

## 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 placed 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.

**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.

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**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.

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**Source URL:** <https://web.library.yale.edu/cataloging/visual-materials-collections/3xx-4xx>