Orbis Visual Materials Cataloging Manual: Collections

Introduction

This manual provides information on cataloging collections of both published and unpublished visual materials in the Yale Libraries using guidelines from Descriptive Cataloging of Rare Materials (Graphics) Appendix B [1] and the guidelines for graphic materials outlined in PCC RDA BIBCO Standard Record (BSR) Metadata Application Profile [2]. Alternatively, you may use DACS; refer to your local department manual for archival processing.

This manual is maintained by the Yale Archival and Manuscript Description Committee [3]. Please direct comments to Alison Clemens [4] (chair).

Appendix B1. Introduction

This appendix offers guidance in the creation of collective bibliographic descriptions for groups of graphic materials that were not originally conceived of or published as a finite set, whether assembled prior to acquisition or assembled by the repository into a unit for cataloging purposes. These groups may be based on provenance, administrative decisions, or curatorial decisions. The individual items may be published or unpublished. A group may be as small as two items, or so large that it is measured by number of containers rather than items. The only substantial differences between group records and item or multipart resource records are the treatment of the MARC fixed fields, greater flexibility in the statement of extent, and the option not to provide dimensions.

Refer to the documentation for cataloging Single Item and Multi-part Resources [5] for basic cataloging instructions, consulting this manual for fields used only for cataloging at the collection-level.

Visual Materials Collections: Leader

Leader	
Record Status	c : Corrected or revised
Type of Record	k : Two-dimensional nonprojectable graphic
Bibliographic Level	c : Collection
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]

In general follow the guidelines for single items or published groups except where indicated below:

Type of Record: *Required*
Use value '**g**' (projectable medium)
Use value '**k**' (two-dimensional nonprojectable graphic) This code is recommended for all graphic materials including digital images and slides.
Use value '**p**' (mixed materials) if the group also includes other material types (e.g., cartographic, music, manuscript, etc.)

Bibliographic Level: *Required*
Use the value '**c**' (collection-level or group level) for a record describing groups or collections.
Use the value '**d**' (subunit) for single items contained in larger groups or collections that have their own catalog records.

Visual Materials Collections: 035, 1xx

035 (System Control Number)

For collections with a finding aid in Archives at Yale, optionally enter an 035 field with a search string for linking from the finding aids database to Orbis. The syntax for this string is: (YUL)ead.[repository name].[file name]. Syntax for repository and files names is determined locally.

Example:
035 __ ‡9 (YUL)ead.beinecke.wkent

1XX 100 (Main Entry - Personal Name) or **110 (Main Entry - Corporate Name)**

The 1xx main entry is appropriate for many group?level records for example when all materials have the same personal creator or emanate from a single corporate body. Use relator terms when appropriate.

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.

110 2 ‡a San Francisco Call Bulletin (Firm)
110 1 ‡a United States. ‡b Farm Security Administration.
100 1 ‡a Brady, Mathew B., ‡d approximately 1823-1896, ‡e photographer.

When the collected material is known by the name of its compiler, enter the record under the heading for that person or body. When the repository is the compiler, use a title main entry instead.

100 1 ‡a Steevens, George, ‡d 1736-1800, ‡e collector.

(Comment: Collective title is "George Steevens's collection of Hogarth prints")

Visual Materials Collections: 2xx

245 (Title Statement) *Required*

Titles of collections are almost always devised, based on the content of the collection, and generally begin with the phrase "[Genre term] of ..." E.g. [Photographs of San Francisco] or [Prints of London].

If the material does not bear a collective title, provide a title for the group and enclose it in square brackets. Devised titles should generally be in English and should be both descriptive and distinctive, thereby highlighting the factor(s) that characterize the group as a whole. For large bodies of material, it is often useful to include the word "collection," or (in the case of true archival collections) "archive" for clarity. Strive for consistency in title construction. Types of data appropriate for inclusion in collective titles include:

- name of collection (for previously named collections)
- name of creator, creating body, collector, or source (provenance)
- artistic school or style
- geographic locations
- genre/form of material
- principal subjects depicted—persons, events, activities, and objects
- the date or span dates of what is being depicted if different from the date of publication or execution

When describing material that collectively bears a title (e.g., a subgroup level at which file headings or job names appear on or with the material), transcribe the title as you would any other title (See the 245 section in the Visual Materials Cataloging manual for a discussion of transcribed titles.) Do not enclose a transcribed title in square brackets.

Always make a note on the source of the title proper.

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

245 00 ‡a [Caroline and Erwin Swann collection of caricature and cartoon]

245 00 ‡a [Collection of photographic views of mountains in Britain]
245 00 ‡a [Interstate 35W bridge collapse photograph collection]
245 00 ‡a [Tudor Engineering Company photograph archive]
245 00 ‡a [Prints of persons and places mentioned in Samuel Butler's Hudibras]
  (Comment: Prints inserted in an extra?illustrated copy of a separately cataloged published book)

246 field: Variant form of title

Record variant titles by which a group may be known if they differ substantially from the 245 title statement and provide a useful access point. If most or all of the individual items have the same title information and it is considered important, make an added entry for the title.

264 (Place of Publication, distribution, production, creation, etc.)

All elements may be included in group?level records if appropriate. Bracket all elements that are supplied. In most cases, only the date element (subfield ‡c) is appropriate. Use 264 subfields ‡a, ‡b, ‡e, and ‡f only if the same place and/or the same publisher, printer, printseller, etc. apply to all items in the group. Use a single date or inclusive dates in the subfield ‡c, as appropriate.

264 ‡c [1968]
264 ‡c [1655-1687]
264 ‡c [between ca. 1500 and ca. 1600]
264 ‡a [Philadelphia], ‡c [between 1850 and 1890]
264 ‡a [Littleton, N.H.] : ‡b [B.W. Kilburn], ‡c [between 1898 and 1899]

Optionally, indicate dates or date spans most heavily represented as a bulk date.

264 ‡c [between 1924 and 1963, bulk between 1940 and 1950]

Visual Materials Collections: 3xx, 4xx

300 (Physical Description) *Required and Repeatable for multiple types of visual materials in a collection*

‡a [Specific material] : **‡b** [medium], [color] ; **‡c** [what is being measured] [size], on [size of support]

Extent. Give the extent by counting or estimating the number of items, containers or physical carriers the group contains. Prefer SMD terms (i.e., drawing(s), painting(s), photograph(s), print(s), or, as a last resort item(s) or picture(s).

Suggested terms for containers and physical carriers of multipart resources (album(s), sketchbook(s), portfolio(s), volume(s), scrapbook(s), box(es), CD?ROM(s), DVD(s), or terms from an established vocabulary.

When you have two or three distinct sets of sizes of material in a collection, use multiple 300 fields.

Circa values are acceptable, especially for very large and for "open" collections that will grow over time.

For loose photos and prints:
300 __ ‡a [#] photographic prints : ‡b b & w ; ‡c [#] x [#] cm on mounts [#] by [#] cm

‡a Extent and carrier

Example:

‡a ca. 12,185 photographs in 13 containers

May be repeated to describe different parts of multipart items.

300 __ ‡a 32 drawings : ‡b watercolors ; ‡c 21 x 34 cm, on mounts 34 x 54 cm
300 __ ‡a 550 prints in 8 albums ;‡c 51 x 46 cm or smaller

‡b will include terms for specific technical processes where positive identification is possible.

Note: One of the differences between cataloging visual materials according to DCRM(G) rules and DACS is the emphasis place on quantity and medium and carrier in ‡a. DACS

Examples:
300 __ ‡a 15 prints in 1 portfolio

When visual material is stored in more than one container, mention the number of containers in 300 ‡a.

300 __ ‡a 25 photographs in 1 box
(Comment: Material consists of one portfolio and one box, issued as a set by the artist)

Dimensions: Optionally, provide details of the dimensions of the items and/or their containers, specifying what is measured. If materials are of more than two sizes, give the dimensions of the largest followed by the words "or smaller". Measure height x width to the nearest 10th of a cm. Optionally, include the format following the dimensions.

Example:

‡a ca. 60 photographs in 3 albums :‡b chiefly albumen prints on card mounts ;‡c ; prints 17 x 12 cm (cabinet card format), in albums 17 x 11 or smaller.

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351 (Organization and Arrangement)

If considered important, describe the way in which materials have been subdivided into smaller units or the order in which particular units have been arranged.

351 ‡a Organized in three series: 1. Professional life. 2. Travel. 3. Family.

351 ‡b Items are arranged chronologically.

4XX fields: Series statement

Do not use. If series titles of items in the group are significant, trace them in the appropriate 7XX field. A note supporting the tracing may also be provided.

500 ‡a Collection contains several series of stereographs, but most are from the Watkins' Pacific Coast series.
700 1 ‡a Watkins, Carleton E., ‡d 1829-1916. ‡t Watkins' Pacific Coast.

Visual Materials Collections: 5xx

5XX fields: Notes

Inclusion of a variety of notes will help provide collective context to the materials being described. It is particularly important to describe the contents of the group in a 505 contents note and/or a 520 summary note, as described below. The order of notes presented below is recommended based on archival collection?level cataloging practice.

Mandatory notes and notes of particular importance to groups are listed below.

For additional notes, see DCRMG 7B.

500 field: General note

Always make a note on the source of the title proper.

500 __ ‡a Collective title devised by cataloger.

500 __ ‡a Collection title specified by donors in their instrument of gift.

500 __ ‡a Title from photographer's logbook.

Record in a note the name and role of individuals or organizations responsible for creating or compiling all or most of the materials in the group or collection unless apparent from the rest of the description.

500 __‡a Collected chiefly by James Weldon Johnson and Carl Van Vechten.

500 __‡a Photographs attributed to James Parker.

500 __‡a Group assembled by repository.

Record details about physical forms or genres present that are not recorded in the Physical Description (300), if considered important.

500 __‡a Includes photographic prints, cartes de visite, cabinet cards, negatives, prints, and a few photomechanical reproductions.

500 __‡a Contemporary leather-covered cartes de visite album, heavily embossed; metal clasp missing.

500 __ ‡a Accompanied by official "news photo sheets," in which the photographic prints were published, 1945-1946.

506 field: Restrictions on access

When access to the material or a portion thereof is restricted, explain the nature and extent of the restrictions.

545 field: Biographical or historical note

Provide biographical or historical information about the individual or organization referenced in the 1XX or 245 field.

545__ ‡a Angelus Architectural Service Co. was an architectural firm in Los Angeles, California, which offered mail-order architectural plans.
  (Comment: An album containing 63 photographs and 65 drawings of buildings designed by the firm.)

545__ ‡a Richard Buswell (born 1945) is a medical doctor and photographer living in Helena, Montana.
  (Comment: Archive of 88 photographs of abandoned wooden buildings and artifacts in Montana.)

520 field: Summary, etc.

Summary notes are narrative, free?text statements of the scope and contents of groups. Details may include forms of materials, dates of subject coverage, and the most significant topics, persons, places, or events. A summary note may be used in lieu of or in addition to a 505 note. If the contents are listed in a separate finding aid, use only a 520 note and also make a 555 finding aid note.

If the contents of a multi?container group are not listed in a separate finding aid, it can be helpful to connect detailed subject information to a particular area or container number so that specific materials can be located more easily.

520 __‡a Photographs of cats, women, and a few men and children participating in the Garden State Cat Club's

15th annual show, held December 1-2, 1953, at the Wideaway Hall in Newark, N.J., for more than 300 cats from the United States, Canada, and Europe. Includes owners grooming cats; judges examining cats; owners holding cat.

505 field: Formatted contents note

Formatted contents notes provide a structured method of recording item?level information. Elements may include artist, title, state, date of production or publication, extent, scale, etc. Consider assigning a number to each item and recording it within square brackets in the 505 note, and write it on each item. For most graphic materials (which generally lack routine bibliographic indicia), or for large groups, prefer the narrative 520 summary note to the 505 note.

524 field: Preferred citation

Use to provide a specific citation format for citing the material.

524 __ ‡a Richard Buswell, Photographs of Abandoned Wooden Buildings and Artifacts in Montana. Yale Collection of Western Americana, Beinecke Rare Book and Manuscript Library.

561 field: Acquisitions and provenance information

Record the immediate source from which the repository acquired the material unless this information is confidential. For group?level records, use only for materials acquired as a group or part of a group. Alternatively, for groups of materials acquired from multiple sources, make a note in the 561 field: "Acquired from multiple sources, [yyyy-yyyy]."

561 1_‡a Presented to W.S. Lewis by John Brooke, July 1968.

When appropriate, briefly describe any relevant history concerning the ownership of the materials from the time of their production up until the time of their acquisition by the repository. When the provenance and immediate source of acquisition are the same, do not make this note. Instead record the information only in the source note.

561 1_ ‡a Prior to the donation to the Library, the collection was on deposit at the ...

544 field: Location of other archival materials

When the group forms part of an archival collection, and portions of the same collection are known to be elsewhere, record the name and location of custodians.

544 1_ ‡d Related material: Anne Morrow Lindbergh Papers (MS 829) ‡a Manuscripts and Archives, Yale University Library.
544 0_ ‡d Associated material: Bronislaw Malinowski Papers, ‡a London School of Economics and Political Science.

555 field: Cumulative index/finding aids note

Specify the existence of any separate finding aid or similar control material. Use a standard bibliographic citation if applicable. [See also the 856 field for linking to external finding aids.]

555 0_‡a Finding aid available in the library and online.

580 field: Linking entry complexity note (i.e., Relationship note)

Use this note to state the relationship between the materials described and a broader collection of which it is a part. Use only when parts of the collection are being described in separate records (see also the 7XX fields). Note that the control field of an "In" analytice record reflect the characteristics of the illustration not the work as a whole. The bibliographic level will be either 'a' (monographic component part) or 'b' (serial component part).

See the MARC standard for guidance on the use of subfield 7 the 773 field [6] -- the Control subfield. The control

subfield contains up to four character positions that indicate characteristics of the linked entry. Definitions of the codes are dependent on the character position, so each preceding character position must contain a code or a fill character or a fill character (|). For example if position 9 and 1 are not applicable but position 2 is, the position 0 and 1 contain code n (Not Applicable) or a fill character.

Use of a 'blank' in the second indication will generate the introductory word "In" in the OPAC display.

580 __ ‡a Forms part of the Detroit Publishing Company Photograph Collection.

773 0_ ‡t Detroit Publishing Company Photograph Collection ‡w (DLC)93845504

580 __‡a In an extra-illustrated copy of Trivia / by Mr. Gay. London : Bernard Lintott, [1716].

773 0_ ‡7 p1am ‡a Gay, John, 1685-1732. ‡t Trivia, or, The art of walking the streets of London. ‡d London : Printed for Bernard Lintott, at the Cross-Keys between the Temple Gates in Fleetstreet, [1716].

Note: ‡7 p1am

Position 0 - Type of main entry heading
 Code indicating either the type of name contained in subfield $a or the uniform title in subfield $t. The codes correspond to the 1XX tag in the record for the related item: 100 (Main Entry-Personal Name), 110 (Main Entry-Corporate Name), 111 (Main Entry-Meeting Name), and 130 (Main Entry-Uniform Title). Code n is used when no other codes apply.

p	Personal name
c	Corporate name
m	Meeting name
u	Uniform title
n	Not applicable

Position 1 - Form of name Code indicating the form of the name contained in subfield $a. The code corresponds to the value of the first indicator in the 1XX field in the record for the related item, and must thus be interpreted in conjunction with the value in position 0.*If position 0 = p (Personal name), position 1 contains one of the following codes:*

0	Forename
1	Surname
3	Family name

If position 0 = c (Corporate name) or m (Meeting name), position 1 contains one of the following codes:

0	Inverted name
1	Jurisdiction name
2	Name in direct order

If position 0 = u (Uniform title) or n (Not applicable), position 1 contains:

n	Not applicable

Position 2 - Type of record Code indicating the type of record for the related item. The code corresponds to the code in Leader/06 (Type of record) in the record for the related item. For Visual materials use:

k	Two-dimensional nonprojectable graphic

/3 - Bibliographic level from Leader/07 of related record Code indicating the bibliographic level of the related item. The code corresponds to that in Leader/07 in the record for the related item.

a	Monographic component part
b	Serial component part
c	Collection
d	Subunit
i	Integrating resource
m	Monograph/item

s	Serial

Visual Materials Collections: 6xx, 7xx

6XX fields: Subject headings

Assign subject headings as specific as the material and institutional policy warrant. For specific guidance refer to the Library of Congress Subject Heading manual for terms to describe what the collection is about. Assign as many subject headings as seem appropriate. If considered important, subdivide headings with form terms appropriate to graphic materials or use the relationship designator "depicted" to indicate the pictorial nature. Subdivisions most commonly applicable include:

- ‡v Photographs
- ‡v Pictorial works
- ‡v Posters

Example:

245 10 ‡a Franz R. and Kathryn M. Stenzel collection of western American art, ‡f 1728-1966.
651 _0 ‡a Northwest, Pacific ‡v Pictorial works.
651 _0 ‡a West (U.S.) ‡v Pictorial works.

655 fields: Genre/form headings

Assign as applicable. Prefer the terminology found in the Thesaurus for Graphic Materials; terms from other controlled vocabularies such as the Art and Architecture Thesaurus and the RBMS Controlled Vocabularies may also be used as appropriate. As with subject headings, assign headings as specifically and numerously as the material and institutional policy warrant.

Example:

245 10 ‡a Franz R. and Kathryn M. Stenzel collection of western American art, ‡f 1728-1966.

655 _7 ‡a Drawings. ‡2 gmgpc
655 _7 ‡a Engravings. ‡2 gmgpc
655 _7 ‡a Etchings. ‡2 gmgpc
655 _7 ‡a Oil paintings. ‡2 gmgpc
655 _7 ‡a Pastels (Visual works) ‡2 gmgpc
655 _7 ‡a Lithographs. ‡2 gmgpc

7XX fields: Added entries and linking entries

Types of added entries considered useful for various types of materials include: creators of collections, names of collections, author/title headings, etc. In cases where a person or corporate body is both the creator or issuing body **and** the subject of a collection, it may be appropriate to provide both a 6XX subject entry and a 1XX or 7XX entry.

If a linking entry complexity note has been used in field 580 to describe the Relationship of the group being cataloged to a larger entity, make a linking entry for the larger entity using field 773.

Visual Materials Collections: 856 & adding to groups

856 field: Electronic location and access

This field is used to specify the location or means of access to an electronic finding aid prepared for the group or for other reasons, such as to point to scanned items or digital images. Take special note of the second indicator, which specifies the relationship between the item begin described in the record and the electronic resource being linked to.

The 856 field is valid in both the Bibliographic and Holdings (MFHD) records.

First indicator = 4 (to indicate HTTP)
Second indicator = 1 to link to a digital version of the resource
Second Indicator= 2 to link to a related resource (e.g. the finding aid)

Use ‡3 to record text that will display as a link in the OPAC.
Use ‡u to enter the link path.

856 41 ‡3 View a selection of digital images in the Beinecke Library's Digital Images Online database
‡u http://beinecke.library.yale.edu/dl_crosscollex/callnumSRCHXC.asp?WC=N&SS=N&CN=WA_MSS_10 [7]

856 42 ‡3 View a description and listing of collection contents in the finding aid
‡u http://hdl.handle.net/10079/fa/beinecke.sackvill [8]

Considerations when adding to groups

Sometimes items are added to groups after initial processing or cataloging has been completed. In such cases, edit or add to the description as necessary, paying particular attention to the following elements:

- dates (260 field and fixed fields)
- extent (300 field)
- contents (505 and/or 520 field)
- subject and genre/form headings (6XX fields)
- added entries (7XX fields)

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

Links
[1] http://rbms.info/dcrm/dcrmg/DCRMG.pdf [2] http://www.loc.gov/aba/pcc/scs/documents/PCC-RDA-BSR.pdf [3] http://web.library.yale.edu/committees/amdc [4] mailto:alison.clemens@yale.edu [5] https://web.library.yale.edu/cataloging/visual-materials-single-items [6] http://www.loc.gov/marc/bibliographic/bd76x78x.html [7] http://beinecke.library.yale.edu/dl_crosscollex/callnumSRCHXC.asp?WC=N&SS=N&CN=WA_MSS_10 [8] http://hdl.handle.net/10079/fa/beinecke.sackvill