advertisements.)

Containers and physical carriers for multipart resources

Record the number and type of containers or physical carriers immediately following the specific material designation when they are original to the material and necessary to accurately communicate its extent.

Container and physical carrier terms that may be added to the specific material designation include, but are not limited to:

- album
- sketchbook
- portfolio
- volume
- scrapbook
- box
- CD?ROM
- DVD

Examples:

300	__?	‡a 100 photographs on 1 CD-ROM? (*Comment:* A published CD?ROM, not a CD-ROM used as an incidental physical carrier for delivery of image files)
300	__	‡a 15 prints in 1 portfolio
300	__	‡a 25 photographs in 1 box (*Comment:* Material consists of one portfolio and one box, issued as a set by the artist)
300	__	‡a 21 drawings in 1 volume (Comment: Cataloger judged the item to be a multipart resource because the volume is a finished product assembled in imitation of a published book.)

Multiple images on one support:

300	_ _	‡a 2 drawings on 1 sheet?
300	_ _	‡a 2 photographs on 1 card mount

Treat photographs printed photo-mechanically as photographs.
Treat the paired images of a stereograph as a single item.

300	_ _	‡a 1 photograph

Treat other non?photographic images printed photo-mechanically as prints. Record the medium or process of production in the other physical details element.

Other physical details
Record additional physical characteristics of material as appropriate to the materials and cataloger expertise, including medium, primary and secondary supports, photographic form (e.g., print, transparency), and color. Whenever possible, use standard terminology from resources such as the Thesaurus for Graphic Materials and the Art an Architecture Thesaurus.

For loose photos and prints: use terms for specific technical processes where positive identification is possible. Example of terms: cyanotypes, engravings, salted paper prints, albumen prints, sepia wash over pencil, watercolor over pencil, etc.

300 ‡b [medium], [color] [support] ;

Photographs

Examples:

300	_ _	‡a 1 photograph : ‡b color print
300	_ _	‡a 1 photograph :‡b negative, collodion on glass
300	_ _	‡a 15 photographs : ‡b gelatin silver and albumen prints
300	_ _	‡a 1 photograph : ‡b photogram
300	_ _	‡a 1 drawing : ‡b computer-aided design (*Comment:* Example is a print?out of a CAD drawing)
300	_ _	‡a 24 photographs : ‡b transparencies *Comment:* A set of educational lantern slides)

Born?digital images (Subfield ‡c is not used for digital formats)

Examples:

45 photographs : digital, JPEGs
10 photographs on 1 CD-ROM : digital, TIFFs
1 drawing : digital, PDF, computer-aided design

For non?photographic prints, provide information about the specific method of printing, the support, or other physical characteristics.

300	_ _	‡a 1 print : ‡b relief
300	_ _	‡a 1 print : ‡b engraving ?
300	_ _	‡a 1 print : ‡b intaglio
300	_ _	‡a 1 print : ‡b photogravure
300	_ _	‡a 1 print : ‡b on green paper
300		‡a 1 print : ‡b

0	_	photomechanical

For drawing and paintings, provide information about the medium, production tools, support, etc.

30 0	_ _	‡a 1 drawing : ‡b pen and ink on paper ?
30 0	_ _	‡a 1 painting : ‡b oil on canvas
30 0	_ _	‡a 1 picture : ‡b cut-paper silhouette

Size and dimensions

300 ‡c [what is being measured] [size height x width], on [support, size height x width]

Generally record dimensions in terms of height x width (as the image would be viewed) and specify what is being measured, recording the height first, and record dimensions in centimeters rounded up to the nearest whole centimeter. If the material measures less than 10 centimeters in the longest dimension, give the dimensions in millimeters, or if the convention of the format is to record size in millimeters (i.e., slide film) or when measuring plate marks of intaglio prints which are traditionally expressed using millimeters.

Example:
1 drawing ; sheet 18 x 14 cm
  Optional note: Vertical orientation
1 photograph : gelatin silver print ; sheet 26 x 21 cm
  Comment: This Example is a standard 8 x 10 photographic print
1 photograph : nitrate negative ; film width 35 mm
  Comment: Example is one frame of film.
1 print : etching ; plate mark 83 x 67 mm
  Comment: Plate marks of intaglio prints are traditionally measured in millimeters.

Format: Record information about the format (i.e., physical presentation) for material commonly described in terms of format. Add the format followed by the word "format" in parentheses following the dimensions element.

1 photograph : color photomechanical print ; sheet 9 x 14 cm (postcard format)
1 print : lithograph, color ; sheet 80 x 55 cm (poster format)
1 photograph : gelatin silver print, black and white ; sheet 26 x 21 cm (8 x 10 format)
  Comment: Dimensions are given as height x width, format is given according
  to common English usage, with the smaller number first)
1 photograph : safety negative ; 35 mm (roll format)
  Comment: Record is for a single frame of film)
1 photograph : nitrate negative ; sheet 13 x 11 cm (4 x 5 format)
1 photograph : print ; mount 9 x 18 cm (stereograph format)
  Comment: Example is a full stereograph.
1 photograph : transparency on glass, hand colored ; 9 x 11 cm (lantern slide format)

For albums:
Measurements are of album, not individual prints. Measurements of individual prints may be given in the 500 field.

For daguerreotypes, specify the plate size, if known. Plate sizes for daguerreotypes are:
  Example:

30 0	_ _	‡a 1 photograph : ‡b daguerreotype ; ‡c plate 50 x 60 mm (ninth plate format)
30 0	_ _	‡a 1 photograph : ‡b ambrotype ;‡c visible image 88 x 65 mm (quarter plate format)

Visual Materials: 336/337/338-490

336/337/338 (Content/ Carrier / Medium)

Choose the appropriate terms for content, media and carrier. This instruction sheet covers only still images. The media and carrier may vary.

336___ ‡a still image ‡2 rdacontent

337___ ‡a unmediated ‡2 rdamedia (other options: projected, stereographic)

338___ ‡a sheet ‡2 rdacarrier (other options: computer disc, film roll, film strip, slide)

Refer to RDA 6.9.1.3 [16] for Content type. See RDA 3.2 [17] for Media Type. See RDA 3.3 [18] for Carrier Type.

490 (Series Statement)

If a series statement is not present on or with the material, but reference sources provide evidence that it was issued as part of a series or multipart resource, do not supply a series statement in the series and multipart resource area. Provide the information in a note, if considered important. Additional title access may also be provided.

Do not use this area for series or sets that do not bear a collective title. Supplied or devised series information may be mentioned in a note. Provide additional title access, if considered important.

Transcribe series and multipart resource information in the form and order in which it is presented in the source. Include parallel titles, subtitles, other title information relating to the series, and statements of responsibility.

Transcribe numbering associated with the series or multipart resource as it appears on or with the material. Do not use any abbreviations not present in the source and do not convert roman or spelled?out numerals to Arabic.

Always make a note on the source of the title proper of the series or multipart resource.

Example:

490 0_ ‡a Stereoscopic gems of Utah scenery
  Note: 500 __ ‡a Series title printed on stereograph mount.
490 0_ ‡a Watkins' new boudoir series : Yo-Semite, Pacific Coast,
  Yellowstone Park, &c
  Note: 500 __ ‡a Series title printed on stereograph mount.
490 0_ ‡a Characters for caricatures / by Christopher Cosmopolitus, Esqr. ;‡v no. 2
490 0_ ‡a Marriage a-la-mode ; ‡v plate II

PCC Core for Series: Title (RDA 2.12.2 [19]) only.
PCC Core for Rare materials, also: Other title information (RDA 2.12.4 [20]) ; Statement of responsibility (RDA 2.12.6 [21])

Visual Materials: 5xx

5xx (Notes)

There is only one required note for graphic materials (in DCRMG) and that is the "Source of title" note (also required in PCC records). Other notes are required to justify attributions or access points or to indicate the sources of information related to supplied information. The Source of Title note should always be first unless you are also supplying a Scope note (520) or a language or script, in which case Source of title note second. [See Order of Notes below.]

Examples of Source of title notes:

500__‡a Title from item.
500__‡a Title from caption etched below image.
500__‡a Title from ms. note in artist's hand.
500__‡a Title from photographer's log.
500__‡a Title supplied by cataloger. *Note:* Title will be in square brackets.

In addition to the **required note** listed above, make the following notes to record other information, if appropriate:

Order of Notes			
Biographical or historical note (545) Provide biographical or historical information about the individual or organization referenced in the 1xx or 245 field		545 __ ‡a The artist and graphic designer Herbert Matter was born in Switzerland in 1907. His interest in art started early in life. In the late 1920s he moved to Paris to participate in its active art scene, studying with Fernand Le?ger and Ame?de?e Ozenfant, and later working for both Adolphe Cassandre and Le Corbusier. …	
Summary (520) Give a brief summary of the content, meaning, or iconography of the image.	Bib 11316691	520 0_ ‡a "Bookplate of John Holland; a female figure wearing a helmet and holding a spear and a shield decorated with the arms of the herald painter John Holland: a lion surrounded by eight fleurs-de lis, three putti in the foreground, one putto holding a crown with a lion by the window at left."--British Museum online catalogue.	
Language and script (546) Make notes on language of text if not apparent from the rest of the description.		546 __ ‡a Title in Chinese characters precedes romanized title.	

Source of description; source of title proper (500) or for multipart resources **(588)**		500 __‡a Title engraved below image. 500 __‡a Title from item. 500 __‡a Title from Paulson. *Note:* Paulson is a catalogue raisonné cited in a 510 note. 500 __‡a Title devised by library staff. For multipart resources, 588 0_‡a Description based on: no. 2. *Note:* Use indication 0 (Source of description) or indicator 1 (Latest issue consulted) or use _Blank (no information provided).
Variations in title (500) Make notes on various titles born by the material, partial or complete transcriptions, parallel titles, picture captions, translations of non-English titles, or variations found in reference sources, in considered important.		500 __‡a Letterpress title on sheet below engraved image: Shakespeare's seven ages. 500 __‡a Brevigraph sometimes incorrectly rendered "ye" expanded in title as [the].
Statements of responsibility (500) If considered important.		500 __ Also signed in image: JC [monogram].
State and printing history (500) If applicable.		500 __ Second of seven states.
Publication, distribution, etc. (500)		500 __‡a Photographs taken in 1865 but printed later. 500 __‡a "Price six pence plain, coulour'd [sic] one shilling." 500 __‡a Plate from: Birch, T. The heads of illustrious persons of Great Britain. London : John and Paul Knapton, MDCCXLIII-MDCCLI [1743-1751].
Physical description (500) Distinguish between 'as issued' and copy specific		Use 590 for copy specific notes. Use 500 for notes that describe as issued information. 500 __‡a Printed on paper designed and shaped like an acorn. 590 __‡a Lewis Walpole impression: Trimmed with loss of imprint.

Accompanying material (500)		500 __ ‡a Accompanied by printed booklet: A list of titles.
Series (500) Source of title note required.		500 __‡a Series title from artist's inventory. Note any other series information not transcribed in the series and multipart resource area, if considered important. 500 __‡a Numbered: (176).
References to published descriptions (510) e.g., catalogue raisonnés, reference sources, etc.		510 4_ ‡a Catalogue of prints and drawings in the British Museum. Division I, political and personal satires, ‡c v. 6, no. 6788
Characteristics of the original (534)		534 __ ‡p Original: ‡a Woodward, G. M. (George Moutard), approximately 1760-1809. ‡t Bedfordshire farmer unloading his presents. ‡c [1800?] ‡e 1 drawing : pencil, ink & watercolor ; sheet 27 x 38 cm. ‡l In The Lewis Walpole Library, Yale University. Farmington, CT.
Contents (505)		505 __ ‡a Contents: (from section captions) Nürnberg -- Bamberg -- Eisenach, Wartburg -- Potsdam, Sans-souci -- Schwarzatal
Other numbering (500) Note numbers not already transcribed as part of another element.		500 __ ‡a Plate numbered in upper right corner: Vol. 1, pl. 8.
Relationship note (580)		580 __ ‡a Forms part of the Topographical Prints collection, The Lewis Walpole Library.
"With" notes (501) Two separate bibliographic items on one sheet, etc.		501 __ ‡a With: An essay on hunting.
Terms of access, use, and reproduction (506)		506 1_ ‡a Restricted: Material fragile; please use digital version. *Note:* Use indication 0 (no restriction) and indicator 1(restriction).
Preferred citation (524)		524 __ ‡a Edward Edwards, Entrance of the Villa at Strawberry Hill. The Lewis Walpole Library,Yale University.
Provenance / Source of acquisition (561)		561 1_ ‡a Formerly owned by Horace Walpole. Sold at the Strawberry Hill Sale, 1842, day viii, 154. 561 0_ ‡a Purchased as part of the Chewton Collection of Lord Waldegrave, by W.S. Lewis, 1948. *Note:* Use indication 0 (private) and indicator 1(not private) even though the distinction is not made in Voyager. Use _Blank (no information provided).
Additional physical format (530)		530 __ ‡a Also available as a digital reproduction.

Exhibition history (585)		585 __ ‡a Exhibited: "Illustrating the Imagination: Celebrating Children's Illustrators from the Cornish Colony and Today" at the Cornish Museum, Windsor, VT, 2009-2010.

Visual Materials: 6xx

Subject access (6xx)

Assign headings for persons, organizations, etc. and LCSH as appropriate for the topic and/or geographic areas to enhance access to the subject of the visual materials. Following provisions as defined by Yale policy on the use of NACO NAF headings. Non-LCNAF headings that conform to RDA rules can also be used.

245 04 ‡a The political strugle.
246 1 ‡i Title should read: ‡a Political struggle

600 00 ‡a George ‡b III, ‡c King of Great Britain, ‡d 1738-1820 ‡v Portraits
600 00 ‡a Augusta, ‡c Princess of Wales, ‡d 1719-1772 ‡v Portraits.
600 10 ‡a Hogarth, William, ‡d 1697-1764, ‡v Portraits.
610 20 ‡a East India Company.
630 00 ‡a Treaty of Paris ‡d (1763)

Examples of subject tracings. Orbis: 8525457

Use the ‡v for portraits or images of people.

600 00 ‡a George ‡b III, ‡c King of Great Britain, ‡d 1738-1820‡v Portraits.
600 10 ‡a Nicholson, Margaret, ‡d approximately 1750-1828 ‡v Caricatures and cartoons.

In addition, provide access to the genres and mediums of the materials using ?GMGPC [22]. Be as specific as your expertise allows. Genre terms are coded 655 _7; specify the thesaurus in ‡2.

Subdivide published items by place of production. Subdivide unpublished materials by the nationality of the artist if known. Optionally, further subdivide published items by the place of publication and date of publication and unpublished items by the century in which the artist lived. Refer to the thesauri to determine appropriate subdivisions for a term.

Note: Some units have used AAT or other thesauri as a source for genre terms. Prefer GMGPC or LCTGM for visual materials if it does not conflict with current practice.

Examples:

Intaglio prints (etchings, engravings, mezzotints, drypoint, aquatints, etc.)
Relief prints (woodcuts, metalcuts, wood engravings, relief etchings, linocuts, etc.)

655 _7 ‡a Intaglio prints ‡z England. ‡2 gmgpc
655 _7 ‡a Daguerreotypes. ‡2 gmgpc
655 _7 ‡a Views. ‡2 gmgpc
655 _7 ‡a Portraits. ‡2 gmgpc
655 _7 ‡a Portrait photographs. ‡2 gmgpc
655 _7 ‡a Views. ‡2 gmgpc
655 _7 ‡a Cartes de visite. ‡2 gmgpc
655 _7 ‡a Watercolors ‡x British ‡y 18th century. ‡2 gmgpc
655 _7 ‡a Photographic postcards. ‡2 gmgpc

Use LCTGM terms to provide access to what is depicted. Use MARC code 650 _7; specify the thesaurus in ‡2.

Examples of subject tracings. Orbis: 8525457	245 04 ‡a The political strugle. 650 07 ‡a Chariots. ‡2 lctgm 650 07 ‡a City & town life. ‡2 lctgm 650 07 ‡a Warehouses ‡z England ‡z London. ‡2 lctgm
	100 1_ ‡a Hogarth, William, ‡d 1697-1764, ‡e printmaker. 245 14 ‡a [The sleeping congregation] / ‡c invented, engraved & published October 26: 1736 by Wm. Hogarth pursuant to an act of Parliament. 650 07 ‡a Clergy. ‡2 lctgm 650 07 ‡a Lust. ‡2 lctgm 650 07 ‡a Preaching. ‡2 lctgm 650 07 ‡a Religious services. ‡2 lctgm 650 07 ‡a Sleeping. ‡2 lctgm

69X

For guidance on local tracings refer to the 69x portion [23] of the YUL Manuscript Cataloging Guidelines.

Visual Materials: 7xx

Additional access for other creators (7xx)

Although PCC Core requires that an access point be created only for the creator having principal responsibility named first in a resource or in reference sources, catalogers are encouraged to provide additional authorized access points for contributors (see table under the 100 field [24]) – e.g., artists, publishers, printers, sponsors, etc.

Use relator codes to clarify the relationship:

Example:

100 1_ ‡a Earlom, Richard, ‡d 1743-1822, ‡e printmaker.
245 10 ‡a [The newlyweds at breakfast] : ‡b engraved from the original plate / ‡c painted by William Hogarth ; engraved by Richard Earlom.
700 1_ ‡a Hogarth, William, ‡d 1697-1764, ‡e artist.

Yale Policy: Use the relator code 'printmaker' rather than 'etcher', 'engraver', metal-engraver', 'lithographer' or any of the other related terms that specify medium.

Suggested terms: attributed name, publisher, associated name.

Visual Materials: MFHD

Holdings Record (MFHD)

No special instructions for visual materials. Enter copy specific notes here or according to repository practice (e.g., 590 in the Bib record or other 5xx field as appropriate).

856 links to digital surrogates can be entered either in the MFHD or the BIB record

Example of call numbers:

852 80 ‡b beinwa ‡h WA PHOTOS ‡i [#]
852 80 ‡b beingen ‡h GEN MSS ‡i [#]
562 __ ‡a Impression 1: Trimmed to plate mark on left and right sides.

Links to a digital surrogate may be made in either the Bib or MFHD record. Subfield ‡u contains the path link. Subfield ‡y contains the text that displays in the OPAC as the hyperlink. Subfield ‡3 Allows you to enter text that specifies the material for which there is a digital surrogate.

856 41 ‡u http: //images.library.yale.edu/walpoleweb/oneitemg.asp?itemid=[unique id] ‡y Digital version

Appendix A: Cataloging Documentation

Art & Architecture Thesaurus **[25]**: [25] AAT is a structured vocabulary, including terms, descriptions, and other information for generic concepts related to art and architecture.

Cultural Objects Name Authority **[26]**: CONA is a new vocabulary now accepting contributions, includes titles, attributions, and other information for art and architecture.

Descriptive Cataloging of Rare Materials Graphics **[27]** (DCRMG)

Getty Vocabularies **[28]**: See Art & Architecture Thesaurus [25]; Cultural Objects Name Authority [26]; Thesaurus of Geographic Names [29]; or the Union List of Artist Name [30]

GMGPC [22] (i.e., Graphic materials genre and physicals characteristics from the Library of Congress): See **Thesaurus for Graphic Materials**

Ladybird LibGuide [31]

LCTGM [32](i.e., Library of Congress thesaurus for Graphic Materials): See **Thesaurus for Graphic Materials**

Library of Congress Authorities **[33]**: [33] **[33]**

Select Name Authority Headings Library of Congress Name Authorities File [33] (LCNAF);
Select Subject Authority Headings Library of Congress Subject Headings [33](LCSH).

Thesaurus of Geographic Names (TGN) **[29]:** TGN is a structured vocabulary, including names, descriptions, and other information for places important to art and architecture.

Thesaurus For Graphic Materials [34]: The *Thesaurus for Graphic Materials* is a tool for indexing visual materials by subject and by genre/format. The thesaurus includes more than 7,000 subject terms (coded lctgm) and 650 genre/format terms (coded gmgpc) to index types of photographs, prints, design drawings, ephemera, and other pictures. In 2007, the subject and genre/format vocabularies, previously maintained separately, were merged into a single list.

Union List of Artists' Names (ULAN): [35]ULAN is a structured vocabulary, including names, biographies, and other information about artists and architects.

Virtual International Authority File (VIAF): [36] A joint project with the Library of Congress, the Deutsche

Nationalbibliothek, and the Bibliothèque nationale de France, in cooperation with an expanding number of other national libraries and other agencies, VIAF explores virtually combining the name authority files of participating institutions into a single name authority service.

See also LIST OF WORKS CITED in [DCRM(G)](#) [27], pp. 225-6.

Source URL:https://web.library.yale.edu/cataloging/visual-materials-single-items

Links

[1] https://web.library.yale.edu/cataloging/visual-materials-collections [2] http://www.loc.gov/aba/pcc/scs/documents/PCC-RDA-BSR.pdf [3] https://web.library.yale.edu/cataloging/videorecording [4] http://web.library.yale.edu/committees/amdc [5] mailto:alison.clemens@yale.edu [6] http://www.loc.gov/marc/bibliographic/bd008v.html [7] http://www.loc.gov/marc/bibliographic/bd007.html [8] http://www.loc.gov/marc/geoareas/gacs_name.html [9] http://rbms.info/dcrm/dcrmg/DCRMG.pdf [10] http://www.loc.gov/marc/relators/relaterm.html [11] http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/relators/alphabetical_list.htm [12] http://access.rdatoolkit.org/rdachp19_rda19-393.html [13] http://access.rdatoolkit.org/rdaappi_rdai-20005.html [14] http://access.rdatoolkit.org/2.8.2.html [15] http://access.rdatoolkit.org/rdachp2_rda2-6638.html [16] http://access.rdatoolkit.org/rdachp6_rda6-3421.html [17] http://access.rdatoolkit.org/rdachp3_rda3-2026.html [18] http://access.rdatoolkit.org/rdachp3_rda3-2050.html [19] http://access.rdatoolkit.org/rdachp2_rda2-7759.html [20] http://access.rdatoolkit.org/rdachp2_rda2-7870.html [21] http://access.rdatoolkit.org/rdachp2_rda2-7914.html [22] http://www.loc.gov/rr/print/tgm2/ [23] http://www.library.yale.edu/cataloging/manuscriptcc/single_item_instructions.htm#69X [24] http://web.library.yale.edu/cataloging/visual-materials-single-items/100-110 [25] http://www.getty.edu/research/tools/vocabularies/aat/ [26] http://www.getty.edu/research/tools/vocabularies/cona/index.html [27] http://rbms.info/dcrm/dcrmg/ [28] http://www.getty.edu/research/tools/vocabularies/ [29] http://www.getty.edu/research/tools/vocabularies/tgn/index.html [30] http://www.getty.edu/research/tools/vocabularies/ulan/ [31] http://guides.library.yale.edu/aecontent.php?pid=459822 [32] http://www.loc.gov/rr/print/tgm1/ [33] http://authorities.loc.gov/ [34] http://www.loc.gov/pictures/collection/tgm/ [35] http://www.getty.edu/research/tools/vocabularies/ulan/index.html [36] http://viaf.org/