

## 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" analytic 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](#) [1] -- 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 (I). 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.

<b>p</b>	Personal name
<b>c</b>	Corporate name
<b>m</b>	Meeting name
<b>u</b>	Uniform title
<b>n</b>	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:*

<b>0</b>	Forename
<b>1</b>	Surname
<b>3</b>	Family name

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

<b>0</b>	Inverted name
<b>1</b>	Jurisdiction name
<b>2</b>	Name in direct order

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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.

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

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**Source URL:** <https://web.library.yale.edu/cataloging/visual-materials-collections/5xx>

### Links

[1] <http://www.loc.gov/marc/bibliographic/bd76x78x.html>