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## 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? ( <i>Comment:</i> 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

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300	—	‡a 25 photographs in 1 box ( <i>Comment:</i> Material consists of one portfolio and one box, issued as a set by the artist)
300	—	‡a 21 drawings in 1 volume ( <i>Comment:</i> 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:

30	—	‡a 2 drawings on 1
0	—	sheet?
30	—	‡a 2 photographs on 1
0	—	card mount

Treat photographs printed photo-mechanically as photographs.

Treat the paired images of a stereograph as a single item.

30	—	‡a 1 photograph
0	—	

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 and 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:

30	—	‡a 1 photograph : ‡b
0	—	color print
30	—	‡a 1 photograph : ‡b
0	—	negative, collodion on glass
30	—	‡a 15 photographs : ‡b
0	—	gelatin silver and albumen prints
30	—	‡a 1 photograph : ‡b
0	—	photogram
30	—	‡a 1 drawing : ‡b
0	—	computer-aided design ( <i>Comment:</i> Example is a print-out of a CAD drawing)
30	—	‡a 24 photographs : ‡b
0	—	transparencies <i>Comment:</i> A set of educational lantern

slides)

**Born?digital images** (Subfield ꝑc 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.

30 0	ꝑa 1 print : ꝑb relief
30 0	ꝑa 1 print : ꝑb engraving ?
30 0	ꝑa 1 print : ꝑb intaglio
30 0	ꝑa 1 print : ꝑb photogravure
30 0	ꝑa 1 print : ꝑb on green paper
30 0	ꝑa 1 print : ꝑb photomechanical

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

30 0	ꝑa 1 drawing : ꝑb pen and ink on paper ?
30 0	ꝑa 1 painting : ꝑb oil on canvas
30 0	ꝑa 1 picture : ꝑb cut-paper silhouette

**Size and dimensions**

300 ꝑc [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)

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

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