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# **RULES FOR ARCHIVAL DESCRIPTION**

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# CANADIAN ARCHIVAL STANDARD

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## RULES FOR ARCHIVAL DESCRIPTION

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*Prepared under the direction of the*

PLANNING COMMITTEE ON DESCRIPTIVE STANDARDS

a committee of the Bureau of Canadian Archivists, representing:

L'Association des archivistes du Québec

The Association of Canadian Archivists

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# FOREWORD

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The Bureau of Canadian Archivists is pleased to endorse *Rules for Archival Description* for use by Canadian archivists. *RAD* establishes for the first time a national set of rules for the description of archives, a goal the profession has sought for so many years.

Standards are not new to the work of archivists. Technical standards have existed for some time in the field of archival conservation. Records management guidelines have resulted in a more coherent and consistent approach to information management. Now the profession has a set of rules that will enable archival institutions to produce more uniform descriptions of their holdings.

Descriptive standards are important for several reasons, not the least of which is improved service to our users, who stand to benefit the most from their implementation. Applying agreed upon standards to our descriptive practices will facilitate the exchange of information between archives at the local, national, and international level.

The Bureau of Canadian Archivists is committed to the ongoing development, use, and maintenance of *RAD*, in cooperation with the Canadian Council of Archives.

André Martineau,  
*Secretary General*  
Bureau of Canadian Archivists

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# PREFACE TO THE 2008 REVISION

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Nearly twenty years have passed since Kent Haworth's extensive preface to the first edition of *Rules for Archival Description (RAD)* in 1990. Over this period Canadian institutions and the archival profession have made a significant investment in *RAD*, resulting in increased standardization of archival descriptions and improved access by users to archival holdings.

The initial publication and subsequent implementation of *RAD* reflects the substantial effort of the members of the Bureau of Canadian Archivists' (BCA) Planning Committee on Descriptive Standards. Today Archives Canada, the national archival database network, aggregates more than 55,000 *RAD*-compliant fonds and collection-level descriptions, promoting the discovery of, and access to, archival material held in Canadian repositories. Following the development of *RAD*, the Canadian Council of Archives (CCA) charged a committee of experts with monitoring and promoting issues related to archival descriptive standards within the context of the Canadian archival system. Established in 1996, the Canadian Committee on Archival Description (CCAD) is responsible for the continuing maintenance, review, interpretation, and revision of *RAD*.

Maintaining and updating *RAD* represents a significant effort. Since 1990, and in collaboration with the Canadian archival community, the standard has been enriched by regular rule revisions as well as the addition of an index and several chapters that provide guidance on the description of specific media.

In 2001, the Canada-U.S. Task Force on Archival Description (CUSTARD) was initiated to explore the potential for harmonizing archival descriptive standards within North America. At the time, the initiative revealed what were felt to be significant divergences in approach between Canadian and U.S. practice. At the conclusion of CUSTARD in 2003 a collaborative draft document formed the basis for the U.S. standard, *Describing Archives: A Content Standard (DACs)*, and a comprehensive revision of the Canadian standard referred to as draft RAD2.

Over the course of 2004 there was comprehensive consultation on the draft RAD2 document. Not unlike the CUSTARD project, this consultative process revealed widely divergent opinions from within the Canadian archival community. Following a careful review of feedback received, CCAD put forward to the CCA a number of options for proceeding with the development of *RAD*. The approved option saw the Committee move forward to draft a series of revisions to *RAD* based on those aspects of draft RAD2 that received the most consensus from the Canadian archival community.

The 2008 revision to *RAD* is the result of this effort, and reflects the responsibility of CCAD to directly respond to needs expressed by the Canadian archival community. The revision sees the addition of a number of rules as well as a new chapter. The revision means to make the standard more flexible and reflective of the range of descriptive practice in Canadian archives. For example, *RAD* now includes rules that provide guidance for those approaches where the series constitutes the highest level of description. These rules make the standard more permissive, and will ultimately allow more Canadian institutions to participate in the national archival database.

The revision also includes rules that guide the description of collections and discrete items. Archival material varies with respect to provenance. Rules have been added to provide guidance for the description of collections of material assembled on the basis of a common characteristic. A new chapter includes rules for the description of discrete items that do not form part of a larger body of materials. The addition of these rules will support archivists to consistently describe the range of material that make up the holdings of Canadian archival repositories.

Finally, CCAD is very pleased that the 2008 revision incorporates a Statement of Principles. The principles serve as a conceptual framework for the standard that represents a contemporary approach to archival description. They mean to guide descriptive practice and inform the evolution of standardization in Canada. The sum of the changes implemented in the 2008 revision allow archivists and institutions greater flexibility, latitude and the exercise of judgement in describing archival materials, while at the same time firmly grounding practice within a framework of explicit principles.

The 1990 publication of *RAD* represented a substantial and cooperative effort by the Planning Committee on Descriptive Standards. The 2008 revision to *RAD* reflects ongoing dialogue by the Canadian profession on the nature and evolution of contemporary descriptive practice. As a national archival descriptive standard, *RAD* continues to require the input of, and feedback from, the archival professional community. In addition to identifying areas of consensus, recent community consultations also revealed a number of areas with greater divergence of opinion. These points of divergence will form the basis for future discussion, consultation and revision of the national descriptive standard.

Sharry Watson  
Canadian Committee on Archival Description

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# PREFACE TO THE 1990 EDITION

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And if the Archivist is here provided with a general guide rather than a detailed set of rules at least we should be sure that no theories are enunciated which are not applicable to archive work in any country, nor on the other hand any first principles omitted. In most sciences and arts it will be found that special cases can be satisfactorily met by any one who combines a sound theory with ordinary common sense and both with practical experience. It is that combination that we wish to commend to the Archivist.<sup>1</sup>

## HISTORY AND METHODOLOGY

The presentation of *Rules for Archival Description (RAD)* to the Canadian archival community represents three years of concentrated effort on the part of the Planning Committee on Descriptive Standards to realize several recommendations made by the Bureau of Canadian Archivists' Canadian Working Group on Archival Descriptive Standards.<sup>2</sup> The Canadian Working Group recognized that the development of detailed standards and rules for the description of archives is one of the most complex matters for archivists to undertake. At the same time, the Canadian Working Group believed that the standardization of archival description was both possible and desirable for both users and keepers of archives.<sup>3</sup> Efforts in this direction were already well advanced by Michael Cook and Margaret Procter<sup>4</sup> in Great Britain and Steven Hensen<sup>5</sup> in the United States of America. Although the process of descriptive standards development has taken a different course in Canada and some of our rules differ their efforts have made our own enterprise that much less problematic because we had the advantage of examining their work, and the work of others who have struggled before us with the development of rules for the description of archival materials.<sup>6</sup> In Québec, the

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<sup>1</sup> Hilary Jenkinson, *A Manual of Archive Administration* (Oxford: Clarendon Press, 1922), p. 19.

<sup>2</sup> Hereafter referred to as the Canadian Working Group. For a history of the profession's long held resolve to develop national standards for the description of archival material for all media see *Toward Descriptive Standards* (Ottawa: Bureau of Canadian Archivists, 1985), pp. 1-3.

<sup>3</sup> *Ibid.* p. 8. For an account of the benefits of standardization for archivists, users and sponsors of archives, see *Developing Descriptive Standards: A Call To Action*, Occasional Paper No. 1 (Ottawa: Bureau of Canadian Archivists, 1987).

<sup>4</sup> Michael Cook and Margaret Procter, *Manual of Archival Description*, 2d ed. (Great Britain: Gower Publishing Co., 1989).

<sup>5</sup> *Archives, Personal Papers, and Manuscripts: a Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries*, 2d ed., comp. Steven Hensen (Chicago: Society of American Archivists, 1989).

<sup>6</sup> Acknowledgments here also must include Elizabeth Betz and Wendy White-Hensen for their pioneering work in non-textual media. See *Graphic Materials: Rules for Describing Original Items and Historical Collections*, comp. Elizabeth Betz (Washington, D.C.: Library of Congress,

Association des archivistes du Québec recognized the importance of standardizing the format of finding aids in 1982 when it established an ad hoc working group and in 1984, *Les instruments de recherche pour les archives* was published as a means of accomplishing this objective.<sup>7</sup>

While it was prudent enough not to attempt to produce standards and rules in the limited period of a year (the length of its mandate), the Canadian Working Group did recommend the appointment of six committees to develop standards of description for textual archives, architectural drawings, photographic and other graphic material, moving image material, sound recordings, and machine readable archives. In addition, the Canadian Working Group also made several other significant recommendations affecting the descriptive practices of archivists, including the development of authority files, the use of *Anglo-American Cataloguing Rules* (second edition) rules for the formation of personal, geographic and corporate names, and the investigation of issues and problems related to the subject indexing of archives. At its last meeting, the Canadian Working Group recommended that a standards committee be established to ensure that their specific recommendations would be carried out and to direct generally the work of descriptive standards development on behalf of the profession.

The membership of the Committee on Descriptive Standards comprised two representatives from the Association des archivistes du Québec (AAQ) and two representatives from the Association of Canadian Archivists (ACA). At its first meeting on 16 January 1987 the members of the Committee agreed to expand its membership to include the Secretary General of the Bureau and a representative of the National Archives of Canada as an observer. At the same time the Committee also changed its name to the Planning Committee on Descriptive Standards to more properly reflect its mandate as a planning and coordinating body. These functions were formalized in its mandate statement as follows:

continue the development of archival descriptive standards as required by the Canadian archival community; publish and disseminate archival descriptive standards as well as encourage their use through training programmes and publications; and assist in the establishment of mechanisms to maintain and revise the archival descriptive standards as required.

The Planning Committee then established several working groups, the first of which was the Working Group on Description at the Fonds Level (hereafter referred to as the Fonds Level Working Group), appointed in March 1987 to produce a report that would include rules for description at the fonds level. At the same time working groups were established to develop rules for description of particular classes of material found in a fonds, e.g., textual records, moving image materials, graphic materials, and sound recordings.

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1982), *Archival Moving Image Materials: a Cataloging Manual*, comp. Wendy White-Hensen (Washington, D.C.: Library of Congress, [1984]).

<sup>7</sup> Louis Cardinal et al., *Les instruments de recherche pour les archives* (La Pocatière, Qué.: Documentor, 1984). For a note on the history of these efforts see Jacques Ducharme's comments in his essay on finding aids in Carol Couture and Jean-Yves Rousseau, *The Life of a Document* (Montreal: Vehicule Press, 1987), pp. 199-209, especially fn. 1, p. 207.



When the Planning Committee reviewed the "Report of the Working Group on Description at the Fonds Level"<sup>8</sup> and the responses of the archival community to it, it realized that general rules, *Anglo-American Cataloguing Rules*, Second Edition, 1988 Revision<sup>9</sup>, rules governing all levels of description for all media, analogous to chapter one of *AACR2R*, had to be drafted. With a chapter on general rules in place, the Fonds Level Working Group report could become a chapter on rules for the description of multiple media fonds. In addition, the other working groups responsible for the construction of rules for the description of particular media, could then work within the framework of description established by the general rules for description. Accordingly, the Planning Committee itself drafted General Rules for Description (chapter 1), and in consultation with the Fonds Level Working Group, revised their draft rules to produce Rules for Multiple Media Fonds (chapter 2). As can be seen from the table of contents subsequent chapters will contain rules for description of various media at the fonds, series, file and item levels. These chapters will be published and distributed once they have been reviewed and recommended for use by the archival profession in Canada.

## RULES FOR ARCHIVAL DESCRIPTION

In order to develop rules for the description of archival materials a thorough analysis of the process of description and of the way archivists arrange archival materials is necessary. Inevitably attention must be focussed on the fundamental principles guiding archivists in their descriptive work. With the exception of appraisal, perhaps no other aspect of archival work so demands our analysis of archival theory and principles as does archival description.

The archival community, nationally and internationally, has yet to arrive at a consensus on the principles governing its descriptive practices. Nevertheless, RAD is formulated in a way that takes into account the nature of archives and the common assumptions presently guiding archivists in their descriptive practices.<sup>10</sup>

The principles governing descriptive practice may be defined as the theoretical and practical underpinnings of any descriptive process, while descriptive standards can be characterized as general, officially agreed upon, and widely accepted frameworks that define the way the descriptive process should be carried out and which must be based on overriding and agreed upon principles. Rules governing description can be viewed as a set of instructions, as specific as possible, that embody standards in a particular context with the object of producing consistency in the descriptive process. The practical

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<sup>8</sup> "Report of the Working Group on Description at the Fonds Level to the Planning Committee on Descriptive Standards of the Bureau of Canadian Archivists," March 1988. This report was circulated to the profession for comment in the fall of 1988.

<sup>9</sup> *Anglo-American Cataloguing Rules*, Second Edition, 1988 Revision, Michael Gorman and Paul W. Winkler, editors (Ottawa: Canadian Library Association, 1988). Hereafter referred to as *AACR2R*.

<sup>10</sup> *Toward Descriptive Standards* refers to "commonly accepted assumptions" which must be considered when discussing descriptive standards.

context in which the rules are applied depends on an understanding of the relationship between principles and standards.<sup>11</sup>

Archivists adhere to certain axioms which govern the way they arrange and describe a fonds, and these axioms will perforce determine the rules for the description of archives.<sup>12</sup> These axioms have guided the Planning Committee and its working groups in the formulation of rules for the description of a fonds and its parts. One axiom holds that records created or accumulated by one records creator must be kept together and not intermixed with the records of other creators, often referred to as *respect des fonds*.

A second axiom follows from the observance of *respect des fonds*: the way archives are described depends on their arrangement. Implicit in the archivist's observance of *respect des fonds* is the assumption that the way a creator "automatically and organically created and/or accumulates records" will affect the way archivists arrange a fonds. A fonds cannot be described until it has been arranged. The authors of *Toward Descriptive Standards* underscored this vital link between arrangement and description when they stressed that "archival description must proceed from a thorough understanding of the concepts and practices of archival arrangement, which give all processes of administrative and intellectual control of archives their distinctive character."<sup>13</sup> Similarly, levels of arrangement will determine the level of description and the authors of *Toward Descriptive Standards* recommended that archivists recognize five levels of arrangement (repository, fonds, series, filing unit, and item) and seven levels of description (inter-institutional, repository, thematic group, fonds, series, filing unit, and item).

Another axiom governing descriptive practice, also recommended by the authors of *Toward Descriptive Standards*, requires that all descriptive work must proceed from the general to the specific.<sup>14</sup> In order to place the description of a series that is part of a fonds in context, one must have a description of the fonds of which the series is a part. Users must know the context in which the records they are consulting have been created. It is incumbent upon archivists, therefore, to have intellectual control of their holdings first at the fonds level, before proceeding to lower levels of description.

These axioms have guided the Planning Committee and its working groups in writing *RAD*. To ensure its successful implementation, it is vital that archivists understand the foundations and structures on which it is built and the philosophy and principles underlying it. *RAD* is based on the framework of *AACR2R* with appropriate modifications

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<sup>11</sup> I am indebted to Michael Gorman for delineating this framework in an essay entitled "Principles, Standards, Rules and Applications" in Ralph W. Manning, ed., *AACR2 Seminar Papers* (Ottawa: Canadian Library Association, 1981), pp. 89-97.

<sup>12</sup> Some would argue that the "principles" referred to here are really only assumptions because there is, as yet, no unanimity amongst archivists about their universal nature. This points out the need for an international congress of archivists to produce such a Statement of Principles such as those enunciated by librarians in Paris in 1961.

<sup>13</sup> *Toward Descriptive Standards*, p. 57.

<sup>14</sup> Jacques Ducharme refers to this principle as the "principle of universality; that is, that archives must be described as a whole before one can undertake a detailed description of the parts." Cited in Carol Couture and Jean-Yves Rousseau, *The Life of a Document* (Montreal: Vehicule Press, 1987), p. 199.

to reflect those archival principles governing the arrangement and description of a fonds and its parts. After examining alternatives for the description of archival materials in a standardized format, the Fonds Level Working Group recommended in its report to the Planning Committee the adoption of *AACR2R* as a framework for archival description.<sup>15</sup> The Planning Committee endorsed this recommendation and accepted the approach taken by the Working Group to analyze each area in *AACR2R*, to evaluate its applicability to archival description and to modify the rules, explaining the reasons for any modifications. In its response to their report, the Planning Committee emphasized to the Fonds Level Working Group that any *AACR2R* rules could be modified to respect archival principles and in subsequent meetings with them a consensus was arrived at on the presentation of the rules as they appear in *RAD*.

In order to understand *RAD* it will be useful for archivists unfamiliar with the evolution of bibliographic standards and rules to understand the larger framework in which *RAD* and *AACR2R* reside. *AACR2R* represents an integrated approach to the description of materials normally found in libraries (as its table of contents for part I illustrates) and it is a generalist code of practice, "not specifically intended for specialist and archival libraries," but one which can be used as the basis for the description of materials like those found in archives, with appropriate modifications.<sup>16</sup> *RAD* provides archivists with a set of rules which "aim to provide a consistent and common foundation for the description of archival material within a fonds, based on traditional archival principles."<sup>17</sup>

It is essential, therefore, that archivists using these rules in their descriptive work remember that they are an extension of *AACR2R* to cover materials in archives that are part of a fonds. In some cases *RAD* modifies or augments an *AACR2R* rule; in other cases the rules are equivalent to *AACR2R*. Because *RAD* is based on *respect des fonds* it does not provide specific rules for the description of collections or items that do not form part of a recognizable fonds. Collections are, unlike fonds, artificial accumulations of materials and often lack a natural, organic unity. However, the rules can be applied to the description of collections and discrete items and *RAD* provides archivists with guidance in this matter in the introductory rules (see Rule 0.1). If archivists wish to describe published materials they should consult the relevant chapters in *AACR2R* for guidance.

The levels of detail of description reflected in rules 0.29 and 1.0D are intended to provide institutions with some flexibility when choosing a particular level of detail for a finding aid. The contents and format for a particular type of finding aid (union list, repository/thematic guide, inventory, or list) are thus determined by the depth (or level of detail) of description required by an institution. Implicit in the provision of levels of detail of description is the necessity for institutions to define the purpose of their finding aids (both existing and projected) and establish the minimum level of detail required for descriptions appearing in each type of finding aid. It must be emphasized that *RAD* does not prescribe products, that is, it does not provide guidance on the types of finding aids archives should develop, or the form in which they are presented or distributed to users.

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<sup>15</sup> "Report of the Working Group on Description at the Fonds Level," p. 9.

<sup>16</sup> *AACR2R*, Rule 0.1.

<sup>17</sup> *Rules for Archival Description*, Rule 0.1.

That is a matter of institutional policy.<sup>18</sup> Similarly, many rules provide for options in the application of a particular rule. Institutions are expected to develop their own policies and procedures for the application of an option as instructed in Rule 0.5.

## ACKNOWLEDGEMENTS

Both the profession and Canadian archival institutions have invested heavily in the development of these rules, recognizing as they do the benefits which will derive from their application. The Planning Committee has made every effort to make the development of rules for description for Canadian archivists a collaborative process. Members participating in various media working groups have been chosen because of their own expressed interest and demonstrated expertise with a particular media and we are grateful to them for contributing their talents to this collective endeavour. The community at large has been kept informed of the progress of the Planning Committee's work and is encouraged to respond, as they have done so in the past, to future Working Group reports as they appear.

While the profession has accepted responsibility for the development of the rules, archival institutions have also contributed generously to this project both singly, through the support of their staff's attendance at working group meetings and their requests for leave to prepare working papers and other documents, and collectively through the Canadian Council of Archives (CCA). The Canadian Council of Archives' survey of Canadian archives revealed arrangement and description as the most important of short-term provincial priorities.<sup>19</sup> In the face of this acknowledged urgency the Planning Committee has appreciated the moral support and patience of the National Archives and many provincial/territorial institutions who have postponed significant institutional decisions respecting pressing descriptive projects until *RAD* is released.

The Planning Committee also acknowledges the interest shown in our work by our colleagues in the library profession. Their willingness to share their experiences in the development of descriptive standards and rules may help us to avoid making similar mistakes in the process of standards development and implementation. We are particularly grateful to the Canadian Library Association (CLA) and to the Association pour l'avancement des sciences et des techniques de la documentation (ASTED) for giving us the rights to copy from both the English and French versions of *AACR2R/RCAA2*.

The development of *RAD* has been, and continues to be, a challenging task. The Planning Committee appreciates, from its own experience, that *RAD*'s implementation by institutions and use by archivists will require as much patience, careful study and reflection as that exercised by the Planning Committee and all its Working Groups in

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<sup>18</sup> This distinguishes *RAD* from both Michael Cook's *Manual of Archival Description* and Steven Hensen's *Archives, Personal Papers, and Manuscripts*, which both propose formats for the standardization and presentation of finding aids. Both Cook and Hensen give considerable attention to the provision of examples in a particular format. Cook gives two models for listing at different levels (list and paragraph modes) and Hensen displays archival descriptions tagged in accordance with the USMARC-AMC format.

<sup>19</sup> The Canadian Archival System: A Report on the National Needs and Priorities of Archives, Summary Report - August 1989 (Ottawa: Canadian Council of Archives, 1989), p. 19.

their development. The degree of success archivists will have in applying these rules to their descriptive work will depend upon the collective efforts of the Planning Committee, its Working Groups, and those in the profession who have taken the time to respond to the challenge of this endeavour. We can only hope that as archivists assess the rules they will apply, as Sir Hilary Jenkinson once commended, their "practical experience" combined with "sound theory" and "ordinary common sense."

Kent M. Haworth,  
*Chairperson*  
Planning Committee  
on Descriptive Standards



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# STATEMENT OF PRINCIPLES

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## PURPOSES OF ARCHIVAL DESCRIPTION

Archival description serves “to identify and explain the context and content of archival material in order to promote its accessibility.”<sup>20</sup> The Bentley research group identified three specific purposes of archival description, and the methods by which these are achieved.<sup>21</sup> The purposes are:

1. To provide access to archival material through retrievable descriptions;
2. To promote understanding of archival material by documenting its content, context and structure; and
3. To establish grounds for presuming the authenticity of archival material by documenting its chain of custody, arrangement, and circumstances of creation and use.

The following principles form a foundation for this standard, and assist institutions to achieve the purposes of archival description.

## PRINCIPLES OF ARCHIVAL DESCRIPTION

These principles guide the development of a descriptive practice that employs the system of rules contained in this standard. Principles are grounded in fundamental archival theory as well as the tradition of Canadian archival practice. They are informed by earlier statements on description, and various national and international descriptive standards.<sup>22</sup>

The “Preface to the 1990 Edition” of *RAD* states:

The principles governing descriptive practice may be defined as the theoretical and practical underpinnings of any descriptive process, while descriptive standards can be characterized as general, officially agreed upon, and widely accepted

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<sup>20</sup> International Council of Archives (ICA), *International Standard for Archival Description (General)*, 2<sup>nd</sup> ed. (Ottawa: International Council of Archives, 2000), p. 7.

<sup>21</sup> Wendy M. Duff and Kent M. Haworth, “Advancing Archival Description: A Model for Rationalizing North American Descriptive Standards,” *Archives and Manuscripts*.25, 2 (1997), p. 204.

<sup>22</sup> See *Toward Descriptive Standards: Report and Recommendations of the Canadian Working Group on Archival Descriptive Standards* (Ottawa: Bureau of Canadian Archivists, 1985), pp. 6–9, pp. 55–59, pp. 63–64; U.S. Working Group on Standards for Archival Description (WGSAD), “Archival Description Standards: Establishing a Process for their Development and Implementation,” *American Archivist* 52, 4 (Fall 1989), pp. 440-43; Duff and Haworth, pp. 198-99, pp. 203-4; *Rules for Archival Description* (Ottawa, Bureau of Canadian Archivists, 1990); ICA, “Statement of Principles Regarding Archival Description,” *Archivaria* 34 (Summer 1992), pp. 8-16; ICA, *ISAD(G)*, pp. 7-12; and *Describing Archives: A Content Standard* (Chicago: Society of American Archivists, 2004).

frameworks... The practical context in which the rules are applied depends on an understanding of the relationship between principles and standards.<sup>23</sup>

If it is to be widely adopted and used, a descriptive standard must rest on a solid intellectual foundation. These principles, widely understood and accepted by archivists, provide a theoretical and practical framework for the rules that follow.

**P1.0. Archival description should be undertaken with attention to requirements for use.** Descriptive practice must recognize specific use requirements. To ensure effective access to archival material, decisions related to description and the choice of access points should reflect the archivist's obligation to all users. The rules in this standard should be applied in a way that results in descriptions and access points suited to both institutional and research needs.

**P2.0. The description of all archival material (e.g., fonds, series, collections and discrete items) should be integrated and proceed from a common set of rules.** Archival material has traditionally been understood to consist of documents automatically and organically created and/or accumulated and used by a person or organization in the course of that creator's activities or functions. Understanding the contextual relationships that exist between a whole and its parts is an important factor in attributing value to aggregations of material. However, archival material varies with respect to provenance, and many institutional holdings fall outside the scope of the traditional conception.

In fulfilling a particular mandate or collections development policy, a repository often acquires collections of documents assembled on the basis of a common characteristic, as well as discrete items that do not form part of a larger body of materials. The value of these records may be related to characteristics independent of knowledge of their creator, or their context of creation, accumulation and use (e.g., subject or form).

If this range of material is to be described consistently within an institutional, regional, or national descriptive system, the rules must apply to material created by, and acquired from, a variety of sources. It follows that the rules in this standard should be used to describe all archival material, including fonds, series, collections and discrete items.

**P3.0. *Respect des fonds* is the basis of archival arrangement and description.** The archival principle of *respect des fonds* states that the records created, accumulated, and/or maintained and used by an individual or corporate body must be kept together in their original order, if it exists or has been maintained, and not be mixed or combined with the records of another individual or corporate body.

This principle is composed of two parts – provenance and original order. The principle of provenance means that the records created, accumulated and/or maintained by an individual or organization must be represented together, distinguishable from the records of any other creator. The principle of original order means that the order of the records established by the creator should be maintained by physical and/or intellectual means

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<sup>23</sup> Kent M. Haworth, "Preface to the 1990 Edition," in *Rules for Archival Description* (Ottawa: Bureau of Canadian Archivists, 1990), p. xvii-xviii.



whenever possible to preserve existing relationships between records and the evidential value inherent in this order.

**P3.1. Description applies to all material, regardless of form or medium.** The principle of provenance demands that no records are excluded from description because of their particular form or medium. However, different media will require specific rules to accurately describe their unique characteristics. Rules for archival description must accommodate all media (and the relationships between them) within the body of records of one creator.

**P4.0. Creators of archival material must be described.** A description of the functions and activities of the creator(s) that produce archival material is important to understanding the context in which they were created. Standardized access points to descriptions should indicate the primary creator and relationships between successive creators (e.g., parts of a corporate body having undergone reorganization). This standard contains rules for presenting this information consistently.

In the context of this standard it is understood that the archivist does not always possess knowledge of the creator(s), nor is a given creator always responsible for more than one unit of material. However, when information relating to creators is known, it must be clearly reflected in (or linked to) the description, enabling retrieval by provenance.

**P4.1. Description applies equally to records created by individuals or families, and by corporate bodies.** Documents that are the product of the functions and activities of organizations may differ in extent, arrangement, subject matter, etc., from those that result from the activities of individuals or families. However, principles of arrangement and description should be applied equally to materials created by individuals or families, and organizations.

**P5.0. Description reflects arrangement (i.e., levels of description are determined by levels of arrangement).** Arrangement is the intellectual and/or physical processes of identifying accumulations of documents in accordance with accepted archival principles. Description involves the creation of accurate representations of archival material. Archivists capture, collate, analyze, and organize information about material that serves to identify it and to explain its context and the systems that produced it.

The description of any unit of material will reflect its unique pattern of arrangement. For instance, records arranged as a fonds or collection might be described using multiple levels to represent both the whole and its parts. In the case of a discrete item, the description would reflect only a single level of arrangement.

**P5.1. Levels of arrangement and description constitute a hierarchical system.** The arrangement of archival material constitutes a hierarchical system of levels that reflect the intellectual and/or physical ordering of the records. This standard recognizes the following levels of arrangement: fonds, series, collection, file and item. Each level of arrangement has a corresponding level of description.

Levels of arrangement may be related to one another in a part-to-whole relationship. For example, a fonds may be composed of series, which in turn may be composed of files, etc. The significance of each part of the whole is tied to its

place in the hierarchy. Multilevel description then, involves the preparation of multiple, interrelated descriptive records, of both the whole and its parts.

This standard, however, also recognizes that not all levels of arrangement are required or possible in all cases, and thus not all levels of description are required. Conversely, in some situations additional levels may be required (i.e., a fonds or series may require further subdivision). Ultimately, levels of arrangement and description depend on the provenance and nature of the material, as well as the management needs of the institution preserving it.

**P5.2. Descriptions should proceed from general to specific.** The representation of multilevel descriptive records must progress from the general to the specific. Description at the highest level should be presented before that of lower levels. It follows that descriptions at lower levels should not be presented without the description of the larger aggregation(s) of which each forms a part.

**P5.3. Information provided at each level of description must be appropriate to that level.** Information provided at a given level of description must be relevant to that level. For example, it is inappropriate to provide detailed information about the contents of files in a description of the fonds or the series. Likewise, it is undesirable to repeat information given at higher levels of a multilevel description. To avoid repetition, provide common information at the highest appropriate level.

**P5.4. Relationships between levels of description must be clearly indicated.** Any relationship existing between levels of description must be clearly indicated. In multilevel description, the whole and its parts must be represented in a way that indicates the nature of the relationships between them. Each level of description must be identified and linked in some way with the next higher unit being described.

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# GENERAL INTRODUCTION

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**0.1.** These rules aim to provide a consistent and common foundation for the description of archival material based on traditional archival principles. The rules can be applied to the description of archival fonds, series, collections, and discrete items. The application of the rules will result in descriptions for archival material at various levels, e.g., fonds, series, file, and item levels, and will aid in the construction or compilation of finding aids of all kinds. The rules cover the description of, and the provision of access points for, all forms of material, e.g., text, graphic material, moving images, commonly found in Canadian archives at the present time. The integrated structure of the text makes the general rules usable as a basis for the description of uncommon material and material yet unknown.

In accordance with the recommendations made by the Canadian Working Group on Archival Descriptive Standards in *Toward Descriptive Standards*,<sup>2</sup> and the decision of the Planning Committee on Descriptive Standards of the Bureau of Canadian Archivists to make the rules compatible with the *Anglo-American Cataloguing Rules*, second edition (1988 revision)<sup>3</sup> the rules extend its provisions and translate its language and terminology so as to make it usable for archivists and archival repositories and can be used independently.

Accordingly, the style used in the rules complies with the prescriptions of *the Anglo-American Cataloguing Rules* and, therefore, is in accordance with the *Chicago Manual of Style*<sup>4</sup> and for spellings with *Webster's New International Dictionary*.<sup>5</sup>

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<sup>2</sup> *Toward Descriptive Standards* : Report and Recommendations of the Canadian Working Group on Archival Descriptive Standards. – Ottawa : Bureau of Canadian Archivists, Dec. 1985.

<sup>3</sup> *Anglo-American Cataloguing Rules* / prepared under the direction of the Joint Steering Committee for Revision of AACR, ... ; edited by Michael Gorman and Paul Winkler. – 2nd ed., 1988 revision. – Ottawa : Canadian Library Association ; London : Library Association Publishing Limited ; Chicago : American Library Association, c1988.

<sup>4</sup> *The Chicago Manual of Style : for Authors, Editors, and Copywriters*. – 13th ed., rev. and expanded. – Chicago ; London : University of Chicago Press, 1982.

<sup>5</sup> *Webster's Third New International Dictionary of the English Language, Unabridged* / editor in chief, Philip Babcock Gove and the Merriam-Webster editorial staff. – Springfield, Mass. : Merriam-Webster ; Harlow, Essex : Distributed by Longman Group, c1986.

Where Webster's gives as a permitted alternative a British spelling (e.g., *catalogue*, *centre*), it has been used in the rules; where the American usage is the only one specified (e.g., *capitalize*), it has been used in the rules. As in AACR2, agreement on terminology has similarly resulted sometimes in the use of an American term (e.g., *membership in*) and sometimes in as British term (e.g., *full stop*).

(0.1. and 0.2.)

## STRUCTURE OF THE RULES

**0.2.** Although most archivists start to gather information about the material to be described during the accessioning process, the rules assume that the material already has been examined, arranged, and the information necessary for description compiled. The rules are, therefore, most usefully applied at the stage when arrangement has been completed and formal description starts.

Part I deals with the provision of information describing the material itself and part II deals with the determination and establishment of headings (access points) under which the descriptive information is to be presented and with the making of references to those headings. The rules define and standardize the description of archival material and their application will result in finding aids of various kinds. The format for the presentation of particular finding aids is a matter of institutional policy and will depend on the type and purpose of the finding aid being prepared.

The introductions to these rules are part of the rules and are numbered accordingly.

(0.3.)

**0.3.** In both parts the rules proceed from the general to the specific. In part I the specificity relates to the broad class of material being described, e.g., text, graphic material, sound recordings, moving images, to the level of detail required for each element of the description, and to the analysis of the parts of the unit being described, e.g., series, file(s), item(s).

(0.4.)

## ACCESS POINTS

**0.4.** In part II the rules are based on the proposition that one or more *provenance*, *author* and/or *non-subject access points* are chosen to make accessible units of material at various levels of description.

(0.5.)

## ALTERNATIVES AND OPTIONS

**0.5.** Some rules are designed as *alternative rules* or as *optional additions*, and some other rules or parts of rules are introduced by *optionally*. These provisions arise from the recognition that different solutions to a problem and differing levels of detail and specificity are appropriate in different contexts. Decide some alternatives and options as a matter of description policy for a particular finding aid or institution and, therefore, exercise them either always or never. Exercise other alternatives and options case by case. All institutions should distinguish between these two types of option and keep a record of their policy decisions and of the circumstances in which a particular option may be applied.

(0.7.)

**0.6.** The word *prominently* (used in such phrases as *prominently named* and *stated prominently*) means that a statement to which it applies must be a formal statement found in, or on, one of the prescribed sources of information (see 1.0A) for areas 1 and 2 for the broad class of material to which the unit being described belongs.

(0.8.)

**0.7.** The rules recognize the necessity for judgement and interpretation on the part of both the person who performs the description and the institution responsible for it. Such judgement and interpretation may be based on the requirements of a particular finding aid or upon the use of the material being described. The need for judgement is indicated in these rules by words and phrases such as *if appropriate*, *important*, and *if necessary*. Such words and phrases indicate recognition of the fact that uniform legislation for all types and sizes of finding aids is neither possible nor desirable, and encourage institutions to develop a description policy based on specific local knowledge. This statement in no way contradicts the value of standardization. Apply such judgement consistently within a particular context and record the institution's policy.

(0.9.)

## APPENDICES

**0.8.** Matters of general application (abbreviations, capitalization, and the treatment of numerals) are dealt with in appendices. The instructions given in those appendices are rules and must be applied consistently. A glossary is given as the final appendix.

(0.10.)

## STYLE

**0.9.** In matters of style not covered by the rules and appendices (e.g., matters of punctuation other than prescribed punctuation), follow the *Chicago Manual of Style*.  
(0.11.)

## LANGUAGE PREFERENCES

**0.10.** The rules contain some instances in which a decision is made on the basis of language and in which English is preferred. Users of the rules who do not use English as their working language should replace the specified preference for English by a preference for their working language. Authorized translations will do the same.  
(0.12.)

**0.11.** The ALA/LC romanization tables<sup>6</sup> are used in examples in which romanization occurs. This usage is based on the recognition that these tables are used by the overwhelming majority of archival institutions and libraries in Canada, Australia, the United Kingdom, and the United States. Authorized translations will, in examples, substitute romanizations derived from the standard romanization tables prevailing in institutions in the countries or areas for which the translation is intended.  
(0.13.)

## EXAMPLES

**0.12.** The examples used throughout these rules are illustrative and not prescriptive. That is, they illuminate the provisions of the rule to which they are attached, rather than extend those provisions. Do not take the examples or the form in which they are presented as instructions unless specifically told to do so by the accompanying text.

Examples often have explanatory notes in italics added to them. Do not confuse them with notes to be added to the description by the person who prepares the description, i.e., the archivist (see 1.8). In part I of the rules, a note to be added to the description is indicated in the examples by Note. Do not add this word to the actual description.  
(0.14.)

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<sup>6</sup> *Cataloging Service*, bulletin 118 (summer 1976)-. – Washington : Cataloging Distribution Service, Library of Congress, 1976- .

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# **PART I. DESCRIPTION**

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# INTRODUCTION

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**0.21.** This part of the rules contains instructions on the formulation of descriptions of archival fonds, series, collections, and discrete items. Those descriptions need (in most instances) headings added to them to make the descriptions accessible. For instructions on the formulation of such access points, see part II.

(0.21.)

**0.22.** The rules are based on the archival principle of *respect des fonds* and the framework of the General International Standard Bibliographic Description (ISBD(G)).<sup>7</sup> They follow that framework exactly in the order of elements and their prescribed punctuation. IFLA has developed, and is developing, specialized ISBDs for specific types of material, also on the basis of the ISBD(G). Close correspondence will therefore exist between chapters in part I and the corresponding ISBD.

(0.22.)

## STRUCTURE OF PART I

**0.23.** The basic rules for the description of archival material are to be found in chapter 1, which sets out all the rules that are of general applicability. Then follow rules for broad classes of material at all levels of description (chapters 2-8 and 11-12) and rules of partial generality (chapters 9-10 and 13). There are no chapters numbered 14-20; part II begins with chapter 21, the paragraphs of the Introduction to part II being numbered 20.1, 20.2, etc.

Chapter 1 is a general chapter containing those rules that apply to all archival material. For example, rule 1.1F deals with the statement(s) of responsibility for the material being described and subsequent chapters in part I refer the user to that rule for guidance on that topic. Where certain classes of material demand specific treatment of a certain element, the general chapter contains only brief guidance and the user of the rules will find specific guidance in the chapter dealing with the particular class of material being described. For example, rule 1.5 contains an indication of the type of information found in the physical description area; and detailed guidance on the physical description of graphic material will be found in rule 4.5, on the physical description of moving images in rule 7.5, and so on. Use the chapters in part I alone or in combination as the specific

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<sup>7</sup> *ISBD(G) : General International Standard Bibliographic Description : Annotated Text* / prepared by the Working Group on the General International Standard Bibliographic Description set up by the IFLA Committee on Cataloguing. – London IFLA International Office for UBC, 1977.



problem demands. The majority of problems, however, can be solved, once the rules have been studied comprehensively, by a single reference to a single rule.

Within the chapters the rule numbering has a mnemonic structure. For example, rule 1.4B is concerned with the date(s) of creation for all types of archival material, rule 3.4B is concerned with the date(s) of creation for textual records, and so on. If a particular rule appearing in chapter 1 is not applicable to the material treated in a subsequent chapter, the rule is omitted from that chapter.

(0.23.)

## METHODS OF PROCEDURE

**0.24.** It is a cardinal principle of the use of part I that the description of a unit of material should be based in the first instance on the chapter dealing with the broad physical class(es) of material to which that unit belongs, e.g., text, moving images, sound recording, microform. In other words, the starting point for description is the physical class of material into which the descriptive unit falls; for example, describe text in microform as a microform.<sup>8</sup> In the case of units composed of multiple media and of discrete items, the description should be based in the first instance on the chapter dealing with multiple media (chapter 2) or discrete items (chapter 13) in conjunction with the chapters dealing with the broad classes of material that make up the unit being described.

When describing reproductions, there will be need in many instances to consult the chapter(s) dealing with the original form(s) of the material in order to complete the description.

(0.24.)

**0.25.** The ISBD(G) contains an area of description for details that are special to a particular class of material or type of publication. This is the third area of description, called the *Material (or type of publication) Specific Details Area*. In these rules, this area has been re-named *Class of Material Specific Details Area*. This area is used for cartographic materials (chapter 5), architectural and technical drawings (chapter 6), and philatelic records (chapter 12). Do not use this area for any other materials treated in these rules. Where it is applicable and appropriate, repeat this area.

(0.25.)

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<sup>8</sup> Traditionally, the archivist has focussed on the intellectual characteristics of the material being described. Although, in these rules, the starting point for description is the broad physical class(es) of material into which the descriptive unit falls, this in no way precludes the description of the intellectual content of the material.

## OPTIONS AND OMISSIONS

**0.26.** Although the rules for description are based upon a standard (the ISBD(G)), it is recognized that certain types of material do not require every element of that standard. For this reason there are differences in the treatment of different kinds of material. For example, the accompanying material element is not used for textual records. (0.26.)

**0.27.** All notes described in the chapters of part I are optional (unless a note is specifically stated to be mandatory) in that their inclusion in the entry depends on the nature of the material being described and the purpose of the entry concerned. In addition, the wording of notes in the examples is not prescriptive (i.e., if desired, choose another wording provided that it meets the general requirements of brevity and clarity). (0.27.)

**0.28.** All measurements prescribed in part I are in SI.<sup>9</sup> They are the normal measurements used at this time in archival and other cultural institutions in Canada. (0.28.)

**0.29.** Rule 1.0D contains a specification of two levels of detail of description. Consider each of these levels as a minimum.<sup>10</sup> When appropriate, add further information to the required set of data. The two levels of detail of description allow archival institutions flexibility in their description policy, because they prescribe an entry that is in conformity with descriptive standards and yet allow some types of material to be described in more detail than others. Use the two levels of detail of description:

- either*      a)      by choosing a level of detail of description for all types of material being described in the institution at all hierarchical (part-to-whole) levels of description, e.g., a fonds, series, file, and item level
- or*            b)      by drawing up guidelines for the use of the two levels of detail of description depending on the purpose or type of finding aid for which the descriptions are made. (0.29.)

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<sup>9</sup> Système International d'Unités or International System of Units.

<sup>10</sup> In practice, institutions may choose a level of detail that falls between the recommended levels in order to accommodate local needs.

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# GENERAL RULES FOR DESCRIPTION

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## GENERAL RULES

### 1.0. GENERAL RULES

#### 1.0A. Preliminary rule

**1.0A1. Scope.** These rules may be used to describe fonds, series, collections, and discrete items.

Where the description of a fonds, series, or collection as a whole constitutes the highest level of description, the descriptions of its parts constitute lower levels of description. Using these rules, archival materials are represented by a set of descriptions which show the unit as a dynamic whole, consisting of lower-level parts that may include series, files, and items. Each of these parts becomes (or has the potential to become) an object of description, resulting in multiple descriptions that need to be linked hierarchically to represent the part-to-whole structure.<sup>1</sup>

Institutions also acquire discrete items that do not form part of a larger body of materials (e.g., a fonds). These rules also provide guidance for the consistent description of and access to discrete items, alongside other holdings. For the description of discrete items, refer to the rules contained in Chapter 13.

For the level of detail required at different levels of description see 1.0D.

**1.0A2. Multilevel description.** Use multilevel description for preparing descriptions of archival material whose arrangement is characterized by multiple aggregations, and when, in addition to the highest level of description, separate descriptions of some or all of its parts are required.

The following rules apply when establishing a hierarchy of descriptions.

**1.0A2a. Description from the general to the specific.** At the highest level of description, give information for the fonds, series or collection as a whole. At the next and subsequent levels, give information for the parts being described. Present the resulting descriptions in a hierarchical part-to-whole relationship proceeding from the highest level to the more specific.

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<sup>1</sup> The rules in this chapter do not prescribe the number of levels to be described in a multilevel description. The decision to describe to a certain level is an institutional one that will vary from one unit of material to the next, depending on the nature, size, and importance of the various component parts. Nor do the rules require that, at a given level of description (e.g., at the file level), *all* the records at that level (e.g., all of the file) be described.

## GENERAL RULES

**1.0A2b. Information relevant to the level of description.** Provide only such information that is appropriate to the level being described. For example, do not provide detailed file content information if the unit being described is a fonds; do not provide an Administrative history for an entire department if the creator of a unit being described is a division or a branch.

**1.0A2c. Linking of descriptions.** Link each description to its next higher unit of description, if applicable, and identify the level of description in the Scope and content (see 1.7D).

**1.0A2d. Non-repetition of information.** At the highest appropriate level, give information that is common to the component parts. Do not repeat information at a lower level of description that has already been given at a higher level, unless specifically instructed to do so in the following rules, or unless essential for clarity.<sup>1a</sup>

**1.0A3. Sources of information.** Each chapter in Part I contains a specification of the chief source of information for each level of description at which the material is being described within the broad class of material covered by that chapter.

For each area of the description one or more sources of information are prescribed. Enclose in square brackets information taken from outside the prescribed source(s) unless otherwise instructed in specific rules.

For an aggregate level of description (e.g., for a fonds, series, file) the chief source of information will be collective in nature.

For an item, the chief source of information may be collective or may be unitary in nature. An example of a chief source of information that is unitary in nature is the chief source for a textual item which is the title page.

Prefer information found in that chief source to information found elsewhere. When the sources of information are placed in a ranking order, follow that order.

**1.0A4. Form of presentation.** Make the levels of description distinct by layout or typography.

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<sup>1a</sup> Institutions may, as a matter of policy, decide to repeat information at each level of description regardless of whether it is given at a higher level.

## GENERAL RULES

### 1.0B. Organization of the description

**1.0B1.** At the level of the fonds, series, collection and file the description is divided into the following areas:

- Title and statement of responsibility
- Class of material specific details
- Date(s) of creation
- Physical description
- Archival description
- Note(s)

**1.0B2.** At the level of an item, the description is divided into the following areas:

- Title and statement of responsibility
- Edition
- Class of material specific details
- Date(s) of creation, including publication, distribution, etc.
- Physical description
- Publisher's series
- Archival description
- Note(s)
- Standard number

Each of these areas is divided into a number of elements as set out in the rules in this and in following chapters.

### 1.0C. Punctuation

**1.0C1.** Precede each area, other than the first area, or each occurrence of a note or standard number, etc., area by a full stop, space, dash, space (. – ) unless the area begins a new paragraph.

Precede or enclose each occurrence of an element of an area with standard punctuation prescribed at the head of each section of this chapter.

Precede each mark of prescribed punctuation by a space and follow it by a space, except for the comma, full stop, and opening and closing parentheses and square brackets. The comma, full stop, and closing parenthesis and square bracket are not preceded by a space; the opening parenthesis and square bracket are not followed by a space.



## GENERAL RULES

Precede the first element of each area, other than the first element of the first area or the first element of an area beginning a new paragraph, by a full stop, space, dash, space. When that element is not present in a description, precede the first element that is present by a full stop, space, dash, space instead of the prescribed preceding punctuation for that element.

Indicate an interpolation (i.e., data taken from outside the prescribed source(s) of information) by enclosing it in square brackets. Indicate a conjectural interpolation by adding a question mark within the square brackets. Indicate the omission of part of an element by the mark of omission (...). Precede and follow the mark of omission by a space. Omit any area or element that does not apply in describing a particular descriptive unit; also omit its prescribed preceding or enclosing punctuation. Do not indicate the omission of an area or element by the mark of omission.

When adjacent elements within one area are to be enclosed in square brackets, enclose them in one set of square brackets unless one of the elements is a general material designation, which is always enclosed in its own set of square brackets.

When adjacent elements are in different areas, enclose each element in a set of square brackets.

[2nd ed.]. – [London] : Thomsons, 1973

When an element ends with an abbreviation followed by a full stop or ends with the mark of omission and the punctuation following that element either is or begins with a full stop, omit the full stop that constitutes or begins the prescribed punctuation.

Warner Bros., Inc. – U.S.  
not Warner Bros., Inc.. – U.S.

When punctuation occurring within or at the end of an element is retained, give it with normal spacing. Prescribed punctuation is always added, even though double punctuation may result.

Quo vadis? : a narrative from the time of Nero

Spring has sprung! : a benefit evening

**1.0C2.** The following table specifies all elements for each area of description (see rule 1.0B) and illustrates the preceding prescribed punctuation as set out in rule 1.0C1.<sup>2</sup>

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<sup>2</sup> This table (rule 1.0C2) is adapted from ISBD(G).

## GENERAL RULES

<i>Area</i>	<i>Prescribed preceding (or enclosing) punctuation for elements</i>	<i>Element</i>
1. Title and statement of responsibility area	[ ]	1.1 Title proper
	=	1.2 General material designation
	:	1.3 Parallel title
	:	1.4 Other title information
	/	1.5 Statements of responsibility
2. Edition area		First statement
		Subsequent statement
	=	2.1 Edition statement
		2.2 Parallel edition statement
		2.3 Statements of responsibility relating to the edition
	/	First statement
	:	Subsequent statement
	,	2.4 Additional edition statement
		2.5 Statement of responsibility following an edition statement
	/	First statement
:	Subsequent statement	
3. Class of material specific details area		
4. Dates of creation, including publication, distribution, etc. area		4.1 Dates of creation
		4.2 Place of publication, distribution, etc.
		First place
		Subsequent place
	:	4.3 Name of publisher, distributor, etc.
	[ ]	4.4 Statement of function of publisher, distributor, etc.
	,	4.5 Date of publication, distribution, etc.
	(	4.6 Place of manufacture
:	4.7 Name of manufacturer	
,	4.8 Date of manufacture	

## GENERAL RULES

5. Physical description area	5.1	Extent of unit being described including specific material designation
:	5.2	Other physical details
;	5.3	Dimensions
+	5.4	Accompanying material statement
6. Series area (publisher's series)	6.1	Title proper of series
=	6.2	Parallel title of series
:	6.3	Other title information of series
<i>Note:</i> A series statement is enclosed by parentheses. When there are two or more series statements, each is enclosed by parentheses.	/	6.4 Statement of responsibility relating to the series
,	6.5	International Standard Serial Number of series
	6.6	Numbering within series
7. Archival description area	7.1	Administrative history/ Biographical sketch
. –	7.2	Custodial history
. –	7.3	Scope and content
8. Note area		
9. Standard number	9.1	Standard number (or alternative)

### 1.0D. Levels of detail in the description

This rule sets out two levels of detail of description for each level of description (e.g., fonds, series, file, item) each containing those elements that must be given as the minimum for that level. Choose a level of detail of description appropriate to the level of description and in accordance with 0.29 and 1.0B. Include this minimum set of elements<sup>3</sup> for all materials described at the chosen level when the elements are applicable to the unit being described and when, in the case of optional additions, the institution has chosen to include an optional element. Elements of description relating to bibliographic characteristics (e.g., statement of responsibility, publisher's series, publishing information) are provided for only at the item level. If the rules in part I specify other

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<sup>3</sup> Information contained in the Biographical sketch or Administrative history element of the archival description area may be carried as part of the authority record for those institutions that use authorities and maintain an authority file unless, of course, the authority file and descriptive records are not linked directly in an institution's finding aid system; in such a case, the information should be included in the descriptive records. See also footnote 25.

## GENERAL RULES

pieces of information in place of any of the elements set out below, include those other pieces of information. Consult individual rules in this chapter and in those following for the content of elements to be included.

**1.0D1. First level of detail of description for a fonds, series, or collection.** For the first level of detail of description for a fonds, series, or collection include at least the elements set out in this schematic illustration:

Title proper. – Class of materials specific details. – Date(s) of creation. –  
Extent of descriptive unit. – Administrative history/ Biographical sketch. –  
Custodial history. – Scope and content. – Note(s).

**1.0D2. First level of detail of description for a file.** For the first level of detail for a file, include at least the elements set out in this schematic illustration:

Title proper. – Class of material specific details. – Date(s) of creation. –  
Extent of descriptive unit. – Scope and content. – Note(s).

**1.0D3. First level of detail of description for an item.** For the first level of detail for an item, include at least the elements set out in this schematic illustration:

Title proper. – Edition statement. – Class of material specific details. –  
Date(s) of creation, or when this is not applicable, date of publication,  
distribution, etc. – Extent of descriptive unit. – Scope and content. –  
Note(s). – Standard number.

**1.0D5. Second level of detail of description.** The second level of detail of description includes all elements set out in the following rules that are applicable to the unit being described.

### **1.0E. Language and script of the description**

**1.0E1.** In the following areas, give transcribed information in the language and script (wherever practicable) in which it appears:

Title and statement of responsibility  
Edition  
Date(s) of creation, including publication, distribution, etc.  
Series

For details given in the class of material specific details area, follow the instructions in the relevant rules of the following chapters.

## GENERAL RULES

Replace symbols or other matter that cannot be reproduced by the equipment available with a description in square brackets. Make an explanatory note if necessary (See also 1.1B1 and 1.1F9).

In general, give interpolations into these areas in the language and script of the other data in the area. Exceptions to this are:

- a) prescribed interpolations and abbreviations
- b) general material designations (see 1.1C)
- c) other forms of the place of publication, distribution, (see 1.4C3 and 1.4C4)
- d) statements of function of the publisher, distributor (see 1.4E).

If the other data are romanized, give interpolations according to the same romanization.

Give all elements in the other areas (other than titles and quotations in notes) according to the language and script policy of the institution preparing the description.

### **1.0F. Inaccuracies**

**1.0F1.** In an area where transcription is required, e.g., when describing at lower levels of description, including the item level, transcribe an inaccuracy or a misspelled word as it appears there. Follow such an inaccuracy either by [sic] or by i.e. and the correction within square brackets. Supply a missing letter or letters in square brackets.

The wolrd [sic] of television

The Paul Anthony Buck [i.e. Brick] lectures

R.C. Booth Enterp[r]ises

### **1.0G. Accents and other diacritical marks**

**1.0G1.** Add accents and other diacritical marks that are not present in the data found in the source of information in accordance with the usage of the language used in the context.

## GENERAL RULES

### 1.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

#### Contents:

- 1.1A. Preliminary rule
- 1.1B. Title proper
- 1.1C. General material designation
- 1.1D. Parallel titles
- 1.1E. Other title information
- 1.1F. Statement of responsibilities

#### 1.1A. Preliminary rule

**1.1A1. Scope.** At all levels of description, record in this area the title of the unit being described, whether transcribed or supplied, and optionally, the general material designation.

At the item level of description, also record in this area the statement of responsibility if applicable.

#### 1.1A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

- Enclose the general material designation in square brackets ([GMD]).
- Enclose the qualifier(s) to the general material designation in parentheses.
- Separate general material designation terms with a comma (,).
- Precede each parallel title by an equals sign (=).
- Precede each unit of other title information by a colon (:).
- Precede the first statement of responsibility by a diagonal slash (/).
- Precede each subsequent statement of responsibility by a semicolon (;).

**1.1A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters. For chief sources of information prescribed for each level of description see the .0B rules in the relevant chapter for the material to which the unit being described belongs.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

**1.1A4. Form of presentation.** Unless otherwise instructed to do so, give the elements of description in the order prescribed by the sequence of the following rules, even if this

## GENERAL RULES

means transposing prominently displayed elements of description that are to be transcribed. Transcribe the data as found, however, if case endings are affected, if the grammatical construction of the data would be disturbed, or if one element is inseparably linked to another.

### 1.1B. Title proper

At all levels of description, always give the title proper. When appropriate, indicate the source of a title proper in a note (see 1.8B2).

**1.1B1. Formal title proper.** At all levels of description<sup>4</sup>, when the chief source of information for a unit being described bears a formal title proper, transcribe it exactly as to wording, order, and spelling, but not necessarily as to punctuation and capitalization. The transcribed title must be common to all the material being described at the level at which it is being described. Give accentuation and other diacritical marks that are present in the chief source of information (see also 1.0G). Capitalize according to appendix A.

Register of baptisms in the parish of Saint George in the county of Halifax

The waste book

Testament de François Noel

The Abercrombie album

Anthology

My American cousin

Initiation potpourri

Pièces comptables et livres comptables  
(*Titre officiel propre d'une série faisant partie du Fonds du Centenaire du Saguenay*)

Fighting words

Adventures in Rainbow Country

Home mission fund record book

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<sup>4</sup> A formal title proper is seldom found at the fonds, series, or collection level.

## GENERAL RULES

Prix d'histoire du Canada de la Société Saint-Jean-Baptiste de Montréal  
(*Titre officiel propre d'un dossier faisant partie du Fonds Gérard Dion*)

Black marks register

Genealogy of the Hoyt and Wiles families

Lettre du Québec  
(*Titre officiel propre d'une pièce faisant partie du Fonds Pierre Perrault*)

Register of the attendance, deportment, and general standing of the pupils attending school in industrial school with a record of visitation

Société d'étude et de mathématique appliquée

If the formal title proper as given in the chief source of information includes the punctuation marks ... or [ ], replace them by – (an em dash) and ( ), respectively.

– And he was created in his own image  
(Source of information reads: ... and he was created in his own image)

**1.1B1a. Formal title proper with symbols.** If the formal title proper as given in the chief source of information includes symbols that cannot be reproduced by the equipment available, replace them with a supplied description in square brackets. Make an explanatory note if necessary.

Tables of the error function and its derivative, [reproduction of equations for the functions]

**1.1B1b. Formal title proper with a statement of responsibility.** If the formal title proper includes a statement of responsibility, and the statement is an integral part of the title proper (i.e., connected by a case ending or other grammatical construction), transcribe it as part of the title proper.

Mildred Brockie's memorabilia

**1.1B1c. Formal title proper with letters or initials.** If a formal title proper includes separate letters or initials without full stops between them, transcribe such letters or initials without spaces between them.

Good old school days at SPS

CNE 101



## GENERAL RULES

If such letters or initials have full stops between them, transcribe them with full stops and omit any internal spaces.

Minutes of the Magee P.T.A., 1958-61

**1.1B1d. Abridge a long formal title proper.** Abridge a long formal title proper only if this can be done without loss of essential information. Never omit any of the first five words of the formal title proper (excluding the alternative title). Indicate omissions by the mark of omission. If appropriate, transcribe the remainder of the title in a note (see 1.8B4).

Commission royale sur les circonstances qui ont entouré l'écrasement de l'avion Douglas DC-8F...

*Note:* Suite du titre... CF-TJN à Sainte-Thérèse-de-Blainville (Québec), le 29 novembre 1963.

**1.1B1e. Title elements scattered by layout or typography.** When parts of the title are scattered over the chief source of information, transcribe the formal title proper based on those elements distinguished by position, typography, or size of lettering. When the title information is arranged decoratively, deduce the logical sequence and then record the title in its semantic order.

**1.1B1f. Formal title proper with many languages or typography.** If the chief source of information bears titles in two or more languages or scripts, transcribe as the formal title proper the one in the language or script of the main written content of the unit being described. If this criterion is not applicable choose the formal title proper by reference to order of titles on or the layout of the chief source of information. Record the other titles as parallel titles (see 1.1D).

International map of natural gas fields in Europe

(Chief source of information bears the following titles:

"International map of natural fields in Europe" and "Carte internationale des champs de gaz naturel en Europe")

**1.1B1g. An alternative title.** An alternative title is part of a formal title proper (see Glossary, appendix D). At the item level, precede and follow the word *or* (or its equivalent in another language) introducing an alternative title by a comma. Capitalize the first word of the alternative title.

Le Canada, ou, Nouvelle-France, &c.

## GENERAL RULES

**1.1B1h. Traditional title.** If the unit being described is traditionally known by a title that does not appear prominently in or on the chief source of information, supply a title proper in accordance with 1.1B2 and give the traditional title in a note (see 1.8B1).

**1.1B1i.** If the chief source of information bears more than one title, in the same language and script, choose the formal title proper on the basis of the sequence or layout of the titles. If these are insufficient to enable the choice to be made or are ambiguous, choose the most comprehensive title.

**1.1B2. Supplied title proper.** If no formal title appears prominently in, or on, the chief source of information, compose a brief descriptive title as instructed in the following subrules. The supplied title proper may be based either on the internal evidence of the material being described; or it may be based on an external source. Do not enclose the supplied title proper in square brackets.

Royal Commission on the Donald Marshall Jr. Prosecution fonds  
*Note:* Title based on the content of the fonds  
*(Supplied title and Source of supplied title for a fonds)*

Procès-verbaux des Affaires criminelles et pénales  
*Note:* Titre basé sur le contenu des documents  
*(Supplied title and Source of supplied title for a series)*

Letters of Presbyterian missionaries serving in Manitoba  
*Note:* Title supplied from file contents  
*(Supplied title and Source of supplied title for a file)*

Glass plate negative of Lake Louise, Banff  
*Note:* Title based on content of the image  
*(Supplied title and Source of supplied title for an item)*

**1.1B3. Supplied title proper for a fonds or collection.**

The supplied title proper for a fonds or collection is composed of the nature of the archival unit and the name element<sup>5</sup>.

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<sup>5</sup> The order of the sub-elements is not prescribed.

## GENERAL RULES

**1.1B3a. Nature of the archival unit.** Supply the word *fonds* or *collection* for the nature of the archival unit being described.

Adele Wiseman fonds

Larry Becker mesmerism collection

Jeniva Berger theatre programs collection

If, as instructed in rule 1.1B3b, no name element has been recorded because the name of the collector is unknown or because the repository has assembled the material, include in the nature element an indication of the theme, content, etc. of the collection.

Canadian philatelic dealer's price lists collection

Saskatchewan homesteading experiences collection

If, as instructed in rule 1.1B3b, no name element has been recorded because the name of the collector is unknown or because the repository has assembled the material, and the subject of the collection is the name of the person, express the title of the collection in a way that clearly indicates that the subject of the collection is not the collector.

Collection about Isadora Duncan  
(*not* Isadora Duncan collection)

**1.1B3b. Name element.** Record the name(s) of the person(s), family (families), or corporate body predominantly responsible for the creation of the fonds or collection as a whole. Record the name(s) in direct order according to the language of the person's country of residence or activity. Give the official form of the name of a corporate body if appropriate. The name may be abbreviated if a fuller form of the name appears elsewhere in the descriptive record (e.g., in the Administrative history/Biographical sketch).

Crawford Brough MacPherson

Office of the Chief Electoral Officer

Peter Neve Cotton

Imbert Orchard

Pony Films Ltd.

## GENERAL RULES

If three or fewer persons who do not share the same family name are credited with, or predominantly responsible for, the creation of the fonds or collection as a whole, give their names in direct order natural language.

Raoul Dandurand et Josephine Marchand

If responsibility for the creation of the fonds or collection as a whole is dispersed among more than three persons who do not share the same family name, give the name of the individual whose material predominates. If this does not apply, choose the name considered most appropriate. *Optionally*, include all the names of the persons who are credited with or predominantly responsible for the creation of the fonds or collection as a whole.

If two or more persons who are related and share the same family name are credited with or predominantly responsible for the creation of the fonds or collection as a whole, give the family name followed by the word *family*.

Crease family

J.S. Ireland family

If two or three families are credited with, or predominantly responsible for, the creation of the fonds or collection as a whole, give all the family names followed by the word *family*.

Moodie, Strickland, Vickers, Ewing family fonds

If responsibility for the creation of the fonds or collection as a whole is dispersed among more than three families, give only the name of the family whose material predominates. If this does not apply, choose the name considered most appropriate. *Optionally*, include all the names of the families who are credited with, or predominantly responsible for, the creation of the fonds or collection as a whole.

For a collection, if the name of the collector is not known, or if the repository has assembled the material and the archival unit is distinct, do not record a name element.

If the repository has assembled the material, and if the archival unit is generic (i.e., likely to be ambiguous outside of a single repository), record the name of the repository.

University of Saskatchewan Archives photograph collection  
(*not* Photograph collection)

**1.1B4. Supplied title proper for parts of a fonds or collection (e.g., series, file, item) or for a series as the highest level of description.**

When describing a part of a fonds or collection, (e.g. a series, file, or item), or a series presented as the highest level of description, which lacks a formal title proper, compose a brief descriptive title as instructed in the following subrules.

**1.1B4a. Name element.** At the series level, if the name(s) of the person(s), family (families) or corporate body (bodies) predominantly responsible for the creation, and/or accumulation and use of the unit being described is different from the name(s) of the creator of the unit as a whole, include the name(s) as part of the supplied title proper. Record the name(s) in direct order according to the language of the person's or body's country of residence or activity.

Speaker

*(Name element for a series with the supplied title of Correspondence of the Speaker that forms part of the Saskatchewan Legislature fonds)*

Treasurer

*(Name element for a series with the supplied title of Financial records of the Treasurer that forms part of the Fredericton Skating Association fonds)*

Elvire Saint-Jean

*(Name element for a series of letters received by Elvire Saint-Jean that forms part of the Fonds de la famille Saint-Jean)*

John MacLean

*(Name element for a series of letters received by John MacLean that forms part of the MacLean family fonds)*

*Optionally*, if the series is presented as the highest level of description, include the name(s) of the person(s), family (families), or corporate body (bodies) predominantly responsible for the creation, and/or accumulation and use of the series as a whole as part of the supplied title proper. Record the name(s) in direct order according to the language of the person's or body's country of residence or activity.

At the series, file, or item level, if the name(s)<sup>7</sup> of the person(s) and/or the corporate body (bodies) primarily responsible for the form and the intellectual or artistic content of the unit being described is different from the name(s) of the creator of the unit, include the name(s) of the author(s) as part of the supplied title proper.

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<sup>7</sup> The name element may be the personal name of the author of the document(s), the name of the position the person holds when authoring and issuing the document(s) in that capacity, or the name of the corporate body, institution, or agency issuing the document(s).

## GENERAL RULES

Correspondence with James Ewings  
(*File forms part of the Arthur Meighen fonds*)

Letter from Ira Dilworth  
(*Letter from Ira Dilworth to Emily Carr forms part of the Emily Carr fonds*)

**1.1B4b. Nature of the archival unit.** Supply a brief term or phrase that most precisely and concisely characterizes the unit being described. The term or phrase should incorporate the form(s) of material (see Glossary, appendix D)<sup>8</sup> that typifies the unit and reflects the function, activity, transaction, or subject that was the basis of its creation and/or use.<sup>9</sup>

Minutes of meetings

Deeds of settlement

Treaty playlists

Actes fiduciaires

Agents' journals

Trappeur et explorateur  
(*Activity which was the basis of the creation of the series forming part of Fonds René Richard*)

Registre de naissances

If the unit being described consists of three or fewer specific forms of material, give the specific forms in their order of predominance. If no specific form predominates, give them in the order that seems most appropriate.

Annual financial reports, confirmation registers, and records of parishioners' contributions

Petitions, communiques, and Oblate directories

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<sup>8</sup> Institutions are strongly encouraged to use a standardized vocabulary when supplying form(s) of material as part of the supplied title proper.

<sup>9</sup> The supplied title proper should not be mistaken for a statement or abstract of the content of the unit being described; the supplied title proper simply names the unit as succinctly as possible. The contents of the unit, e.g., that of an individual letter, should be described in the Scope and content.

## GENERAL RULES

If the unit being described consists of more than three specific forms of material, give the most predominant specific form followed by the phrase *and other material* in the supplied title proper and indicate the other specific forms of material in the Scope and content (see 1.7D). If no specific form predominates, give the form that seems most appropriate followed by the phrase *and other material* in the supplied title proper and indicate the other specific forms of material in the Scope and content.

Soil research files and other material

Decision files and other material

*Optionally*, if the unit being described consists of more than three specific forms of material, indicate the predominant type of record in the supplied title proper and give specific forms of material in the Scope and content (see 1.7D). Use a term that best characterizes the general function, activity, transaction, or subject that was the basis of the unit's creation and/or use.

Timber records

*Scope and content:* Series consists of timber licenses, timber and land returns, terminated licenses for Indian lands, timber permits, and a timber ledger for Indian lands in Canada West.

Accounts

*Scope and content:* Subseries consists of records of payment of annuities, interest paylists, and paylists of lease money.

**1.1C. *Optional addition. General material designation.*** At the highest level of description, give the GMD term(s) that pertains to the unit being described as a whole as instructed in 1.1C1. At each subsequent level of description, give the GMD term(s) that pertains to the part being described according to the same instructions.

If the option to give the GMD is chosen, it should be given at each level of description, unless a GMD in a lower level description is identical to that given in a higher level description.

**1.1C1.** Use general material designation term(s) from the list given below in all descriptions for which general material designations are desired.<sup>10</sup>

### LIST OF GENERAL MATERIAL DESIGNATIONS

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<sup>10</sup> In all subsequent examples, other than those illustrating general material designations directly, the designation is indicated by [GMD]. The use of [GMD] in examples does not imply that a designation is required.

## GENERAL RULES

architectural drawing  
cartographic material  
graphic material  
moving images  
multiple media  
object  
philatelic record  
sound recording  
technical drawing  
textual record

Give this designation immediately following the title proper.

Kenneth Leslie fonds [textual record]

**1.1C2.** At an aggregate level of description (e.g., fonds, series and file) if the unit being described contains parts that fall into three or fewer categories in the list, list the general material designations in their order of predominance.

Charles Edward Findlater fonds [graphic material, textual record]

**1.1C3.** If the unit being described contains parts that fall into more than three categories in the list, use the term *multiple media*. *Optionally*, give the most predominant general material designation, followed by the phrase *and other material*.

Department of Housing fonds [multiple media]

or Department of Housing fonds [textual record and other material]

**1.1C4. Qualifier.** For records in electronic form, on microform or for the visually impaired, add a qualifier to the GMD from the list given below.

electronic  
large print  
microform  
tactile

Enclose the qualifier in parentheses. If various forms of a GMD are present, precede the qualifier(s) by *some* or *chiefly*, as appropriate.

Abraham Joseph fonds [textual record (some microform), graphic material]



## GENERAL RULES

### **1.1D. Parallel titles<sup>12</sup>**

At all levels of description, when applicable, transcribe parallel titles that appear in conjunction with the formal title proper as instructed in the following rules.

**1.1D1.** Transcribe parallel titles in the order indicated by their sequence on, or by the layout of, the chief source of information. Do not create parallel titles if they do not appear prominently with the formal title proper in the chief source of information.

International map of natural gas fields in Europe [GMD] = Carte internationale des champs de gaz naturel en Europe

Homosexuella frigorelseveckan [GMD] = Gay pride week

Citizen participation in non-work-time activities [GMD] = Participation des citoyens aux activités hors des heures de travail

For instructions regarding parallel titles for a particular class of material, refer to the .1D rules in the chapter that deals with that class of material.

### **1.1E. Other title information**

Transcribe other title information that appears in conjunction with the formal title proper of the unit being described as instructed in rules 1.1E1-1.1E5. As appropriate, supply other title information as instructed in rules 1.1E6-1.1E7.

For instructions regarding other title information for a particular class of material, refer to the .1E rules in the chapter that deals with that class of material.

**1.1E1.** Transcribe all other title information appearing in the chief source of information according to the instructions in 1.1B1. Do not create or supply other title information if it is not present in the chief source of information, unless specifically instructed to do so in rules (see 1.1E6 and 1.1E7).

SPSS primer [GMD]: statistical package for the social sciences primer

Landmarks by the riverside [GMD]: reminiscences

Mr. MacKenzie and the constitution [GMD]: address read at the Canadian Historical Association annual meeting, June 6, 1951

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<sup>12</sup> A parallel title is seldom found at higher levels of description (e.g., fonds, series, or collection).

## GENERAL RULES

The navigator [GMD]: an odyssey across time

Pulpit and altar [GMD]: James Robertson Memorial Lectures

**1.1E2.** Transcribe other title information in the order indicated by the sequence on, or the layout of, the chief source of information.

Distribution of the principal kinds of soil [GMD] : orders, suborders, and great groups : National Soil Survey classification of 1967

**1.1E3. Lengthy other title information.** If the other title information is lengthy, either give it in a note (see 1.8B4) or abridge it. Abridge other title information only if this can be done without loss of essential information. Never omit any of the first five words of the other title information. Indicate omissions by the mark of omission.

**1.1E4.** If the other title information includes a statement of responsibility and the statement is an integral part of the other title information, transcribe it as such.

Robert Owen's American legacy [GMD] : proceedings of the Robert Owen Bicentennial Conference, Thrall Opera House, New Harmony, Indiana, October 15 and 16, 1971

**1.1E5.** Transcribe other title information following the whole or part of the formal title proper or the parallel title to which it pertains.

Guide général de Paris [GMD] : répertoire des rues, avec indication de la plus proche station du Métro = General guide to Paris : with repertory of streets and indication of nearest Metro station

Périgord du temps passé [GMD] : 8 estampes rares = 8 rare prints

If there are no parallel titles and if other title information appears in more than one language or script, give the other title information that is in the language or script of the formal title proper. If this criterion does not apply, give the other title information that appears first. *Optionally*, give the other title information in other languages. Precede each parallel statement by an equals sign.

**1.1E6.** If the formal title proper needs explanation, supply a brief addition as other title information, in the language of the formal title proper.

Land use and industry [GMD] : [in East Germany]

## GENERAL RULES

Cowboys don't cry [GMD] : [trailer]

Conference on Industrial Development in the Arab Countries [GMD] :  
[proceedings]

As it happens [GMD] : [excerpt]

**1.1E7.** When describing a reproduction, add the date(s) of creation for the original(s) as other title information if, when taken together, the title proper and the date of creation for the reproduction is misleading. If necessary, explain any date discrepancies in a note.

Nova Scotia Chief Electoral Officer fonds [GMD] : [1967-1988]. –  
Microfilmed between 1978 and 1989

Statistics Office files [GMD] : [1842-1877]. – Microfilmed in 1983

Returns of registered births [GMD] : [1864-1877]. – Microfilmed in 1983

If the option for recording dates of the originals in the Date(s) of creation area (see 1.4B3a) or for recording open dates (see 1.4B4) is exercised, do not use 1.1E7.

### **1.1F. Statements of responsibility**

At the item level of description, transcribe explicit statements of responsibility appearing in conjunction with the formal title proper in or on the chief source of information as instructed in the following rules.

For particular instructions regarding statements of responsibility for a particular class of material, refer to the .1F rules in the chapters that deal with that class of material.

**1.1F1.** Transcribe explicit statements of responsibility appearing in conjunction with a formal title proper in or on the chief source of information. Give such statements in the form in which they appear there.

Map catalogue [GMD] / Surveys and Mapping Branch

Iron maiden [GMD] : aces high / by Derek Riggs

The China study [GMD] / principal investigator, Angus Campbell

Nouvelle institution nationale [GMD] / par l'auteur des "Vues d'un solitaire patriote"

## GENERAL RULES

Une introduction à la foi catholique [GMD] : le nouveau catéchisme pour adultes / réalisé sous la responsabilité des évêques des Pays-Bas

**1.1F2.** If no statement of responsibility appears in conjunction with the formal title proper, neither construct one nor extract one from the chief source of information. If such a statement is needed, give it in a note (see 1.8B5).

The first Hants Folk School [GMD]

*Note:* Written by Freda Wales; illustrations by Dept. of Industry and Publicity

**1.1F3.** If a statement of responsibility precedes the title proper in the chief source of information, transpose it to its required position unless it is an integral part of the title proper (see 1.1B1b).

**1.1F4.** Transcribe a single statement of responsibility as such whether two or more persons or corporate bodies named in it perform the same function or different functions.

Redistricting program [GMD] / [prepared by] Stuart Nagel [for the] Inter-University Consortium for Political Research

A picture study of the settlement of the West [GMD] / prepared by Historical Services and Consultants under the direction of John T. Saywell and John C. Ricker

**1.1F5.** If a single statement of responsibility names more than three persons or corporate bodies performing the same function, or with the same degree of responsibility, omit all but the first of each group of such persons or bodies. Indicate the omission by the mark of omission (...) and add *et al.* (or its equivalent in a nonroman script) in square brackets.

Proceedings of the Workshop on Solar Collectors for Heating and Cooling of Buildings, New York City, November 21-23, 1974 [GMD] / sponsored by the National Science Foundation, RANN—Research Applied to National Needs ; coordinated by University of Maryland ... [et al.]

**1.1F6.** If there is more than one statement of responsibility, transcribe them in the order indicated by their sequence on, or the layout of, the chief source of information. If the sequence and layout are ambiguous or insufficient to determine the order, give the statements in the order that makes the most sense.

## GENERAL RULES

**1.1F7.** Include titles and abbreviations of titles of nobility, address, honour, and distinction, initials of societies, qualifications, date(s) of founding, mottoes, etc., in statements of responsibility if:

- (a) such data are necessary grammatically  
... / ... ; prólogo del Excmo. Sr. D. Manuel Fraga Iribarne
- (b) the omission would leave only a person's given name or surname  
... / by Miss Jane
- (c) the title is necessary to identify a person  
... / Mrs. Charles H. Gibson
- (d) the title is a title of nobility, or is a British term of honour (*Sir, Dame, Lord, or Lady*).  
... / Sir Hugh Allan

Otherwise, omit all such data from statements of responsibility. Do not use the mark of omission.

**1.1F8.** Add a word or short phrase to the statement of responsibility if the relationship between the formal title proper and the person(s) or body (bodies) named in the statement is not clear.

... / [produced by] Atlantis Films

**1.1F9.** Replace symbols or other matter that cannot be reproduced by the facilities available with the archivist's description in square brackets. Make an explanatory note if necessary.

Over the border [GMD] : Acadia, the home of "Evangeline" / by [E.B.C.]  
*Note:* Author's initials represented by musical notes on title page

**1.1F10.** If the item being described has parallel titles but a statement(s) of responsibility in only one language or script, transcribe the statement of responsibility after all the parallel titles or other title information.

The Castonguay family [GMD] = La famille Castonguay / compiled by  
Yvan Castonguay

## GENERAL RULES

If the item being described has parallel titles and a statement(s) of responsibility in more than one language or script, transcribe each statement after the title proper, parallel title, or other title information to which it relates.

If it is not practicable to give the statements of responsibility after the titles to which they relate, transcribe the statement of responsibility in the language or script of the title proper and omit the others.

**1.1F11.** If there are no parallel titles and a statement of responsibility appears in more than one language or script, transcribe the statement in the language or script of the formal title. If this criterion does not apply, transcribe the statement that appears first.

*Optionally*, transcribe the parallel statements, each preceded by an equals sign.

**1.1F12.** Treat a noun or noun phrase occurring in conjunction with a statement of responsibility as other title information if it is indicative of the nature of the work.

Characters from Dickens [GMD] : dramatised adaptations / by Barry Campbell

If the noun or noun phrase is indicative of the role of the person(s) or body (bodies) named in the statement of responsibility rather than of the nature of the item being described, treat it as part of the statement of responsibility. In case of doubt, treat the noun or noun phrase as part of the statement of responsibility.

... / research and compilation by Ralph W. Wiles

**1.1F13.** When a name associated with responsibility for the item being described is transcribed as part of the formal title proper (see 1.1B1b) or other title information (see 1.1E4), do not make any further statement relating to that name unless such a statement is required for clarity, or unless a separate statement of responsibility including or consisting of that name appears in the chief source of information.

**1.1F14.** *Optional addition.* When name(s) of person(s) or corporate body(ies) appear in a statement of responsibility in the form of initials, transcribe the initials as they appear in the chief source of information. Complete the name, if known, in square brackets.

Geological map of the region north of Lake Huron [GMD] / H. G. S.  
[Herbert G. Skill]

## GENERAL RULES

### 1.2. EDITION AREA

Contents:

- 1.2A. Preliminary rule
- 1.2B. Edition statement
- 1.2C. Statements of responsibility relating to the edition

#### 1.2A. Preliminary rule

**1.2A1. Scope.** Use this area only in item level description to record statements relating to versions of items existing in two or more versions or states in single or multiple copies.

#### 1.2A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

**1.2A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters. For chief sources of information prescribed for each level of description see the .0B rules in the relevant chapter for the material to which the unit being described belongs.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

#### 1.2B. Edition statement<sup>13</sup>

**1.2B1.** Transcribe the edition statement relating to the item being described. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

3rd version

Provisional issue

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<sup>13</sup> For complex edition statements, refer to rule 1.2 in AACR2R.

## GENERAL RULES

Prelim. ed.

2nd ed.  
(*Source of information reads: Second edition*)

Rev. and enl.

Prelim. draft

1st script

**1.2B2.** In case of doubt about whether a statement is an edition statement, take the presence of such words as *edition*, *issue*, or *version* (or their equivalents in other languages) as evidence that such a statement is an edition statement, and transcribe it as such.

**1.2B3.** If the item being described lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[2nd draft]

[Rev. draft]

**1.2B4.** If the only edition statement appearing on the chief source of information is an integral part of the formal title and has been treated as such, do not repeat it in the edition area.

### **1.2C. Statements of responsibility relating to the edition**

**1.2C1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of the item being described following the edition statement if there is one. Follow the instructions in 1.1F for the transcription and punctuation of such statements.

Genealogy of the Murdoch family [GMD] / compiled by Joseph Murdoch. –  
Rev. and enl. / by Christina Murdoch-Smith

**1.2C2.** In case of doubt about whether a statement of responsibility applies to all editions or only to some, or if there is no edition statement, give such a statement in the Title and statement of responsibility area.



## GENERAL RULES

The death of spring [GMD] / by Ebenezer Scriven ; edited with an introduction by Lucia Podmorski

When describing the first edition, give all statements of responsibility in the Title and statement of responsibility area (see 1.1F).

### 1.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:

1.3A. Preliminary rule

#### 1.3A. Preliminary rule

**1.3A1. Scope.** For instructions regarding this area, refer to the chapters dealing with the class(es) of material that use it.

### 1.4 DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

1.4A. Preliminary rule

1.4B. Date(s) of creation

1.4C. Place of publication, distribution, etc.

1.4D. Name of publisher, distributor, etc.

1.4E. Statement of function of publisher, distributor, etc.

1.4F. Date of publication, distribution, etc.

1.4G. Place of manufacture, name of manufacturer, date of manufacture

#### 1.4A. Preliminary rule

**1.4A1. Scope.** At an aggregate level of description (e.g. fonds, series, file) use this area for recording date(s) of creation for the unit being described. Do not record a place or date of publication, distribution, etc., or the name of a distributor, publisher (even if the aggregate contains published items).

At the item level of description, use this area to record

*either* a) the date(s) of creation of the unit being described

*or* b) information about the place, name, and date of publishing, distributing, broadcasting, releasing, and issuing activities.

## GENERAL RULES

Do not record a place or date of publication, distribution, etc., or the name of a publisher, distributor, etc., for unpublished items (e.g., manuscripts or photographs that have not been packaged for distribution, unedited or unpublished film or video materials, stock shots, nonprocessed sound recordings, unpublished electronic record(s)). In such cases, give only the date(s) of creation.

### **1.4A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

**1.4A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters. For chief sources of information prescribed for each level of description see the .0B rules in the relevant chapter for the material to which the unit being described belongs.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

**1.4A4.** Give names of places, persons, or bodies as they appear, omitting accompanying prepositions unless case endings would be affected. Use abbreviations as instructed in appendix B.

**1.4A5.** When describing a reproduction, give the date(s) of creation for the reproduction in this area. If needed, give the date(s) of creation of the original as other title information (see 1.1E7) or qualify the date(s) of the reproduction with the date(s) of the originals (see 1.4B3a).

**1.4A6.** Give the date(s) of accumulation or collection of the unit being described, if different from the date(s) of creation, in a note (see 1.8B8a).

## GENERAL RULES

**1.4A7.** Give the date(s) relating to the contents of the unit being described in the Scope and content (see 1.7D).

### 1.4B. Date(s) of creation

**1.4B1.** Give the date(s) of creation for the unit being described. For items that are published, distributed, etc., see rules 1.4C-1.4G.

**1.4B2.** Give the date(s) of creation of the unit being described either as a single date, or range of dates (for inclusive dates and/or predominant dates). Always give the inclusive dates. When providing predominant dates, specify them as such, preceded by the word predominant (or its equivalent in another language); for inclusive dates, do not give any specification or designation. Give dates in Western-style arabic numerals.<sup>15</sup> If the date found in or on the unit being described is not of the Gregorian or Julian calendar, give the date as found and follow it with the year(s) of the Gregorian or Julian calendar.<sup>16</sup> Specify the name of the calendar, e.g., Republican, Jewish, Chinese, in a note.

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<sup>15</sup> Although these rules do not prescribe a standard format for the presentation of dates (e.g., day/month/year), institutions are encouraged to establish a standard format as a matter of policy.

<sup>16</sup> The Gregorian calendar was adopted in France, Italy, Portugal, and Spain in 1582; by the Catholic states of Germany in 1583; by the United Kingdom in 1752; by Sweden in 1753; by Prussia in 1774; and by the Russian Republic in 1918. Convert dates from 1582 on from the Julian calendar to the Gregorian as set out in the following tables.

**Table I.** The following days in December under the Julian calendar fall in January of the next year under the Gregorian calendar:

YEAR (JULIAN)	DAYS (JULIAN)
1582 – 1699	December 22 – 31
1700 – 1799	December 21 – 31
1800 – 1899	December 20 – 31
1900 – 1999	December 19 – 31

**Table II.** The following days in the "old" style calendar used in the British Isles fall in the next later year under the Gregorian calendar:

#### BRITISH ISLES (EXCEPT SCOTLAND) AND COLONIES

YEAR (OLD STYLE)	DAYS (OLD STYLE)
1582 - 1699	January 1 – 31
	February 1 - 28 [29]
	March 1 – 24
	December 22 - 31
1700 - 1750	January 1 – 31
	February 1 - 28 [29]
	March 1 – 24
	December 21 - 31
1751	December 21 - 31

## GENERAL RULES

, 2628 [1968]

*Note:* Dated in accordance with the Chinese calendar

1975

17 Mar. 1906

1849-1851

1785-1960, predominant 1916-1958

The date(s) of creation of a unit being described must fall within the range of dates of creation of the unit of which it forms a part.

1934-1985

*(Dates of creation of the fonds)*

1945-1960

*(Dates of creation of a series within the fonds)*

1950-1955

*(Dates of creation of a file within the series)*

**1.4B2a.** *Optionally*, if the unit being described contains material, the date(s) of which falls outside the chronological sequence of the majority of the unit being described, and providing inclusive and predominant dates would be misleading, give the aberrant date(s) separated from the dates of the majority by commas.<sup>16a</sup>

1927, 1952-1978

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### SCOTLAND

YEAR (OLD STYLE)	DAYS (OLD STYLE)
1582 - 1599	January 1 – 31 February 1 - 28 [29] March 1 – 24 December 22 - 31
1600 - 1699	December 22 - 31
1700 - 1751	December 21 - 31

<sup>16a</sup> Institutions are encouraged to establish policies and procedures regarding the maximum number of aberrant dates to record.

**1.4B3.** If the unit being described is a reproduction, give the date(s) of creation for the reproduction. Precede the date(s) of creation with a descriptive term or phrase that reflects the process that resulted in the reproduction (see also 1.1E7).

If the unit being described contains both originals and reproductions, give the date(s) of creation of the records that predominate. Give any relevant information pertaining to the other dates in the Scope and content (see 1.7D) or in a note (1.8B8).

Transcribed May 1988

[Transferred to videodisc] 1974

Microfilmed 1973-1974

[Re-recorded and enhanced in 1992]

[Photocopied 196-?]

**1.4B3a. *Optional addition.*** Supplement the dates of the reproduction by adding the dates of the originals in parentheses. If this option is exercised, rule 1.1E7 does not apply.

Microfilmed 1974 (originally created 1771-1774)

[Transferred to videodisc 1974 (originally created 1920)]

**1.4B4.** For the material described at an aggregate level of description, e.g., described at the level of a fonds or series, and for which the unit being described is not yet complete, e.g., an open fonds or series, record the dates as instructed in 1.4B2 and make a note explaining that further accruals are expected (see 1.8B19). When new accruals are received, update the date information. This rule should be used in conjunction with 1.5B4.

1906-1985

*Note:* Further accruals are expected

*Optionally*, give the earliest or earlier date only, and follow it with a hyphen and four spaces. Make a note indicating the frequency of accruals<sup>17</sup>. This option should be used in conjunction with the option of 1.5B4. Establish this option at the highest level of description and exercise it consistently for all applicable parts.

1965-

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<sup>17</sup> Combine all notes created in conjunction with 1.4B4 and 1.5B4 in one note (see 1.8B19).

## GENERAL RULES

*Note:* Records from the Office of the Ceremonials Assistant are transferred to the archives five years following the academic year to which the records relate. Records are transferred to the archives annually on Aug. 1

When the unit is closed, add the latest or later date. Make a note indicating that the unit is considered closed. If this option is exercised, 1.1E7 does not apply.

1965-1985

*Note:* No further accruals are expected

Do not close the dates of a unit being described if any of its parts remain open.

**1.4B5.** For the recording of probable and uncertain dates use the following recording conventions.<sup>18</sup>

[1867?]	<i>probable date</i>
[ca. 1867]	<i>approximate date</i>
[before 1867]	<i>terminal date</i>
[after 5 Jan. 1867]	<i>terminal date</i>
[1892 or 1893]	<i>one year or the other</i>
[between 1915 and 1918]	<i>use only for dates fewer than 20 years apart</i>
[197-]	<i>decade certain</i>
[186-?]	<i>probable decade</i>
[17-]	<i>century certain</i>
[17-?]	<i>probable century</i>

### **1.4C. Place of publication, distribution, etc.**

**1.4C1.** For an item, transcribe a place of publication, distribution, etc., in the form and the grammatical case in which it appears.

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<sup>18</sup> If no date(s) can be found in the material itself or from any other source, estimate the nearest year, decade or century, or make use of any of the other probable or uncertain date recording conventions in this rule to record a date. Do not use "no date" or "n.d." in this area.

## GENERAL RULES

Köln

Lugduni Batavorum

Den Haag

If the name of a place appears in more than one language or script, give the form in the language or script of the title proper. If this criterion does not apply, give the form that appears first.

**1.4C2.** Supply another form of the name of a place if such an addition is considered desirable as an aid to identifying the place.

Lerpwl [Liverpool]

Christiania [Oslo]

**1.4C3.** If the name of the country, province, state, etc., appears in the source of information, transcribe it after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Supply the name of the country, province, state, etc., if it does not appear in the source of information but is considered necessary for identification or distinction, using the English form of name if there is one. Use abbreviations (see B.14).

Tolworth, England  
(*City and country, etc. appear in prescribed source of information*)

Waco [Tex.]  
London [Ont.]  
(*City alone appears in prescribed source of information*)

**1.4C4.** If a place name is found only in an abbreviated form in the item, transcribe it as found, and add the full form or complete the name.

Mpls [i.e. Minneapolis]

Rio [de Janeiro]

**1.4C5.** If two or more places in which a publisher, distributor, etc., has offices are named in item, give the first named place. Give any subsequently named place that is given prominence by the layout or typography of the source of information. If the first named place and any place given prominence are not in the home country of the institution

## GENERAL RULES

describing the item, give also the first of any subsequently named places that is in the home country. Omit all other places.

Toronto  
(*Source of information reads: Toronto, Buffalo, London. Institution describing the unit is in Canada*)

Montréal ; Toronto  
(*Toronto given prominence by typography*)

For items with two or more places of publication, distribution, etc., relating to two or more distributors, publishers, etc., see 1.4D5.

**1.4C6.** If the place of publication, distribution, etc., is uncertain, supply the probable place in the language of the chief source of information, followed by a question mark.

[Edmonton?]

If no probable place can be given, supply if possible the name of the country, province, state, etc. If, in such a case, the country, province, state, etc., is not certain, follow it by a question mark.

[Canada]

[Manitoba?]

If no place or probable place can be given, give *s.l.* (sine loco), or its equivalent in a nonroman script.

[S.l.]

**1.4C7.** *Optionally*, give the full address of a publisher, distributor, etc., after the name of the place. Enclose the full address in parentheses. Do not give the full address for major trade publishers.

London (108 Gloucester Ave., NW1 8HX)

### **1.4D. Name of publisher, distributor, etc.**

**1.4D1.** For an item, give the name of the publisher, distributor, etc., following the place(s) to which it relates.

Prague : [s.n.]



## GENERAL RULES

New York : RCA Victor

Cincinnati : Russell-Morgan Printing Co.

**1.4D2.** Give the name of a publisher, distributor, etc., in the shortest form in which it can be understood and identified internationally.

If the shortest form of the name of the publisher, distributor, etc., is in more than one language or script, give the form that is in the language or script of the title proper. If this criterion does not apply, give the shortest form in the language or script that appears first.

*Optionally*, give the shortest form in each language or script. Precede each parallel statement by an equals sign. If the shortest form is the same in all languages or scripts, give it only once.

: Éditions du peuple = Commoner's Pub.

**1.4D3.** In giving the name of a publisher, distributor, etc., retain:

- a) words or phrases indicating the function (other than solely publishing) performed by the person or body

: Printed for the CLA by the Morris Print. Co.

: Distributed by New York Graphic Society

: Lithographed and published by E. & J. Brown

- b) parts of the name required to differentiate between publishers, distributors, etc., or to identify subsidiary companies.

: Longmans, Green

*but* : Longmans Educational      *not* : Longmans

**1.4D4.** If the name of the publisher, distributor, etc., appears in a recognizable form in the Title and statement of responsibility area, give it in the date(s) of creation, including publication, distribution, etc., area in the shortest possible form. If, in such a case, the publisher, distributor, etc., is a person, give the initials and the surname of the person.

## GENERAL RULES

Fichier de terminologie [GMD] / Office de la langue française, Centre de terminologie. – Québec : O.L.F., 1972

**1.4D5.** If an item has two or more publishers, distributors, etc., describe it in terms of the first named and the corresponding place(s). In the following cases, add subsequently named publishers, distributors, etc., and their corresponding places (if they are different from the place(s) already named):

- a) when the first and subsequently named entities are linked in a single statement
- b) when the first named entity is a distributor, releasing agency, etc., and a publisher is named subsequently
- c) when a subsequently named entity is clearly distinguished as the principal publisher, distributor, etc., by layout or typography
- d) when the subsequently named publisher, distributor, etc., is in the home country of the institution describing the item and the first named publisher, distributor, etc., is not.

**1.4D6.** *Optionally*, give the name and, when appropriate, the place of a distributor when the first named entity is a publisher.

Stockholm : Grammofon AB BIS ; New York : distributed by Qualitron Imports

**1.4D7.** If the name of the publisher, distributor, etc., is unknown, give *s.n.* (sine nomine) or its equivalent in a nonroman script.

Paris : [s.n.]

**1.4D8.** In case of doubt about whether a named agency is a publisher or a manufacturer, treat it as a publisher.

**1.4E.** *Optional addition.* **Statement of function of publisher, distributor, etc.**

**1.4E1.** For an item, add to the name of a publisher, distributor, etc., one of the terms below:

## GENERAL RULES

distributor  
producer (use for a producing entity other than a production company)  
production company  
publisher

unless:

- a) the phrase naming the publisher, distributor, etc., includes words that indicate the function performed by the person(s) or body (bodies) named
- or b) the function of the publisher, distributor, etc., agency is clear from the context.

Montréal : National Film Board of Canada [production company] ; London : Guild Sound and Vision [distributor]

### 1.4F. Date of publication, distribution, etc.

**1.4F1.** For an item, give the date (i.e., year) of publication, distribution, etc., of the edition, revision, etc., named in the edition area. If there is no edition statement, give the date of the first publication of the edition to which the item belongs, or its first distribution or release. Give dates in Western-style arabic numerals. If the date found in or on the item is not of the Gregorian or Julian calendar, give the date as found and follow it with the year(s) of the Gregorian or Julian calendar.<sup>19</sup> Specify the name of the calendar, e.g., Republican, Jewish, Chinese, in a note (see 1.8B8).

, 1975

, 5730 [1969 or 1970]

*Note:* Dated in accordance with the Jewish calendar

, an 14 [1805]

*Note:* Dated in accordance with the French Republican calendar

For unpublished items see 1.4B.

**1.4F2.** Record the date as found in or on the item even if it is known to be incorrect. If a date is known to be incorrect, add the correct date.<sup>20</sup>

, 1697 [i.e. 1967]

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<sup>19</sup> See footnote 16.

<sup>20</sup> The intent of this rule is to correct an error made by the publisher, distributor, etc., not to relay information about the date of creation of the originals.

## GENERAL RULES

If necessary, explain any discrepancy in a note.

, 1963 [i.e. 1971]

*Note:* Originally issued as a sound disc in 1963; issued as a cassette in 1971.

**1.4F3.** If the publication date differs from the date of distribution, add the date of distribution if it is considered to be significant by the institution describing the unit. If the publisher and distributor are different, give the date(s) after the name(s) to which they apply.

London : Educational Records, 1973 ; New York : Edcorp [distributor],  
1975

Toronto : Royal Ontario Museum, 1971 ; Beckenham [England] : Edward  
Patterson [distributor]  
(*Distribution date known to be different but not recorded*)

**1.4F4.** *Optional addition.* Give the latest date of copyright following the publication, distribution, etc., date if the copyright date is different.

, 1967, c1975

, [1981], c1975

**1.4F5.** If the dates of publication, distribution, etc., are unknown, give the copyright date or, in its absence, the date of manufacture (indicated as such) in its place.

, c1967

, 1967 printing

, 1979 pressing

**1.4F6.** If no date of publication, distribution, etc., copyright date, or date of manufacture appears in or on the item, supply an approximate date of publication, distribution, etc., in accordance with the recording conventions of 1.4B5.

*Optionally,* give an approximate date of publication, distribution, etc., if it differs significantly from the date(s) specified in 1.4F5.

, [1982?], c1949

## GENERAL RULES

### **1.4G. Place of manufacture, name of manufacturer, date of manufacture**

**1.4G1.** For an item, if the name of the publisher or distributor is unknown, and the place and name of the manufacturer are found in or on the item, give the place and name of the manufacturer.

[S.l. : s.n.], 1970 (London : High Fidelity Sound Studios)

**1.4G2.** In recording the place and name of the manufacturer, follow the instructions in 1.4C-1.4D.

**1.4G3.** If the date of manufacture is given in place of an unknown date of publication, distribution, etc., do not repeat it here.

**1.4G4.** *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they are found in or on the item and differ from the place, name of publisher, distributor, etc., and date of publication, distribution, etc., and are considered important by the institution describing the item.

London : J. Lane, 1902 (1907 printing)

Hull [Québec] : M. Brouard, 1904 (imprimé en 1920)

## **1.5. PHYSICAL DESCRIPTION AREA**

Contents:

- 1.5A. Preliminary rule
- 1.5B. Extent of descriptive unit (including specific material designation)
- 1.5C. Other physical details
- 1.5D. Dimensions
- 1.5E. Accompanying material

### **1.5A. Preliminary rule**

**1.5A1. Scope.** For all levels of description, record in this area the extent of the unit being described (including specific material designation), other physical details or the dimensions when appropriate.

For instructions regarding physical description for a particular class of material, refer to the .5 rules in the chapter that deals with that class of material.

## GENERAL RULES

### **1.5A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each occurrence of this area *either* by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details (i.e., other than extent or dimensions) by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

**1.5A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters. For chief sources of information prescribed for each level of description see the .0B rules in the relevant chapter for the material to which the unit being described belongs.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

**1.5A4. Form of presentation.** Use full stops (i.e., periods) after SI symbols, only when the symbol appears at the end of a sentence.<sup>21</sup>

**1.5A5.** The rules specified below provide for the use of up to three physical descriptions.

*Optionally*, establish the number of physical descriptions that will be given in this area as a matter of institutional policy.

### **1.5B. Extent of descriptive unit (including specific material designation)**

**1.5B1.** At all levels record the extent of the unit being described by giving the number of physical units in arabic numerals and the specific material designation as instructed in subrule .5B in the chapter(s) dealing with the broad class(es) of material to which the unit being described belongs.

2 film reels

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<sup>21</sup> The use of imperial measurements is not advocated by these rules. Therefore, the rules do not give examples, nor accommodate imperial measurements. The choice between imperial and SI should be set as an institutional policy. Do not mix SI and imperial measurements.

## GENERAL RULES

ca. 1000 photographs

50 technical drawings

ca. 800 maps

4 microfiches

**1.5B2.** When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation, for each special class of material in accordance with the instructions in the following chapters.

4 maps

2 microfilm reels

**1.5B3.** When the unit being described contains parts that fall into more than three special classes of material, give the physical extent plus the specific material designation of the most predominant special class of material followed by the phrase "and other material" and describe the remaining material in a note (see 1.8B9). Omit other physical details and dimensions in this area.

21 m of textual records and other material

*Note* : Includes 1500 b&w photographs, 19 post cards, 9 posters, 41 maps and 1 microfilm reel (35 mm)

**1.5B4.** For material described at an aggregate level of description, e.g., described at the level of a fonds or series and for which the unit so described is not yet complete, e.g., an open fonds or series, give the extent including the specific material designation as instructed in 1.5B1 and make a note explaining that further accruals are expected. When new accruals are received, update the extent information. This rule should be used in conjunction with 1.4B4.

260 photographs

*Note:* Further accruals are expected

*Optionally,* give only the specific material designation preceded by three spaces. Make a note indicating the frequency and volume of accruals.<sup>22</sup> This option should be used in conjunction with the option of 1.4B4. Establish this option at the fonds level and exercise it consistently for all applicable parts.

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<sup>22</sup> Combine all notes created in conjunction with 1.4B4 and 1.5B4 in one note (see 1.8B19).

## GENERAL RULES

maps

*Note:* Since 1964, ca. 50 maps have been transferred to the archives on an annual basis

m of textual records

*Note:* Files older than ten years are transferred in accordance with the records retention schedule for the Dept. of Housing

When the descriptive unit is closed, add the number of physical units. Do not close the extent statement of the unit being described if any of its parts remain open.

### **1.5C. Other physical details**

**1.5C1.** Give physical data (other than extent or dimensions) about each special class of material as instructed in the following chapters.

6 photographs : cyanotype

25 photographs : stereograph glass negatives

3 film reels : si., b&w

10 microfilm reels : negative

1 map : photocopy

### **1.5D. Dimensions**

**1.5D1.** Give the dimensions for each special class of material as instructed in the following chapters.

75 photographs : b&w ; 21 x 26 cm

6 albums ; 54 x 50 cm

2 film reels : sd., col. ; 16 mm and 35 mm

1 photograph ; col. negative ; 35 mm



## GENERAL RULES

### 1.5E. Accompanying material

**1.5E1.** At the item level, give details of accompanying material (see Glossary, appendix D) in one of the following ways:

- a) make a note (see 1.8B9c)
- or* b) give the number of physical units in arabic numerals and the name of the accompanying material (using, when appropriate, a specific material designation) at the end of the physical description.

1 photograph : b&w ; 6 x 6 cm + 1 identification key

For instructions regarding accompanying material for a particular class of material refer to the .5E rules in the chapter that deals with that class of material.

### 1.6. PUBLISHER'S SERIES AREA

Contents:

- 1.6A. Preliminary rule
- 1.6B. Title proper of publisher's series
- 1.6C. Parallel titles of publisher's series
- 1.6D. Other title information of publisher's series
- 1.6E. Statement of responsibility relating to publisher's series
- 1.6F. Numbering within publisher's series

#### 1.6A. Preliminary rule

**1.6A1. Scope.** Use this area only for describing an item bearing a publisher's or artist's series title. Do not record here information about an archival series.<sup>23</sup>

#### 1.6A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

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<sup>23</sup> For the distinction between publisher's series and archival series, see the glossary.

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Precede each subsequent statement of responsibility by a semicolon.  
Precede the numbering within a publisher's series by a semicolon.

**1.6A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters. For chief sources of information prescribed for each level of description see the .0B rules in the relevant chapter for the material to which the unit being described belongs.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

### **1.6B. Title proper of publisher's series**

**1.6B1.** At the item level of description, transcribe a title proper of the publisher's series as instructed in 1.1B1.

Canadian views

Getting under way

Hoitt's artistic series

Climo's stereographs of New Brunswick

### **1.6C. Parallel title of publisher's series**

**1.6C1.** Transcribe parallel titles of a publisher's series as instructed in 1.1D.

Guardians of the North = Protecteurs du Nord

### **1.6D. Other title information of publisher's series**

**1.6D1.** Transcribe other title information of a publisher's series as instructed in 1.1E and only if considered necessary for identifying the publisher's series.

Stereoscopic views along the Canadian Pacific Railway : from Montreal through the Rockies

## GENERAL RULES

### 1.6E. Statements of responsibility relating to publisher's series

**1.6E1.** Transcribe explicit statements of responsibility appearing in conjunction with a formal title proper of a publisher's series as instructed in 1.1F and only if considered necessary for identifying the publisher's series.

Series 1894 / by Strohmeyer & Wyman

### 1.6F. Numbering within publisher's series

**1.6F1.** Give the numbering of the item within a publisher's series in the terms given in the item. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

The scenery of the northern lakes of Canada ; 73

Studies of Joyce Marie Coldwell ; no. 101

**1.6F2.** If the item has a designation other than a number, give the designation as found.

; Tab. 56

; pl. A

; 1971

## 1.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 1.7A. Preliminary rule
- 1.7B. Administrative history/Biographical sketch
- 1.7C. Custodial history
- 1.7D. Scope and content

### 1.7A. Preliminary rule

**1.7A1. Scope.** For all levels of description use this area to present information about the context and content of the unit being described. Record an Administrative history/Biographical sketch for fonds, series, collections, and discrete items.

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The Administrative history/Biographical sketch provides information about the external structure or context of the records being described. The Administrative history gives an account of the authority and functional relations and administrative procedures important to an understanding of the context of the records. The Biographical sketch gives an account of the activities important to an understanding of the context of the records of person(s) or family(ies)<sup>24</sup>.

The Custodial history gives information about the chain of agencies, officers, or persons, if different from the creator(s), that have exercised custody or control over the records at all stages in their existence.

The Scope and content gives, whenever relevant, information about the scope of the records in terms of the sphere or kinds of activities generating them, the period of time, and geographical area to which they pertain; about the internal structure of the records in terms of their arrangement, organization, classification and documentary forms; and about the substantive matters to which the records pertain.

### **1.7A2. Punctuation**

Precede each element of description by a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

**1.7A3. Sources of information.** Take data recorded in this area from any suitable source. Use square brackets only for interpolations within quoted material. See also rule 1.0E.

### **1.7A4. Form of presentation of information**

**1.7A4a. Formal presentation of information.** Use a standard introductory word or phrase when uniformity of presentation assists in the recognition of the type of information being presented or when it provides economy of space without loss of clarity.

Scope and content: the final report, bound submissions and transcripts of proceedings, background printed materials and additional papers of the chair of the Committee on Securities Legislation, J.R. Kimber, respecting the implementation of recommendations and securities regulations

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<sup>24</sup> For further explanation of the importance of context see Terry Eastwood, ed., *The Archival Fonds: from Theory to Practice / Le fonds d'archives: de la théorie à la pratique* (Ottawa: Bureau of Canadian Archivists, 1992). While the scope of this text is limited to the archival fonds, the focus placed on contextual information is relevant to series, collections and discrete items as well.

## GENERAL RULES

Give quotations taken from the unit being described or from other sources in quotation marks. Follow the quotation by an indication of its source. Do not use prescribed punctuation within quotations.

**1.7A4b. Informal presentation of information.** When making an informal presentation, use statements that present the information as briefly as clarity and grammar permit.

Group and individual portraits showing unidentified residents of several Glengarry and Stormont County communities: Fassifern, Grantly, Lancaster, St. Andrews and Williamstown

**1.7A4c. Structure of the elements.** Structure the Administrative history/Biographical sketch by presenting the information in the order prescribed by the sequence of the sub-elements as instructed in 1.7B rules.

*Optionally*, record information prescribed in the sub-elements, but not necessarily in their sequence, in narrative form. Establish this option at the highest level of description and exercise it consistently for all applicable parts.

**1.7A5. Citations in the archival description area.** In citing a source, always give the title and, when applicable, the statement(s) of responsibility. Give the citation in the form: title proper / statement of responsibility. When necessary, add the edition and/or date of publication to the citation.

Records of Parks Canada (RG 84) / Gabrielle Blais. – Ottawa : Public Archives of Canada, 1985. – (General inventory series / Federal Archives Division).

## GENERAL RULES

### 1.7B. Administrative history/Biographical sketch<sup>25</sup>

#### 1.7B1. Administrative history.

At the highest level of description give information about the history of the corporate body responsible for the creation and/or accumulation and use of the unit being described as a whole. At subordinate levels, give information about the history of the corporate body responsible for the creation and/or accumulation and use of the unit being described.

Do not create an administrative history at subordinate levels unless the creator at that level is different from the creator of the higher level. When primary responsibility for the creation and/or accumulation and use of a unit being described is shared between two or more corporate bodies, create separate administrative histories for each corporate body.

Do not create an administrative history for a collection assembled by an archival repository. Where this information is relevant to understanding the collection, it should be presented as a general note (see 1.8B21).

Give information relevant to the understanding of the creator's functions, activities, and relations with other corporate bodies as instructed in the following sub-elements. Put information about documentary processes and procedures important to the understanding of the records and of their creation in the Scope and content (see rule 1.7D).

Administrative history: By order-in-council dated 25 August 1987 the Nova Scotia Royal Commission on Health Care was established to undertake a comprehensive review of the health care system, including issues of cost and efficiency. The Commission's primary activities centred around public hearings, research and consultations with a variety of health care officials. Its report was submitted on 8 December 1989 and the Commission was dissolved

*(Administrative history in a narrative form for the fonds level description of the Nova Scotia Royal Commission on Health Care fonds)*

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<sup>25</sup> If the institution maintains a separate file containing authority records for persons, families and corporate bodies, etc., the biographical information or administrative history may be kept as part of the record for that person, family, or corporate body and, therefore, does not have to be given in the description of the material. This enables the same authority record and the biographical information or administrative history that it contains, to be used for other descriptions and used in finding aids and products, e.g., when the name is associated with a subject index entry, or the same person, family or corporate body occurs in other descriptions. However, if the authority files and descriptive records are not directly linked in an institution's finding aid system and therefore do not automatically show together, it is strongly recommended that the archivist provide an abbreviated sketch. Since the use of an authority file constitutes an option, rule 0.5 applies.

## GENERAL RULES

The Statistics Office began as the office of the Secretary of the Board of Statistics in 1851. The Statistics Office was responsible for conducting the censuses of 1851 and 1861. With the passage of the Registration Act of 1864 it administered the registration of births, marriages and deaths for the colony. After confederation in 1867, it became the local office of the Statistics Branch of the federal Department of Agriculture and Statistics and served as the Nova Scotia administrative office for the 1871 census

*(Administrative history in a narrative form for a series forming part of the Nova Scotia Registrar General of Vital Statistics fonds)*

The Ontario Advisory Council on Senior Citizens was first established on April 24, 1974 under the jurisdiction of the Provincial Secretariat for Social Development. It consisted of fourteen members appointed by Order-in-Council. In 1985, when the Provincial Secretariat for Social Development ceased to exist, the Advisory Council reported to the Legislature of Ontario through the Minister without Portfolio for Senior Citizens' Affairs. In 1990, the council was transferred to the Ministry of Citizenship. The Council was abolished in 1996

*(Administrative history in a narrative form of the Ontario Advisory Council on Senior Citizens series where the series is the highest level of description)*

The Finnish Organization of Canada, Inc. (in Finnish, the Canadian Suomalainen Jaresto) was founded and incorporated under federal charter in 1923. The organization had its roots in the Finnish Socialist Organization of Canada (Canadian Suomalainen Sosialistijaresto) in 1911. The Finnish Socialist Organization was founded by Finnish dissidents expelled from the Socialist Party of Canada. Those Finns were also instrumental in founding a new socialist party: the Canadian Socialist Federation, later reconstituted as the Social-Democratic Party of Canada. From 1911 until 1930, the Finnish Socialist Organization of Canada was affiliated with the Social-Democratic Party of Canada, except for a brief interlude in 1918-1919 when wartime government regulations forced the Finns to operate independently as the "provisional" Finnish Organization of Canada. Since dissolving the last of its formal links with non-Finnish organizations in about 1930, the Finnish Organization of Canada has maintained its independence from other groups. Nevertheless, as in earlier years, it has continued to support the radical working-class movement both within and outside the Finnish community. Through its political, social or cultural endeavours, the Finnish Organization of Canada has provided continuous service, not only as this country's first and oldest active national organization for people of Finnish origin, but also as the central institution of the Finnish Canadian radical left

*(Administrative history in narrative form for collection level description of the Finnish Organization of Canada collection)*

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**1.7B1a. Dates of founding and/or dissolution.** Give the date of the founding of the corporate body, and if applicable, the date of its dissolution.

Established in 1920; dissolved in 1945

**1.7B1b. Mandate/sphere of functional responsibility, etc.** Record the authority of the corporate body in terms of its powers, functional sphere of responsibilities, or sphere of activities, and indicate any enabling legislation or other legal or policy instrument(s) setting them out. Summarize any significant changes in its authority and functions.

The Faculty is charged with administering primary and advanced degree programs in agriculture, forestry, and food science, and a two-year, pre-veterinary medicine program

The company specialized in steel fabrication and construction, especially of bridges and superstructures of buildings and cranes, though it constructed armaments during both world wars. It was also involved in various hydroelectric projects, and undertook numerous other major and minor steel fabrications and constructions for industry and government

**1.7B1c. Predecessor and successors bodies.** Give the facts of the relationship of the body with predecessor or successor bodies to its mandate, functions, or activities. In cases of corporate or administrative amalgamation, name the administrative or corporate entities involved and summarize the nature of the amalgamation.

The Department of Plant Science was created by the amalgamation in 1944 of the Department of Field Crops (founded 1917) and Horticulture (founded 1935). In 1961, the Department of Genetics separated from the Department of Plant Science to be located in the Faculty of Science

**1.7B1d. Administrative relationships.** Name any higher body or bodies having authority or control over the corporate body or any corporate body or bodies over which it exercises authority or control, and describe the nature and any change of the authority or controlling relationship.

In 1960, the governments of Nova Scotia and New Brunswick assumed operation of the school, relocated it to Amherst, N.S. and changed its name to the Interprovincial School for the Education of Deaf. In 1975 the four Atlantic provinces accepted responsibility for the education of hearing-impaired children under the auspices of the Atlantic Provinces Special Education Authority (APSEA) comprising the Deputy Minister of each province and two other persons appointed by each province



## GENERAL RULES

**1.7B1e. Administrative structure.** Record any information relating to the way the corporate body organized itself important to an understanding of the conduct of its affairs, including significant branches or divisions.

For administrative purposes, the Adjutant General's Office for Lower Canada divided the province into two military districts, Quebec and Montreal, but in 1789 the districts of St. Thomas, Trois Rivieres and Bourcherville were created. The colonel commanding the Quebec district acted as Adjutant General for the province, although the office of the Adjutant General of Militia is not mentioned in provincial militia acts until 1796

**1.7B1f. Names of the corporate bodies.** Record any changes of the official name of the body not recorded in one of the other elements, any popular or common names by which it was known, and name(s) in other languages.

The Canadian Gallup poll was founded under the name of the Canadian Institute of Public Opinion, but has been popularly known as the Gallup Poll

**1.7B1g. Name(s) of chief officers.** Record the personal name(s) of persons holding the position as chief officer of the organization or corporate body if appropriate.

Ian H. MacDonald occupied the position of University President from 1974 to 1984

**1.7B1h. Other significant information.** Record information considered important which cannot be recorded in sub-elements 1.7B1a-1.7B1g.

**1.7B2. Biographical sketch.** At the highest level of description give information about the history of the person(s) or family(ies) responsible for the creation and/or accumulation and use of the unit being described as a whole. At subordinate levels give the information about the history of the person(s) or family(ies) responsible for the creation and/or accumulation and use of the unit being described.

Do not create a biographical sketch at subordinate levels unless the creator at that level is different from the creator of the unit being described as a whole. When primary responsibility for the creation and/or accumulation and use of a unit being described is shared between two or more persons or families, create separate biographical sketches for each person or family.

Give information relevant to the understanding of the creator's life or activities, as instructed in the following sub-elements. Put information about documentary processes

## GENERAL RULES

and procedures important to the understanding of the records and of their creation in the Scope and content (see 1.7D).

Reta Gueneva Mary Rowan came from England to Manitoba in 1919, then to Edmonton in 1920, where her husband, William Rowan, taught at the University of Alberta. Her interests were varied, ranging from involvement with cultural groups such as the Folk Festival Committee, to involvement with the Alberta Adult Education Society and with the Women's International League for Peace and Freedom. It was, however, her work with minority groups at the civic and provincial levels that claimed most of her time between 1942 and 1967. These included the Council for Canadian Unity, the Friends of the Indians Society and the Indian Association of Alberta  
*(Biographical sketch at the fonds level for the Reta Rowan fonds)*

Muriel Helena Duckworth (nee Ball) was born in East Bolton, Quebec, in 1908. She received a Bachelor of Arts Degree in French and economics from McGill University in 1929 and afterwards studied with her husband, Jack Duckworth, at Union Theological Seminary. In 1930 they returned to Montreal where their children John, Martin, and Eleanor were born. During their residence in Montreal, Muriel Duckworth was active in the C.G.I.T., the Student Christian Movement, and Notre Dame de Grace Community Centre. She also helped to acquire for Jewish teachers the right to teach in Protestant Schools in Quebec. In 1947 the Duckworth family moved to Halifax, and Muriel joined the Adult Education Division of the Nova Scotia Dept. of Education as a part-time parent education advisor. Between 1962 and 1967 she worked as a program advisor to the Department. From 1967 she dedicated her efforts to groups concerned with the role and rights of women in society, education, pacifism, world development and cooperation and social justice. She was a founding member of the Voice of Women (Halifax) and national president of the Voice of Women (Canada) from 1967-1971. She was also a founding member of the Canadian Conference on Children, the Canadian Research Institute for the Advancement of Women, the Nova Scotia Festival of the Arts and the Junior School of Community Arts. She has received six honorary doctorates and holds the Insignia of the Order of Canada

*(Biographical sketch at the fonds level for the Muriel Duckworth fonds)*

Peter M. Duff (1876-1949), railroad manager, immigrated to Newfoundland in 1898 from Dundee, Scotland, at the request of Robert G. Reid to work with the Reid Newfoundland Company. Duff married Violet Dickenson, St. John's; they had two sons. He died in St. John's on 30 July 1949. Duff served as railroad manager for 43 years, initially for the Reid Newfoundland Company and later for its successor, the government-owned Newfoundland Railway. He was a member of the Masonic Fraternity, Rotary International, Murray's Pond Country Club and the Curling Club

*(Biographical sketch at the collection level for the Peter Duff collection)*

## GENERAL RULES

**1.7B2a. Name(s).** Record the full name, married names, aliases, pseudonyms, and common or popular names of persons; the place and date of birth and death; the facts of marriage(s); and the names of children. For families, give information about the origin of the family and the name(s) of person(s) forming it.

Edgar Allardyce Wood wrote under the name of Kerry Wood. He was also known as Nobby

**1.7B2b. Place of residence.** Indicate the geographical place(s) of residence of the person or family, and the length of residence in each place.

Born in eastern Ukraine, Vsevolod Holubnychy fled with his family to Bavaria in 1943 to escape the Red Army. In 1951, he moved to New York City where he attended Columbia University. He was professor at the City University of New York from 1962 until his death

**1.7B2c. Education.** Give information about the formal education of persons, including members of families whose education is important to an understanding of their life.

His primary and secondary education in Moncton, New Brunswick was followed by a business training course. In 1929, he entered Victoria College in the University of Toronto and graduated in 1933 in the Honour course in Philosophy and English, standing first in first class honours each year. He then took the theological course at Emmanuel College, and was ordained in the United Church of Canada in 1936. He attended Merton College, Oxford from 1936 to 1939, graduated with first class honours in the English School and received the Oxford M.A. in 1940

**1.7B2d. Occupation, life and activities.** Give information about the principal occupation(s), and career or life work of persons, or about the activities of families. Also indicate any other activities important to an understanding of their life of the person or family. Identify important relationships with other persons or organizations, and indicate any offices held. Give information about significant accomplishments or achievements, including honours, decorations, and noteworthy public recognition.

Bruce Braden Peel was appointed chief cataloguer in 1951 and from 1955 until 1982 served as University Librarian, during which time the Library's collection became the second largest in Canada. On his retirement the rare books room was named the Bruce Peel Special Collections Library in his honour, and in 1991 the University awarded him an honorary doctorate of laws

## GENERAL RULES

Kenneth Leslie was a poet, singer and musician, crusading editor, and political activist. He won the Governor General's Award in 1938 for his collection of poems entitled *By Stubborn Stars and Other Poems*. His other collections include *Winward Rock* (1934), *Such a Din!* (1935) and *Lowlands Low* (1936). In New York, in 1938 Leslie began to edit and publish the *Protestant Digest*, a monthly publication devoted to religion and politics. In 1949 Leslie was accused of "un-American" activities. He returned to Nova Scotia and published a smaller version of the *Protestant* together with privately published editions of his own poems

**1.7B2e. Other significant information.** Record information considered important which cannot be recorded in sub-elements 1.7B2a-1.7B2d.

### 1.7C. Custodial history

At the highest level of description give the custodial history of the unit being described as a whole. At each subsequent level of description give the custodial history that pertains to the part being described. The custodial history should be appropriate to the level of description of the unit being described.

Give the history of the custody of the unit being described, i.e., the successive transfers of ownership and custody or control of the material, along with the dates thereof, insofar as it can be ascertained<sup>26</sup>.

When describing the custodial history of a reproduction, include, if ascertainable, information relating to the original material if it is relevant to the creation of the reproduction. If the custodial history is unknown, record that information. When the unit being described is acquired directly from the creator, record this information in the Note Area (see 1.8B12).

Les documents de ce fonds ont été réunis par l'aînée des petits-enfants de Joseph Leduc, Hélène Jobin. Ils ont été légués aux Archives en 1941 par le frère de cette dernière, Arthur Jobin

The Ocean Falls Corporation records remained in the custody of Pacific Mills Ltd., and its successor companies, until the mill and townsite were taken over by the B.C. provincial government in 1973. In 1976 the records were transferred to the Ocean Falls Public Library, which began the rearrangement of the records in their current form. The project was never completed, however, due to lack of funding and the collection lay in basement storage of the library until the Crown Corporation, B.C. Cellulose, announced the closing

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<sup>26</sup> Do not confuse information given in the Administrative history/Biographical sketch of the creator of the unit with the history of its custody.

## GENERAL RULES

of the mill in 1980. Abandoned over a period of several years, the records were moved from one temporary storage location to another as buildings were demolished, and suffered extensive losses and water damage due to neglect. When the final dismantling of the Ocean Falls facility was announced in 1986, a team of curators from the Royal British Columbia Museum retrieved what remained of the records from the townsite. These were transferred to the Provincial Archives in late 1986

Après son décès, les documents de cette pionnière du mouvement féministe furent dispersés parmi les membres de sa famille et les associations dont elle avait été l'âme dirigeante. C'est à la suite de nombreuses interventions des archives que le fonds a pu enfin être reconstitué, puis acquis en 1990

Eastern Kings Unitarian Universalist Fellowship records were sent to the Universalist Unitarian Church in Halifax for safekeeping in 1980 and transferred to the Public Archives of Nova Scotia with the Universalist Unitarian Church of Halifax records

### 1.7D. Scope and content

At the fonds, series, and collection levels of description, and when necessary at the file and the item levels of description, indicate the level being described and give information about the scope and the internal structure of or arrangement of the records, and about their contents.

**1.7D1. Scope and content for a fonds or collection, or for a series as the highest level of description<sup>27</sup>.** Give information on the type of function or activity to which the records comprising the unit being described pertain, the relationship between them, the organization of the records, and their documentary forms.

For the scope of the unit being described, give information about the functions and/or kinds of activities generating the records, the period of time, the subject matter, and the geographical area to which they pertain.

For the content of the unit being described, give information about its internal structure by indicating its arrangement, organization, and/or enumerating its next lowest level of description. Summarize the principal documentary forms (e.g., reports, minutes, correspondence, drawings, speeches).

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<sup>27</sup> For further explanation of the structure and definitions for the scope see Subject Indexing Working Group, *Subject Indexing for Archives* (Ottawa: Bureau of Canadian Archivists, 1992), pp. 45-90.

## GENERAL RULES

Fonds illustrates Francis Shanly's work as an engineer and contractor, and also contains records relating to his family history and background. Engineering project records include: correspondence, letter books, reports, estimates, invoices and receipts, payrolls, force returns, specifications, tenders and contracts, maps, drawings, and other materials. These records are arranged alphabetically by project. Personal records include: correspondence; subject files (relating to Shanly's involvement in a number of areas, including his role as City Engineer of Toronto, and his election campaign of 1872); notebooks; bank books; diaries; financial records (including invoices, receipts, statements, and accounts); genealogies and other materials

*(Scope and content for the Francis Shanley fonds)*

Fonds reflects M.O. Hammond's career and interests as a journalist, writer, editor, amateur photographer and figure of the Canadian arts and literary scene in the early decades of the twentieth century. His photographs are arranged into five series, spanning his entire photographic career from the late 1890s to the 1930s. Textual records in the fonds consist of correspondence relating to Hammond's research and writing; correspondence to Hammond from Canadian literary figures as Duncan Campbell Scott, Arthur Stringer, Charles G.D. Roberts and Robert Service; published and unpublished manuscripts written by Hammond; research notes and clippings related to his writing on Canadian history, art and literature and his reporting of reciprocity negotiations between Canada and the United States in 1910-1911; and his personal diaries for the years 1890, 1894 and 1903-1934

*(Scope and content for the M.O. Hammond fonds)*

**1.7D2. Scope and content for a series.** For the scope of the series, give information on the specific activity or activities generating the records, the period of time, the subject matter, and the geographical area to which they pertain. Explain any administrative or documentary processes or procedures which explain how the series came into being. In cases where the series is composed of a uniform set of documents (e.g., marriage certificates), indicate the kinds of information recorded on the documents.

For the content of a series, give information about the internal structure of the series, including the arrangement, classification scheme, and documentary forms of the records.

## GENERAL RULES

Series documents the Conservation Authorities Branch's monitoring of water management engineering projects, which were undertaken by Conservation Authorities but funded by the provincial government. Projects include construction of dams, reservoirs, weirs, and bridges; channel improvements; floodplain mapping; acquisition of floodplain land; flood warning; and flood damage reporting. Project files contain reports; architectural drawings; maps; contracts; and correspondence between the Branch and Conservation Authorities, the federal government (who also funded projects), other ministries, municipal governments, consulting engineers and landowners

*(Scope and content for a series in the Ontario Ministry of Natural Resources fonds)*

Series documents the development of provincial parks and reserve areas, from initial proposals, through acquisition of private land for parks to the actual establishment of provincial parks and reserves. Series is arranged into three sub-series: development proposal files, land acquisition files, and established parks development files

*(Scope and content for a series in the Ontario Ministry of Natural Resources fonds)*

**1.7D3. Scope and content for a file.** For the scope of the file give information on the subject matter, the time period, and the geographical area to which it pertains.

For the content of a file, give information about the processes and procedures generating the file and/or about the transactions to which the file pertains. For the internal structure of the file, give information about the arrangement of the file and its documentary forms and their relationship. The scope and content is discretionary if the title of the file is clear enough.

File documents an investigation of an explosion at Ledwell Milk. It includes an inspection report, administrative documents relating to the inspection, and photographs

*(Scope and content for a file within the series "Reports on accidents caused by fuel handling", within the Ministry of Consumer and Commercial Relations fonds)*

File contains photographs depicting the first day of a strike of Air Canada workers at Toronto International Airport.

*(Scope and content for a file within the series "Chronological photographic negatives", forming part of the Julien LeBourdais fonds)*

Portraits of Michael Philip Fulford Foran

*(Title of the file; scope and content is discretionary)*

## GENERAL RULES

**1.7D4. Scope and content for an item.** As applicable, give information on the subject matter and form of the item, the data it records, the time period, and the geographical area to which its contents pertain. The scope and content is discretionary if the title of the item is clear enough.

Item is a report on the various factors that contribute to the cost and quality of food production in the Nova Scotia hospital system in 1988  
(*Scope and content for an item in the file entitled "Secondary research material" in the consultants' series of the Nova Scotia Royal Commission on Health Care funds*)

Item is an alphabetical listing of qualified electors for Queens County  
(*Scope and content for an item in the electoral lists series of the Nova Scotia Chief Electoral Officer funds*)

Mont Ste-Marie Ltd. Subdivision of Part of Lots 34, 35 and 36, Range VII and VIII, Township of Hincks  
(*Title of an item in a series of maps; scope and content is discretionary*)

### 1.8. NOTE AREA

Contents:

- 1.8A. Preliminary rule
- 1.8B. Notes

#### 1.8A. Preliminary rule

**1.8A1. Scope.** For all levels of description, use this area for descriptive information that cannot be fitted into other areas of the description. A general outline of notes is given in 1.8B. Specific applications of 1.8B are provided in other chapters in Part I. When appropriate, combine two or more notes to make one note.

#### 1.8A2. Punctuation

Precede each note by a full stop, space, dash, space or start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

**1.8A3. Sources of information.** Take data recorded in notes from any suitable source. Use square brackets only for interpolations within quoted material. See also 1.0E.



## GENERAL RULES

### 1.8A4. Form of presentation of notes

**1.8A4a. Order of information.** If data in a note correspond to data found in the Title and statement of responsibility, Edition, Class of material specific details, Date(s) of creation, including publication, distribution, etc., Physical description, and Series areas, give the elements of the data in the order in which they appear in those areas. In such a case, use prescribed punctuation, except substitute a full stop for a full stop, space, dash, space.

**1.8A4b. Quotations, formal notes and informal notes.** Follow the instructions set out in 1.7A4.

**1.8A4c. Citations in notes.** Follow the instructions set out in 1.7A5.

**1.8A5. Notes relating to reproduced material.** When describing a reproduction, give the notes relating to the reproduction and then the notes relating to the original. Combine the notes relating to the original in one note, giving the details in the order of the areas to which they relate.

### 1.8B. Notes

Give notes in the order in which they are listed here. However, give a particular note first when it has been decided that note is of primary importance.

**1.8B1. Variations in title.** Make notes on variant titles appearing outside the prescribed source of information. Make notes on titles by which the unit being described has been traditionally known other than the title proper.

Previously known as Fonds Raoul Dandurand  
(*Title proper is Fonds Raoul Dandurand et Josephine Marchand*)

Previously known as Jack Hodgins papers  
(*Title proper is Jack Hodgins fonds*)

Previously known as "S" Series  
(*Title proper is Provincial Secretary's fonds*)

**1.8B2. Source of title proper.** Indicate the source of a title proper, when appropriate.

## GENERAL RULES

Title based on contents of image

Title taken from records centre transmittal sheet

**1.8B3. Parallel titles and other title information.** Make notes on parallel titles and other title information not recorded in the Title and statement of responsibility area if they are considered to be important.

**1.8B4. Continuation of title.** Complete the transcription if the formal title proper and/or other title information was abridged in the description.

**1.8B5. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility that appear outside the chief source of information or that appear on the chief source, but not in conjunction with a formal title proper. Record statements of responsibility that appear on the chief source of information for a file or series, if applicable.

Compiled by Charlotte Sandler

Prepared by Alvin Schuller

Taken by Clarence McPhee Jr.

**1.8B6. Attributions and conjectures.** Make notes on authors to whom the unit being described has been attributed, and cite sources, if appropriate.

**1.8B7. Edition.** Make notes relating to the edition being described or of the relationship of the unit being described to other editions.

**1.8B8. Date(s) of creation, including publication, distribution, etc.** Make notes on dates and any details pertaining to the dates of creation, publication, or distribution, of the unit being described that are not included in the Date(s) of creation, including publication, distribution, etc., area and that are considered to be important.

5730 [1969 or 1970]

*Note:* Dated in accordance with the Jewish calendar

## GENERAL RULES

**1.8B8a. Date(s) of accumulation or collection.** Make notes on the date(s) of accumulation or collection of the unit being described.

Records were accumulated by Litigation Support Services between 1969 and 1977 in preparation for the land claims case

**1.8B9. Physical description.** Make notes relating to the physical description of the unit being described.

Includes: 40 cm of textual records, ca. 670 photographs, ca. 260 postcards, 4 watercolours

**1.8B9a. Physical condition.** Make notes on the physical condition of the unit being described if that condition materially affects the clarity or legibility of the records.

Emulsion flaking

Records heavily foxed

Several tracks scratched through by operator

**1.8B9b. Conservation.** If the unit being described has received any specific conservation treatment, e.g., if repair work has been done on it, briefly indicate the nature of the work.

**1.8B9c. Accompanying material.** Give details of accompanying material not mentioned in the Physical description area (see 1.5E).

**1.8B10. Publisher's series.** Make notes on important details of publisher's series that are not included in the Publisher's series area, including variant series titles, incomplete series, and of numbers or letters that imply a series.

**1.8B11. Alpha-numeric designations.** If desirable, make a note of any important numbers borne by the unit being described other than publisher's series numbers (see 1.6F) or standard numbers (see 1.9).

Numéro original du reportage Z-35

**1.8B12. Immediate source of acquisition.** Record the donor or source (i.e., the immediate prior custodian) from whom the unit being described was acquired, and the date and method of acquisition, as well as the source/donor's relationship to the

## GENERAL RULES

material, if any or all of this information is not confidential. If the source/donor is unknown, record that information.

Transferred from Dept. of Geography, June 16, 1977

Acquired from the Social Science Data Archives, Carleton University, with the permission of Canadian Gallup Poll Ltd.

**1.8B13. Arrangement.** Make notes on the arrangement of the unit being described which contribute significantly to its understanding but cannot be put in the Scope and content (see 1.7D), e.g., about reorganisation(s) by the creator, arrangement by the archivist, changes in the classification scheme, or reconstitution of original order.

**1.8B14. Language.** Record the language or languages of the unit being described, unless they are noted elsewhere or are apparent from other elements of the description. Also note any distinctive alphabets or symbol systems employed.

Most of the material in series I and II in Finnish. Some correspondence in English, some in French and some in Swedish

### **1.8B15. Originals and reproductions**

**1.8B15a. Location of originals.** If the unit being described is a reproduction and the location of the original material is known, give that location. Give, in addition, any identifying numbers that may help in locating the original material in the cited location. If the originals are known to be no longer extant, give that information.

Original in National Archives of Canada, C2358

Glass dry plate negatives, from which the prints were printed, are held by the Gage family, Courtenay, British Columbia

Originals destroyed after microfilming, 1981

**1.8B15b. Availability of other formats.** If all or part of the unit being described is available (either in the institution or elsewhere) in another format(s), e.g., if the text being described is also available on microfilm; or if a film is also available on videocassette, make a note indicating the other format(s) in which the unit being described is available

## GENERAL RULES

and its location, if that information is known. If only a part of the unit being described is available in another format(s), indicate which parts.<sup>28</sup>

Also available on videocassette

### **1.8B16. Restrictions on access, use, reproduction, and publication<sup>29</sup>**

**1.8B16a. Restrictions on access.** Give information about any restrictions placed on access to the unit (or parts of the unit) being described. Specify the details of the restriction, including the date when it will be lifted. Additional information may be recorded regarding the jurisdiction (i.e., the person, institution, or position or function through which the terms governing access are imposed, enforced, and may be appealed), physical access provisions, etc. Alternatively, simply indicate the fact of restriction.

No access to original material until the material has been conserved.  
Microfilm copies are available for consultation.

Access to correspondence is restricted until 1995

Films in off-site storage; advance notice required to view

Only electronic records more than five years old may be released

All records subject to Access to Information and Privacy Act

**1.8B16b. Rights.** Indicate the copyright status, literary rights, patents or any other rights pertaining to the unit being described.

Rights held by CHYZ-TV

Copyright held by the Crown

Copyright held by the donor until June 6, 2005

Copyright ... June 1, 1978 by the Cartographic Lab, Department of  
Geography, Queen's University, Kingston, Ontario

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<sup>28</sup> If the institution has itself produced a copy of the unit being described, it may choose either to indicate the availability of the copy in the descriptive entry for the unit being described as instructed, or prepare a separate descriptive entry for the copy.

<sup>29</sup> Although all notes are considered optional, it is strongly recommended that institutions develop a policy that requires this note to be carried in descriptions, in order to avoid misleading users as to the availability of the material being described.

## GENERAL RULES

Copyright expired

Copyright status: public domain

**1.8B16c. Terms governing use and reproduction.** Give information on legal or donor restrictions that may affect use or reproduction of the material.

No reproduction without prior written approval of the donor

**1.8B16d. Terms governing publication.** Give information on legal or donor restrictions that may affect publication of the material.

Photographs may be copied for reference purposes only. Use of photographs in publication cannot be made without written permission of Kenneth McAllister

**1.8B17. Finding aids.** Give information regarding the existence of any finding aids. Include appropriate administrative and/or intellectual control tools over the material in existence at the time the unit is described, such as card catalogues, box lists, series lists, inventories, indexes, etc.

Box list available

Detailed finding aid available; file level control

Finding aid: *From the Past to the Future, A Guide to the Holdings of the University of Alberta Archives / University of Alberta Archives.* – Edmonton : University of Alberta Archives, 1992

For textual records see AddMSS 1336 (box/file list); for architectural plans see CM/C 2008 (file list); for photographs see 98303-40 (box/file list)

**1.8B18. Associated material.** If records in another institution are associated with the unit being described by virtue of the fact that they share the same provenance, make a citation to the associated material at the fonds, series or collection level, or for discrete items, indicating its location if known.

**1.8B19. Accruals.** When the unit being described is not yet complete, e.g., an open fonds or series, make a note explaining that further accruals are expected. If the option in 1.4B4 and 1.5B4 has been chosen, make a note indicating the frequency and volume of accruals. If no further accruals are expected, indicate that the unit is considered closed (see 1.4B4, 1.5B4).

## GENERAL RULES

Further accruals are expected

Records from the Office of the Ceremonials Assistant are transferred to the archives five years following the academic year to which the records relate. On average, 40 cm of records are transferred to the archives annually on Aug. 1

This series is transferred annually to the Archives and comprises the annual accumulation of orders-in-council generated five years prior to the year of their transfer. The total linear extent of each transfer averages 30 cm. The first accession acquired in 1964 comprised 25 linear meters

**1.8B20. Related groups of records in different fonds external to the unit being described.** Indicate groups of records having some significant relationship by reason of shared responsibility or shared sphere of activity in one or more units of material external to the unit being described. For reference to records of the same provenance in other repositories use 1.8B18.

Other records relating to the delivery of health care services can be found in the Health Care Services Division files of the Dept. of Health fonds

**1.8B20a. Related groups of records within the same fonds, series or collection.** If the unit being described consists of a group of records within a fonds, series or collection, that has a direct and significant connection to another group of records within the same fonds, series or collection (e.g., a series or sub-series comprising file control records such as indexes and registers or, in the case of letters sent, letters received) indicate the related group of records.

**1.8B21. General note.** Use this note to record any other descriptive information considered important but not falling within the definitions of the other notes.

For notes applicable specifically to a particular class of material, refer to the chapter that gives the rules relating to that class of material.

## GENERAL RULES

### 1.9. STANDARD NUMBER AREA

Contents:

- 1.9A. Preliminary rule
- 1.9B. Standard number

#### 1.9A. Preliminary rule

**1.9A1. Scope.** Use this area only in item level description to record international standard numbers pertaining to the item.

**1.9A2. Punctuation.** Precede this area by a full stop, space, dash, space *or* start a new paragraph.

**1.9A3. Sources of information.** Take information included in this area from any source. Do not enclose any information in brackets.

#### 1.9B. Standard number

**1.9B1.** Give the International Standard Book Number (ISBN), International Standard Serial Number (ISSN), or any other internationally agreed standard number for the item being described. Give such numbers with the agreed abbreviation and with the standard spacing or hyphenation.

ISBN 0-919223-5

ISBN 0-921542-02-X

**1.9B2.** If an item bears two or more such numbers, give the one that applies to the item being described.

ISBN 0-379-0051-4 (v. 1)

**1.9B3.** Give any number of an item other than an international standard number or publisher's series number in a note (see 1.8B11).



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# RULES FOR DESCRIPTION OF UNITS CONSISTING OF MULTIPLE MEDIA

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## 2.0. GENERAL RULE

**2.0A. Scope.** A multiple media fonds, series, collection, file, or item, consists of records of more than one broad class of material. To prepare the description of a unit consisting of multiple media, consult chapter 1 and the relevant chapters dealing with the broad classes of material for the unit being described as instructed below:

- Area 1: Consult Chapter 1; for instructions on general material designations consult 1.1C and the .1C rules of the relevant chapters dealing with the broad classes of material of the unit being described.
- Area 2: Consult Chapter 1.
- Area 3: Consult the .3 rules of Chapters 5 and 6 if appropriate.
- Area 4: Consult Chapter 1.
- Area 5: Consult Chapters 1 and the .5 rules of the relevant chapters dealing with the broad classes of material of the unit being described.
- Area 7: Consult Chapter 1.
- Area 8: Consult Chapter 1 and the .8 rules of the relevant chapters dealing with the broad classes of material of the unit being described.
- Area 9: Consult Chapter 1.



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# TEXTUAL RECORDS

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## *Contents*

### 3.0 GENERAL RULES

- 3.0A Preliminary rule
- 3.0A1 Scope
- 3.0B Sources of information
- 3.0C Punctuation
- 3.0D Levels of detail in the description
- 3.0E Language and script of the description
- 3.0F Inaccuracies
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### 3.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

- 3.1A Preliminary rule
- 3.1B Title proper
- 3.1C General material designation
- 3.1D Parallel titles
- 3.1E Other title information
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### 3.2 EDITION AREA

- 3.2A Preliminary rule
- 3.2B Edition statement
- 3.2C Statements of responsibility relating to the edition

### 3.3 CLASS OF MATERIAL SPECIFIC DETAILS AREA

- 3.3A Preliminary rule

## TEXTUAL RECORDS

### 3.4 DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

- 3.4A Preliminary rule
- 3.4B Date(s) of creation
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- 3.4D Name of publisher, distributor, etc.
- 3.4E Statement of function of publisher, distributor, etc.
- 3.4F Date of publication, distribution, etc.
- 3.4G Place of printing, name of printer, date of printing

### 3.5 PHYSICAL DESCRIPTION AREA

- 3.5A Preliminary rule
- 3.5B Extent of descriptive unit
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- 3.6A Preliminary rule
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- 3.7C Custodial history
- 3.7D Scope and content

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- 3.8A Preliminary rule
- 3.8B Notes

### 3.9 STANDARD NUMBER AREA

- 3.9A Preliminary rule
- 3.9B Standard number

## TEXTUAL RECORDS

### 3.0. GENERAL RULES

#### 3.0A. Preliminary rule

##### 3.0A1. Scope

The rules in this chapter may be used to describe textual records that constitute a fonds or a part thereof as instructed in 1.0A1. Textual records are defined as written records, whether handwritten, typescript, published<sup>1</sup>, or generated by any other means, which are accessible to the naked eye without the aid of a machine.

For multiple media fonds, see chapter 2. For textual records in electronic form, see chapter 9. For textual records on microform, see chapter 10.

##### 3.0A2. Multilevel description

For instructions on the use of multilevel description for preparing descriptions of a fonds and its parts, see 1.0A2.

#### 3.0B. Sources of information

**3.0B1. Chief source of information.** The chief sources of information for textual records are as follows<sup>2</sup>:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all of the material in the file, including the file folder(s) or other container;
4. for an item, prefer in this order:
  - (a) information found on the title page, caption or colophon (if any of these exist);
  - (b) the item itself.

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<sup>1</sup> If published documents are to be described as part of a fonds, the rules in this chapter apply. If they are to be described bibliographically see AACR2R, Chapter 2.

<sup>2</sup> For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source for that level.

## TEXTUAL RECORDS

### 3.0B2. Prescribed source of information

The prescribed source(s) of information for each area of description of textual records is set out below. Enclose information taken from outside the prescribed source(s) in square brackets, unless otherwise instructed in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Date(s) of creation, including publication, distribution, etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information
Archival description	Any source
Note(s)	Any source
Standard number	Any source

### 3.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

### 3.0D. Levels of detail in the description

See 1.0D.

### 3.0E. Language and script of the description

See 1.0E.

### 3.0F. Inaccuracies

See 1.0F.

## TEXTUAL RECORDS

### **3.0G. Accents and other diacritical marks**

See 1.0G.

## **3.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

Contents:

- 3.1A. Preliminary rule
- 3.1B. Title proper
- 3.1C. General material designation
- 3.1D. Parallel titles
- 3.1E. Other title information
- 3.1F. Statements of responsibility

### **3.1A. Preliminary rule**

#### **3.1A1. Scope**

See 1.1A1.

#### **3.1A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

### **3.1B. Title proper**

**3.1B1. Formal title proper.** At all levels of description, transcribe a formal title proper as instructed in 1.1B1.

Calculs d'intérêt

*(Formal title proper for a file, transcribed from file folder)*

Signing authority

*(Formal title proper for a file, transcribed from file folder)*

## TEXTUAL RECORDS

Report of the Royal Commission on National Development in the Arts,  
Letters and Sciences  
(*Formal title proper for an item, transcribed from title page of draft report*)

**3.1B2. Supplied title proper.** At all levels of description, if no formal title proper appears prominently in or on the chief source of information for the unit being described, supply a title as instructed in 1.1B2-1.1B4.

**3.1B3. Supplied title proper for a fonds.** When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

Fonds Charles Nolan Lamarque

Moodie, Strickland, Vickers, Ewing family fonds

Banff Society for Preventive Social Services fonds

Fonds de la famille Bowen

Treasury Board of Canada fonds

**3.1B4. Supplied title proper for parts of a fonds (e.g., series, file, item).** When describing a part of a fonds, e.g., a series, file, or item, which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.

Pacific Region Licence Appeal Board records  
(*Series forms part of Department of Fisheries and Ocean fonds*)

Correspondence with Helen Lucas  
(*File forms part of Margaret Laurence fonds*)

Minutes of the Planning Committee on Descriptive Standards  
(*Series forms part of the Canadian Council of Archives fonds*)

**3.1C. Optional addition. General material designation**

**3.1C1.** At all levels of description, immediately following the title proper, give the general material designation *textual record*, as instructed in 1.1C.

Charles Clay fonds [textual record]

Devotee [textual record]



## TEXTUAL RECORDS

National Transportation Agency hearings and reports [textual record]

Statistics Office files [textual record]

### **3.1D. Parallel titles**

**3.1D1.** Transcribe parallel titles as instructed in 1.1D.

Annual Report Information Commissioner 1985-86 = Rapport annuel du  
Commissaire à l'information 1985-86

### **3.1E. Other title information**

**3.1E1.** Give other title information as instructed in 1.1E.

Personnel management [GMD] : searches, planning, etc.

Le miroir des jours [GMD] : [poésies]

University Archives Advisory Comm[ittee] [GMD] : minutes, agendas

Continental Congress records [GMD] : [1776-1788]

Radio and the King's death [GMD] : [script]

### **3.1F. Statements of responsibility**

**3.1F1.** Transcribe explicit statements of responsibility appearing in conjunction with a formal title proper as instructed in 1.1F.

Not wanted on the voyage [GMD] / Timothy Findley

Jean Rivard [GMD] : pioneer / A. Gérin-Lajoie ; translated by Gwendoline  
Constance Oswald

Vente par la succession de Joseph Laflamme à M. Ernest Audet [GMD] /  
Paul Grenier

## TEXTUAL RECORDS

### 3.2. EDITION AREA

Contents:

- 3.2A. Preliminary rule
- 3.2B. Edition statement
- 3.2C. Statements of responsibility relating to the edition

#### 3.2A. Preliminary rule

##### 3.2A1. Scope

See 1.2A1.

##### 3.2A2. Punctuation

For instructions on the use of spaces before or after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

#### 3.2B. Edition statement

**3.2B1.** Give the edition statement as instructed in 1.2B.

Draft 5

5e version

[Rev. draft]

[Version préliminaire]

#### 3.2C. Statements of responsibility relating to the edition

**3.2C1.** Transcribe a statement of responsibility relating to one or more editions but not to all editions as instructed in 1.2C.

Hortense Smythe and her descendents / compiled by Mary Smythe. – 2nd ed. / edited by Leanna Smythe Rutherford

## TEXTUAL RECORDS

### 3.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:

3.3A. Preliminary rule

#### 3.3A. Preliminary rule

This area is not used for textual records.

### 3.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

3.4A. Preliminary rule

3.4B. Date(s) of creation

3.4C. Place of publication, distribution, etc.

3.4D. Name of publisher, distributor, etc.

3.4E. Statement of function of publisher, distributor, etc.

3.4F. Date of publication, distribution, etc.

3.4G. Place of printing, name of printer, date of printing

#### 3.4A. Preliminary rule

##### 3.4A1. Scope

See 1.4A1.

##### 3.4A2. Punctuation

For instructions on the use of spaces before or after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of printing (place, name, date) in parentheses.

Precede the name of the printer by a colon.

Precede the date of printing by a comma.

**3.4A3.** In presenting information in the dates of creation, including distribution, publication, etc., area, follow the instructions set out in 1.4A3-1.4A7.

## TEXTUAL RECORDS

### 3.4B. Date(s) of creation

**3.4B1.** At all levels of description, give the date(s) of creation for the unit being described as instructed in 1.4B. Do not give the date(s) of creation for textual records that are published, distributed, etc. (see rules 1.4C-1.4G).

19 Dec. 1825

1923

1856-1972

1967-1984

Mar. 1963

1942-1996, predominant 1979-1996

[193-?]

**3.4B2.** If the unit being described is a reproduction, give the date(s) of creation for the reproduction as instructed in 1.4B3. See also 1.1E7 and 3.8B9.

[Photocopied 196-?]

1778-1783

*(File includes some transcripts that were copied in 1916 but originals predominate)*

### 3.4C. Place of publication, distribution, etc.

**3.4C1.** Transcribe the place of publication, distribution, etc., of the item being described as instructed in 1.4C.

Winnipeg [Man.]

Vancouver, B.C.

New York ; Montréal

## TEXTUAL RECORDS

### **3.4D. Name of publisher, distributor, etc.**

**3.4D1.** Give the name of the publisher, distributor, etc., of the item being described as instructed in 1.4D.

Vancouver, B.C. : Archives Association of British Columbia

Québec : Association des archivistes du Québec

Toronto : University of Toronto Press

Montréal : Presses de l'Université de Montréal

### **3.4E. *Optional addition.* Statement of function of publisher, distributor, etc.**

**3.4E1.** Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

London : Educational Service [distributor]

Ottawa : Globe [diffuseur]

### **3.4F. Date of publication, distribution, etc.**

**3.4F1.** Give the date of publication, distribution, etc., of the item being described as instructed in 1.4F.

, 1988

, 1967, c1965

### **3.4G. Place of printing, name of printer, date of printing**

**3.4G1.** Give the place of printing, name of printer, and/or date of printing of the item being described as instructed in 1.4G.

London : [s.n.], 1971 (London : HiTimes Press)

Cap-Saint-Ignace : [s.n.], 1990 (Cap-Saint-Ignace : Ateliers Graphiques Marc Veilleux)

## TEXTUAL RECORDS

### 3.5. PHYSICAL DESCRIPTION AREA

Contents:

- 3.5A. Preliminary rule
- 3.5B. Extent of descriptive unit
- 3.5C. Other physical details
- 3.5D. Dimensions

#### 3.5A. Preliminary rule

##### 3.5A1. Scope

See 1.5A1.

##### 3.5A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each physical description by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details (i.e., other than extent or dimensions) by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

**3.5A3.** In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

#### 3.5B. Extent of descriptive unit

**3.5B1.** At all levels of description, give the linear extent for the unit being described in arabic numerals followed by the phrase *of textual records*.

47 cm of textual records

20.2 cm of textual records

*Optionally*, if the unit being described is 3 cm or less<sup>3</sup>, express the primary statement of extent in terms of the number of volumes, folders, pages, or leaves.

3 folders

---

<sup>3</sup> Institutions may establish a different limit as a matter of policy.

## TEXTUAL RECORDS

2 p.

4 v.

*Optional addition.* Supplement the primary statement of extent by adding the exact or approximate number of boxes, volumes, leaves, pages, etc., in parentheses.

12 m of textual records (36 boxes)

2.5 cm of textual records (100 folded leaves)

3 cm of textual records (150 p.)

**3.5B2. Accruals.** For textual records at an aggregate level of description, e.g., an open fonds or series, give the extent as instructed in 1.5B4. See also 1.8B19.

50 m of textual records

*Note:* Further accruals are expected

m of textual records

*Note:* Since the office began transferring records to the archives in 1982, approximately 10 metres of records have been transferred on an annual basis

### 3.5C. Other physical details

**3.5C1.** At all levels of description, if appropriate and readily ascertainable, give any physical details other than extent or dimensions that are considered important. For example, give information about the material on which the unit being described is written if it is other than paper, the presence of seals, illustrations, maps, or the type of binding.

: parchment

: ill. (some col.)

: 2 seals, pendant

: watermarks

*Alternatively,* give such information in a note (see 3.8B10).

## TEXTUAL RECORDS

### 3.5D. Dimensions

**3.5D1.** *Optionally*, give the dimensions of the container(s) of the unit being described. If the size is uniform, give that size in centimetres to the next whole centimetre up. If the size is not uniform, give the size of the largest container and add *or smaller*. Give the size in terms of height x width. If cubic measurement is needed, add the depth. For circular shapes, give the diameter.

; 26 x 24 cm

; 38 x 30 cm or smaller

; 26 x 10 x 39 cm

### 3.6. PUBLISHER'S SERIES AREA

Contents:

3.6A. Preliminary rule

3.6B. Publisher's series statement

#### 3.6A. Preliminary rule

##### 3.6A1. Scope

See 1.6A1.

##### 3.6A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series by a semicolon.

#### 3.6B. Publisher's series statement

**3.6B1.** Transcribe the publisher's series statement as instructed in 1.6.



## TEXTUAL RECORDS

### 3.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 3.7A. Preliminary rule
- 3.7B. Administrative history / Biographical sketch
- 3.7C. Custodial history
- 3.7D. Scope and content

#### 3.7A. Preliminary rule

##### 3.7A1. Scope

See 1.7A1.

##### 3.7A2. Punctuation

Precede each element of description by a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

##### 3.7A3. Form of presentation of information

Follow the instructions set out in 1.7A4.

##### 3.7A4. Citations in the archival description area

Follow the instructions set out in 1.7A5.

#### 3.7B. Administrative history / Biographical sketch

**3.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

The Fisheries Association of B.C. was established in 1951 as the western division of the Fisheries Council of Canada. The activities of the Association spanned the full range of interests of the British Columbian fishing industry including resource protection and development, labour contract negotiations, product development, and safety programs. In addition, the Association functioned as a liaison between the various departments of government and the B.C. fishing industry. The Association severed its ties with the Fisheries Council of Canada in 1984 to become the Fisheries Council of British Columbia

*(Administrative history at the fonds level)*

## TEXTUAL RECORDS

Statistics Canada's roots can be traced back to the establishment in 1847 of the Board of Registration and Statistics which became part of the Bureau of Agriculture in 1855. At Confederation, responsibility for census and statistics was placed under the Department of Agriculture where it remained until 1918. In that year, the Dominion Bureau of Statistics (Statistics Canada since 1971) was created as a central statistics gathering agency. The main functions of Statistics Canada include the compilation, analysis, and publication of statistical data relative to the commercial, industrial, financial, social, and general condition of the people, and the regular undertaking of a census of population and agriculture in Canada

*(Administrative history at the fonds level)*

The Census Operations Division was formed in 1978-1979, consolidating activities which had previously been performed in a number of divisions, primarily Census Field. It is one of 20 Divisions of Statistics Canada involved in the collection and processing of the quinquennial census of population and housing. The mandate of the Division is to provide planning and management infrastructure, budgeting, and play a lead role in the processing and dissemination of the census of population and housing

*(Administrative history at the series level forming part of Statistics Canada fonds)*

### **3.7B2. Biographical sketch.** Give a concise biographical sketch as instructed in 1.7B2.

Born in Winnipeg in 1906, Charles Clay taught at Indian Reserve schools in northern Manitoba and was a United Church missionary during the 1920s. His *Swampy Cree Legends* was published in 1938. In 1931, Clay became the literary editor of the *Winnipeg Free Press*. Later he edited the *Canadian Author and Bookman*, a Canadian Authors' Association publication, and *Fire Fighting in Canada*. He contributed articles to *Encyclopaedia Britannica* and *Grolier's Book of Knowledge Annual*. Clay was an active member of the Canadian Author's Association, the Canadian Writers' Foundation, the League of Nations Society and the Canadian Institute of International Affairs

Elphège-J. Daignault, né à Woonsocket le 8 juin 1879, y décède le 25 mai 1937. Il étudie au Collège Saint-Marie de Montréal, au Boston College (bachelier en 1900), à l'Université Columbia de New-York. Admis à la pratique du droit en 1903, il occupe diverses fonctions dont celle de membre de la Législature du Rhode Island, de juge de la cour des Tutelles et de procureur municipal de Woonsocket

### **3.7C. Custodial history.** Give the custodial history as instructed in 1.7C.

## TEXTUAL RECORDS

The fonds was found in the attic of a house on Centre Street S. in Calgary. The house originally belonged to Robert and Winifred Merkley. Luther was probably a boarder. Hank Beeksma, who lived in the house, found and donated the records in 1974

**3.7D. Scope and content.** Give information about the scope and the internal structure or arrangement of the records and about the contents of the unit being described as instructed in 1.7D.

Fonds consists of records generated in pursuit of the Solicitor General's mandate to protect public safety, including the functions of policing federal and provincial law, administering the corrections service, regulating motor vehicles and traffic safety, and planning and preparing for civil emergency. The ministry has also assisted in the administration of family law in relation to divorce proceedings, including child custody, access and maintenance, and spousal support

Item is a diary kept by Joanne Muldoon, aged fifteen, on a family vacation by car from Victoria to Loon Lake near the town of Williams Lake in the Cariboo district of British Columbia from July 1-30, 1969

### 3.8. NOTE AREA

Contents:

- 3.8A. Preliminary rule
- 3.8B. Notes

#### 3.8A. Preliminary rule

##### 3.8A1. Scope

See 1.8A1.

##### 3.8A2. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

##### 3.8A3. Form of presentation of notes

See 1.8A4.

## TEXTUAL RECORDS

### **3.8A4. Notes relating to reproduced material**

See 1.8A5.

### **3.8B. Notes**

Make notes as instructed in 1.8B and the following subrules.

#### **3.8B1. Variations in title.** Make notes on variant titles as instructed in 1.8B1.

Commonly known as: Quality of Life surveys  
(*Title proper is Social change in Canada*)

#### **3.8B2. Source of supplied title proper.** Indicate the source of a supplied title proper as instructed in 1.8B2.

Title based on contents of subseries

Title taken from record schedule

Title based on content of the file

#### **3.8B3. Parallel titles and other title information.** Make notes on parallel titles and other title information as instructed in 1.8B3.

#### **3.8B4. Continuation of title.** Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

#### **3.8B5. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility as instructed in 1.8B5.

Written and presented by Gabor Kodaly

Full name: Edward J. Chapman

#### **3.8B6. Signatures and inscriptions.** Make notes on signatures, inscriptions, or monograms, etc., which appear on the unit being described. Indicate where such signatures and inscriptions appear.

Signed by the author

## TEXTUAL RECORDS

The author's initials appear in the lower right corner

**3.8B7. Attributions and conjectures.** Make notes on authors to whom the unit being described has been attributed as instructed in 1.8B6.

**3.8B8. Edition.** Make notes relating to the edition as instructed 1.8B7.

This version appears to have been created sometime between the 2nd and 3rd draft

**3.8B9. Date(s) of creation, including publication, distribution, etc.** Make notes on dates as instructed in 1.8B8.

File includes some copies of the material transcribed in 1970

There are a number of gaps in the records for the period 1956-1961

File includes some transcripts that were copied in 1916 from originals in the Library of Congress, Washington, D.C.

**3.8B9a. Date(s) of accumulation.** Make notes relating to date(s) of accumulation of the unit being described as instructed in 1.8B8a.

**3.8B10. Physical description.** Make notes on important physical details that are not included in the physical description area, or elsewhere in the description, especially if these affect the use of the unit being described. See also 1.8B9.

Holographs

Galley proofs

Handwritten

Holograph, annotated (carbon copy)

Typescripts (some photocopies)

Seal missing

## TEXTUAL RECORDS

**3.8B10a. Physical condition.** Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

Textual records heavily foxed

Some of the correspondence in series 2 is illegible due to water damage

**3.8B10b. Conservation.** Make notes on any specific conservation treatment including copying as instructed in 1.8B9b.

Rebound in 1987 as two volumes for conservation purposes

Letter encapsulated

**3.8B11. Publisher's series.** Make notes on important details of publisher's series as instructed in 1.8B10.

**3.8B12. Alpha-numeric designations.** Make notes of any important numbers borne by the unit being described as instructed in 1.8B11.

ISR study no. 56

**3.8B13. Immediate source of acquisition.** Make notes on the immediate source of acquisition as instructed in 1.8B12.

Transferred from the Dept. of Indian Affairs in 1968, 1972, 1976, 1980, 1984, and 1988

Donated to the archives by the creator

**3.8B14. Arrangement.** Make notes on the arrangement as instructed in 1.8B13.

The original filing scheme of these records was reconstructed during archival arrangement on the basis of file markings on the documents. Documents which could not be incorporated in the scheme because they lacked markings are filed chronologically at the end of the series

**3.8B15. Language.** Make notes on the language of the unit being described as instructed in 1.8B14.

## TEXTUAL RECORDS

Most of the sermons are in Cree

Correspondence is primarily in French and German

### **3.8B16. Originals and reproductions**

**3.8B16a. Location of originals.** Make notes on the location of originals as instructed in 1.8B15a.

Originals in possession of Library of Congress, Washington, D.C.

**3.8B16b. Availability of other formats.** Make notes on the availability of other formats as instructed in 1.8B15b.

Microfilm copy created and distributed by the Provincial Archives of Nova Scotia

**3.8B17. Restrictions on access, use, reproduction, and publication.** Make notes on restrictions as instructed in 1.8B16.

Closed until 2020 unless permission in writing is received from the office of origin

Access to this series is closed unless permission received in writing from donor

A signed research agreement with Ontario Ministry of Health must be obtained before access can be provided

Access to the records in the subseries is governed by the Access to Information and Privacy Acts. The application case files contain personal information on individuals: address, telephone, date of birth, citizenship status, including native status. There are also some comments on the record, e.g., fishing violation charges, reasons for appeals. Once a licence is issued, the fact becomes public knowledge; it is a "discretionary benefit of a financial nature" granted by the Minister. Therefore, information on the licence itself may be released (when issued, the area, if transferred, name of the vessel or person). The only exception concerns the individual quota of a halibut or black cod licence which cannot be released because each quota is unique rather than a universal quota like geoduck. Part of the halibut and black cod quota originates from past landings on the vessel and any income information is considered confidential

## TEXTUAL RECORDS

**3.8B18. Finding aids.** Make notes on finding aids as instructed in 1.8B17.

Finding aid: A Guide to the Archives of the Oblates of Mary Immaculate : province of Alberta-Saskatchewan / [prepared by] Brian M. Owens and Claude M. Roberto. – Edmonton, Alta. : Missionary Oblates, Grandin Province, 1989

File list available

**3.8B19. Associated material.** Make notes on associated material as instructed in 1.8B18.

Records of the parish of Immaculate Conception, Stand Off, Alta., are also located in the diocesan archives in Cardston, Alta.

**3.8B20. Accruals.** Make notes on accruals as instructed in 1.8B19.

Since the office began transferring records to the archives in 1982, approximately 10 metres of records have been transferred to the archives on an annual basis

**3.8B21. Related groups of records in different fonds.** Make notes regarding related groups of records as instructed in 1.8B20.

Other records relating to the administration of Indian lands in British Columbia, besides those in the Black (Western) Series of the Department of Indian Affairs, may be found in the Royal Commission on Indian Affairs for British Columbia fonds

*(Note for the fonds of the Board of Reserve Commissioners set up in 1876 to settle the Indian reserve question in British Columbia)*

**3.8B21a. Related groups of records within the same fonds.** Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

**3.8B22. General note.** Use this note to record any other descriptive information considered important as instructed in 1.8B21.



## TEXTUAL RECORDS

### **3.9. STANDARD NUMBER AREA**

Contents:

- 3.9A. Preliminary rule
- 3.9B. Standard number

#### **3.9A. Preliminary rule**

##### **3.9A1. Scope**

See 1.9A1.

##### **3.9A2. Punctuation**

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

#### **3.9B. Standard number**

See 1.9B.



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# GRAPHIC MATERIALS

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## *Contents*

### 4.0 GENERAL RULES

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## GRAPHIC MATERIALS

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- 4.4A Preliminary rule
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### 4.6 PUBLISHER'S SERIES AREA

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### 4.9 STANDARD NUMBER AREA

- 4.9A Preliminary rule
- 4.9B Standard number

## GRAPHIC MATERIALS

### 4.0. GENERAL RULES

#### 4.0A. Preliminary rule

##### 4.0A1. Scope

The rules in this chapter may be used to describe graphic materials that constitute a fonds or a part thereof as instructed in 1.0A1. Graphic materials are defined as documents in the form of pictures, photographs, drawings, watercolours, prints, and other forms of two-dimensional pictorial representations. The rules cover the description of most two-dimensional graphic materials, whether intended to be viewed by reflected or transmitted light.

For multiple media fonds, see chapter 2. For cartographic materials, see chapter 5. For architectural and technical drawings, see chapter 6. For graphic materials in electronic form, see chapter 9. For graphic materials on microform, see chapter 10.

##### 4.0A2. Multilevel description

For instructions on the use of multilevel description for preparing descriptions of a fonds and its parts, see 1.0A2.

#### 4.0B. Sources of information

**4.0B1. Chief source of information.** The chief sources of information for graphic materials are as follows<sup>1</sup>:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all of the material in the file, including the file folder(s) or other container;
4. for an item, prefer in this order:
  - (a) information found on the title page, caption, colophon or opening and/or closing credit screens (if any of these exist);
  - (b) the item itself.

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<sup>1</sup> For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source for that level.

## GRAPHIC MATERIALS

### **4.0B2. Prescribed sources of information**

The prescribed source(s) of information for each area of description of graphic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets, unless otherwise instructed in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Date(s) of creation, including publication, distribution, etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information
Archival description	Any source
Note(s)	Any source
Standard numbers	Any source

### **4.0C. Punctuation**

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

### **4.0D. Levels of detail in the description**

See 1.0D. When describing a filmstrip or artist's series at the first level of detail, include the elements prescribed in 1.0D3, if appropriate.

### **4.0E. Language and script of the description**

See 1.0E.

### **4.0F. Inaccuracies**

See 1.0F.

### **4.0G. Accents and other diacritical marks**

See 1.0G.

## GRAPHIC MATERIALS

### 4.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

#### Contents:

- 4.1A. Preliminary rule
- 4.1B. Title proper
- 4.1C. General material designation
- 4.1D. Parallel titles
- 4.1E. Other title information
- 4.1F. Statements of responsibility

#### 4.1A. Preliminary rule

##### 4.1A1. Scope

See 1.1A1.

##### 4.1A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

#### 4.1B. Title proper

**4.1B1. Formal title proper.** At all levels of description, transcribe a formal title proper as instructed in 1.1B1.

National School at Halifax, Nova Scotia

Sainte-Thérèse, 13 juillet 1844

Lake Charles from the top of the hill on the road from Quebec

A fancy ball at the Victoria Rink

Prince of Wales College Observer staff, 1906-07

School Mental Health Service

## GRAPHIC MATERIALS

The right high and most mightie monarch Charles...

*Note:* Title continues: ... by the grace of God Kinge of England Scotland France and Ireland defender of the faith, &c.

Pestiche, or, Portrait adapted from El Greco

**4.1B2. Supplied title proper.** At all levels of description, if no formal title proper appears prominently in or on the chief source of information for the unit being described, supply a title as instructed in 1.1B2-1.1B4.

**4.1B3. Supplied title proper for a fonds.** When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

Canadian Government Expositions Centre fonds

R.S. Cassels fonds

MacKenzie Studios fonds

Georgia H. Cunningham fonds

Professional Photographers of Canada fonds

Buckley family fonds

**4.1B4. Supplied title proper for a part of a fonds (e.g., series, file, item).** When describing a part of a fonds, e.g., a series, file, or item, which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.

Watercolours of wildflowers by Annie L. Prat  
(*Series forms part of Prat, Starr, Morse family fonds*)

20th Century Fox photographs of Dionne quintuplets  
(*Series forms part of William E. Blatz fonds*)

Student sketchbooks

Bridge construction photographs

Watercolours, drawings and paintings of ships and the sea

Portrait study drawings and other material



## GRAPHIC MATERIALS

Scenes of Oak Island, N.S.  
(*File of photographic negatives*)

Portrait of Joseph Howe

Cominco filmstrip

**4.1B4a.** When an item lacks a formal title proper and a title is known to exist on another copy, edition, version, or different state of the item, take the title from that copy, edition, etc., if the title is appropriate. Give the source of the title in a note (see 4.8B2).

Looking up Main Street, Granville Ferry, N.S.  
*Note:* Title from a reproduction published as a "Nova Scotia Souvenir Post Card"

If the title is not appropriate to the item being described, supply a title. Give the title from the other copy, edition, etc., in a note (see 4.8B1).

Micmac woman selling crafts in front of wigwams at the Nova Scotia Provincial Exhibition  
*Note:* Later reproduced as a lithographic postcard entitled *At the Indian village near Halifax, N.S.*

**4.1B4b.** When the unit being described lacks a formal title proper but has a displayed text (as in the case of some drawings, photographs, posters, etc.), and the displayed text is appropriate to use as a supplied title, treat the text as a supplied title proper. If necessary, abridge a long title proper according to 1.1B1d.

J.F. Blanchard & Co., wholesale dry goods and millinery, Truro, N.S.  
(*Poster advertising hats made by the company*)

If the displayed text cannot be treated as a supplied title proper, supply a title.

### **4.1C. Optional addition. General material designation**

**4.1C1.** At all levels of description, immediately following the title proper, give the general material designation *graphic material* as instructed in 1.1C.

Catching lobsters, North Shore [graphic material]

## GRAPHIC MATERIALS

### 4.1D. Parallel titles

4.1D1. Transcribe parallel titles as instructed in 1.1D.

Image of Canada [GMD] = Visage du Canada

Hand-drawn cart [GMD] = Petite charrette

Snorkel and scuba diving [GMD] = Tuba et scaphandre autonome

### 4.1E. Other title information

4.1E1. Give other title information as instructed in 1.1E.

H.M.S. "Resolute" [GMD] : abandoned 15th May, 1854

The key to the situation [GMD] : munitions, men and money : are you helping to turn it?

1800 police team [GMD] : champions Maritime Provinces, 1920, Halifax, N.S.

Cape Diamond & Point Levi, Quebec [GMD] : from the heights of the left bank of the Chaudiere River, near its mouth, July 1823

The Stewart Island trip [GMD] : on board the Wakatipin, Christmas Day, 1895

### 4.1F. Statements of responsibility

4.1F1. Transcribe explicit statements of responsibility as instructed in 1.1F.

View from the Horton Mountains [GMD] / drawn by Wm. Eagar ; engd. by J. Gellatly

Church of Saint Paul and the parade at Halifax in Nova Scotia [GMD] / Serres pinx ; R. Short delint ; Jno. Fougerson sculp.

Halifax, N.S. [GMD] / by Gauvin & Gentzell ; negative by Dodge

Mary March [GMD] : a female native Indian of the Red Indians who inhabit Newfoundland / painted by Lady Hamilton

## GRAPHIC MATERIALS

... / drawn on the spot by our correspondent  
*Note:* Artist known to be John Parker

Here, there and everywhere [GMD] / produced by Jam Handy Picture Service Inc. ; sponsored by the International Nickel Company

### 4.2. EDITION AREA

Contents:

- 4.2A. Preliminary rule
- 4.2B. Edition statement
- 4.2C. Statements of responsibility relating to the edition

#### 4.2A. Preliminary rule

##### 4.2A1. Scope

See 1.2A1.

##### 4.2A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

#### 4.2B. Edition statement

4.2B1. Give the edition statement as instructed in 1.2B.

3rd ed.

2nd version

[Trial proof, with pencil corrections]

English version

## GRAPHIC MATERIALS

### **4.2C. Statements of responsibility relating to the edition**

**4.2C1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions as instructed in 1.2C.

Soil [GMD] : the earth's greatest treasure. - Rev. version / photographer,  
William P. Gottlieb

### **4.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA**

Contents:

4.3A. Preliminary rule

#### **4.3A. Preliminary rule**

This area is not used for graphic materials.

### **4.4. DATE(S) OF CREATION INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA**

Contents:

4.4A. Preliminary rule

4.4B. Date(s) of creation

4.4C. Place of publication, distribution, etc.

4.4D. Name of publisher, distributor, etc.

4.4E. Statement of function of publisher, distributor, etc.

4.4F. Date of publication, distribution, etc.

4.4G. Place of manufacture, name of manufacturer, date of manufacture

#### **4.4A. Preliminary rule**

##### **4.4A1. Scope**

See 1.4A1. At the series or file level, if all the material in the unit being described belongs to the same published artist's or filmstrip series, record the information about the place, name and dates of publishing, distributing, or releasing, etc., activities.

##### **4.4A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

## GRAPHIC MATERIALS

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of the manufacturer by a colon.

Precede the date of manufacture by a comma.

**4.4A3.** In presenting information in the dates of creation, including distribution, publication, etc., area, follow the instructions set out in 1.4A3-1.4A7.

### **4.4B. Date(s) of creation**

**4.4B1.** At all levels of description, give the date(s) of creation for the unit being described as instructed in 1.4B. Do not give the date(s) of creation for graphic materials that are published, distributed, etc. (see rules 1.4C-1.4G).

1885

July 14, 1841

1940-1975, predominant 1940-1960

1890-1950

*Note:* Very little material is available for the period 1940-1945

[before 1824]

[ca. 1880]-1930

[1778]

[195-]

**4.4B2.** If the unit being described is a reproduction, give the date(s) of creation for the reproduction as instructed in 1.4B3. See also 1.1E7 and 4.8B10.

[Duplicated to safety film] 1975

1916-1920

*Note:* Includes a few copy negatives made in 1991

## GRAPHIC MATERIALS

### **4.4C. Place of publication, distribution, etc.**

**4.4C1.** Transcribe the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

Saint John, N.B.

### **4.4D. Name of publisher, distributor, etc.**

**4.4D1.** Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

London : John Murray

Elyria, Ohio : Potter & Son

Montréal : Office national du film

Littleton, N.H. : Littleton View Co. ; New York ; Toronto : Sold only by Underwood & Underwood

### **4.4E. *Optional addition.* Statement of function of publisher, distributor, etc.**

**4.4E1.** Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

Toronto : United Church of Canada, Board of Foreign Missions [distributor]

Montréal : Office national du film [distributeur]

### **4.4F. Date of publication, distribution, etc.**

**4.4F1.** Give the date of publication, distribution, etc., of the unit being described as instructed in 1.4F.

, 1871

, c1888

## GRAPHIC MATERIALS

### **4.4G. Place of manufacture, name of manufacturer, date of manufacture**

**4.4G1.** Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

### **4.5. PHYSICAL DESCRIPTION AREA**

Contents:

- 4.5A. Preliminary rule
- 4.5B. Extent of descriptive unit (including specific material designation)
- 4.5C. Other physical details
- 4.5D. Dimensions
- 4.5E. Accompanying material

#### **4.5A. Preliminary rule**

##### **4.5A1. Scope**

See 1.5A1.

##### **4.5A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each physical description by a full stop, space, dash, space *or* start a new paragraph.<sup>2</sup>

Precede other physical details (i.e., other than extent or dimensions) by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

**4.5A3.** In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

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<sup>2</sup> This punctuation is repeated for each physical description.

## GRAPHIC MATERIALS

### 4.5B. Extent of descriptive unit (including specific material designation)

**4.5B1.** At all levels of description, record the extent of the unit being described by giving the number of physical units in arabic numerals followed by the specific material designation. A selective list of recommended specific material designations<sup>3</sup> is given below.

collage  
drawing  
painting  
photograph  
picture  
print  
watercolour

1 painting

200 photographs

*Optionally*, if the parts of the unit being described are very numerous and the exact number cannot be readily ascertained, give an approximate number.

ca. 11,000 photographs

*Optionally*, record the number of containers or volumes, or the linear extent followed by the phrase *of graphic material*. If the general material designation is used (see 4.1C) omit the phrase *of graphic material*.

23 boxes of graphic material

12 m of graphic material

---

<sup>3</sup> The list of specific material designations given here is based on the medium of the unit being described. Information about colour, processes, formats, techniques, etc., may be recorded as other physical details (see 4.5C). Institutions are encouraged to use the recommended list. If, for whatever reason, an institution chooses not to follow the list given here it should, nevertheless, establish a policy regarding the nomenclature used for specific material designations. For examples of terms identifying specific classes of graphic material, see Toni Peterson, dir., *Art and Architecture Thesaurus* (New York: Oxford University Press on behalf of the J. Paul Getty Trust, 1990); Diane Vogt, *Smithsonian Archives Photo Survey Project: A Draft Photographic Thesaurus* (Washington, D.C.: Smithsonian Institution Archives, 1987); Helena Zinkham and Elisabeth Betz Parker, *Descriptive Terms for Graphic Materials: Genre and Physical Characteristics Headings* (Washington, D.C.: Library of Congress, 1986).



## GRAPHIC MATERIALS

**4.5B2. *Optional addition.*** If a further measure of extent is required add such information in parentheses after the primary statement of extent.

3 m of graphic material (ca. 6,000 photographs)

1 album (42 photographs, 3 drawings)

**4.5B3.** When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation, for each special class of material.

ca. 500 drawings. – 20 photographs

158 drawings. – 10 watercolours. – 6 prints

*Optional addition.* If more detail is desired, give a separate and complete physical description for each special class of material.

ca. 500 drawings ; 18 x 26 cm or smaller. - 20 photographs : b&w ; 7 x 9 cm

**4.5B4.** When the unit being described contains parts that fall into more than three special classes of material, give the physical extent and the specific material designation of the most predominant followed by the phrase *and other graphic material* and describe the remaining material in a note (see 4.8B11). Omit other physical details and dimensions in this area.

50 watercolours and other graphic material

*Note:* Also includes 10 photographs, 6 drawings, 3 filmstrips and 1 painting (oil on canvas)

**4.5B5. *Accruals.*** For graphic material at an aggregate level of description, e.g., an open fonds or series, give the extent including the specific material designation if applicable as instructed in 1.5B4. See also 1.8B19.

20 m of graphic material

*Note:* Further accruals are expected

photographs

*Note:* Since 1980, ca. 10,000 photographs have been transferred to the archives every five years

## GRAPHIC MATERIALS

### 4.5C. Other physical details

**4.5C1.** At all levels of description, if appropriate and readily ascertainable, give any physical details other than extent or dimensions that are considered important. Omit any characteristics implicit in the specific material designation.<sup>4</sup> Give other physical details in any appropriate order.

1 photograph : col., mounted on linen

36 photographs : filmstrip

*Alternatively,* give such information in a note (see 4.8B11).

### 4.5C2. Medium, support, process, etc.

Give additional details regarding the medium, base or support, process, method of reproduction, or other technical specification. Indicate if the graphic unit being described is of reverse polarity or is double sided.

ca. 1,000 photographs : nitrate negatives

14 paintings : oil on canvas

1 photograph : negative print

5 photographs : 1 panorama

1 drawing : 6 sketches, pencil

### 4.5C3. Multiple techniques, processes, etc.

When multiple techniques, processes, etc., are identified, name each, with the predominant technique, process, etc., if any, named first. These terms may be freely combined with the use of conjunctions and prepositions as necessary.

1 collage : photographs, newspaper clippings, and paint

1 drawing : pen and brown ink over pencil, with touches of watercolour

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<sup>4</sup> The graphic materials for which these rules are intended have illustration as an almost invariable property. Accordingly, no statement regarding the presence of illustrations is made in this area.

## GRAPHIC MATERIALS

When multiple techniques, processes, etc., are known to have been applied but are unidentified, or are too numerous to enumerate, use the terms "various media," "multiple processes," or other phrase, as appropriate and give the details in a note (see 4.8B11).

1 print : multiple processes

*Note:* Processes include etching, mezzotint, drypoint, reversed soft ground engraving, electric stippler, scraping, and burnishing

80 photographs : multiple processes

### 4.5C4. Colour

Give the colour characteristics of the unit being described as appropriate. Distinguish the colour characteristics by the use of the abbreviations "col." (coloured) or "b&w" (black and white), by statements indicating hand colouring, tinting or toning, or by the enumeration of not more than three specific colours. Give the colour characteristics of supports if considered important.

5 collages : col.

24 photographs : b&w

1 photograph : hand col.

1 drawing : red, black and white chalk

1 drawing : pen and black ink on blue paper

Do not indicate colour for paintings or watercolours. *Optionally*, if a painting or watercolour has been executed entirely in one colour, list the colour preceded by the word "monochrome".

1 painting : monochrome grey oil

1 watercolour : monochrome blue wash

When the unit being described contains both black and white and colour parts, describe both. If appropriate, either give the specific number of black and white or coloured images in an aggregate level of description or indicate this in a general way.

114 photographs : b&w and col.

89 prints : posters, 23 b&w

45 photographs : b&w, some sepia toned

## GRAPHIC MATERIALS

*Optionally*, give an explanatory phrase, including trade names, in parentheses after the statement.

36 photographs : col. slides (Kodachrome)

### 4.5D. Dimensions

**4.5D1.** Record the dimensions, of the physical unit(s)<sup>5</sup> being described. Give the dimensions of square or rectilinear physical units in the form height x width. The side for height and the side for width are determined with reference to the position in which the graphic material would be viewed. For circular shapes, give the diameter, followed by the abbreviation "diam." in parentheses. For oval shapes, give the major and minor axes, followed in parentheses by the word "oval". Give the dimensions of irregular shapes, measured at the greatest points, in the form height x width, diameter, or major and minor axes, as most appropriate, followed by the abbreviation "irreg." in parentheses. If appropriate, add a word or phrase which describes the shape. Give the dimensions of containers (see 4.5B1) in the form height x width x depth.

1 painting : oil on canvas ; 222 x 260 cm

8 photographs : col. (Cibachrome) ; 41 x 51 cm

47 photographs : b&w cabinet cards ; 17 x 11 cm

*Optional addition.* If the size of either dimension of the image area of a physical unit is less than half the same dimension of its sheet, support, etc., or if there is substantial additional information on the sheet (e.g., text), give the size of the image followed by the size of the sheet, support, etc., specified as such.

1 photograph : b&w ; 27 x 18 cm on sheet 60 x 28 cm

**4.5D2. Multiple dimensions in aggregate levels of description.** When material described at an aggregate level of description, e.g., fonds, series, file, consists of physical units of two different sizes, give both. If the material being described consists of physical units of more than two sizes, the dimensions of the largest are given followed by the words "or smaller".

132 photographs : b&w negatives ; 6 x 6 cm and 35 mm

---

<sup>5</sup> In measuring the dimensions of the sheet, support, etc., do not include a mat, frame, or other mount or container. If the mat, frame, container, etc., cannot be removed or is an integral part of the unit being described, follow the instructions in 4.5D5.

## GRAPHIC MATERIALS

9 prints : woodcuts ; 12 x 16 cm or smaller

ca. 200 photographs : b&w and col. ; 21 x 26 cm and 26 x 21 cm

**4.5D3. Unit(s) of measurement.** Record the dimensions of the physical unit(s) in centimetres rounded up to the next whole centimetre. Use the abbreviation "cm". Record the dimensions of the physical unit(s) in millimetres where this unit of measurement has been standardized in reference to specific material. Use the abbreviation "mm".

1 photograph ; 21 x 26 cm

24 photographs : col. negatives ; 35 mm

*Alternatively*, give the dimensions in centimetres to the nearest millimetre. Record whole numbers decimally.

1 drawing ; 15.7 x 18.1 cm

1 painting : oil, acrylic, rubber, glass powder and metal oxides on canvas ; 6.4 x 304.8 cm

1 photograph : b&w ; 10.5 x 9.0 cm on sheet 21.4 x 27.2 cm

**4.5D4. Folded or rolled items.** When a physical unit is designed to be folded, give the dimensions of the primary support and add the dimensions when folded. Precede the second dimension statement by the words "folding to" or "folded to" as appropriate, depending on whether the physical unit is stored unfolded or folded.

1 picture : col. ; 48 x 90 cm folding to 24 x 15 cm

1 print ; 36 x 63 cm folded to 10 x 20 cm

*Optional addition.* When a physical unit is kept folded or rolled, whether so designed or not, give the dimensions of the primary support and add the dimensions when folded or rolled, specified as such. Add in parentheses the abbreviation "diam." following the dimension which has been rolled.

1 print : poster ; 71 cm x 56 cm rolled to 9 cm (diam.) x 56 cm

**4.5D5. Sight measurements and framed items.** When a part of the unit being described is not visible because of a non-removable mat, frame, or other integral container or mounting, give the sight measurements followed by the word "sight" in parentheses. *Optionally*, add the dimensions of the mat, frame, etc., specified as such.

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1 print : lithograph ; 26 x 30 cm (sight) in mat 34 x 38 cm  
(*Window mat and backing are glued together*)

1 photograph : daguerreotype ; 7 x 6 cm (oval, sight) in case 11 x 9 cm

1 painting ; 30 x 24 cm (sight) in frame 47 x 41 x 6 cm

### **4.5E. Accompanying material**

**4.5E1.** Give details of accompanying material as instructed in 1.5E1.

1 photograph : b&w ; 6 x 6 cm + 1 identification key

1 album ; 53 x 40 cm + 1 catalogue (1 v. ; 23 x 15 cm)

## **4.6 PUBLISHER'S SERIES AREA<sup>6</sup>**

Contents:

4.6A. Preliminary rule

4.6B. Publisher's series statement

### **4.6A. Preliminary rule**

#### **4.6A1. Scope**

See 1.6A1.

#### **4.6A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series or subseries by a semicolon.

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<sup>6</sup> Throughout the rules in this chapter the term publisher's series, as defined in the glossary, is used as a synonym for artist's series, whether the latter be published or unpublished.

## GRAPHIC MATERIALS

### **4.6B. Publisher's series statement**

**4.6B1.** Transcribe the publisher's series statement as instructed in 1.6.

## **4.7. ARCHIVAL DESCRIPTION AREA**

Contents:

- 4.7A. Preliminary rule
- 4.7B. Administrative history / Biographical sketch
- 4.7C. Custodial history
- 4.7D. Scope and content

### **4.7A. Preliminary rule**

#### **4.7A1. Scope**

See 1.7A1.

#### **4.7A2. Punctuation**

Precede each element of description with a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate the introductory wording of an element of description from the content of a note by a colon followed but not preceded by a space.

#### **4.7A3. Form of presentation of information**

Follow the instructions set out in 1.7A4.

#### **4.7A4. Citations in the archival description area**

Follow the instructions set out in 1.7A5.

### **4.7B. Administrative history / Biographical sketch**

**4.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

The Still Photography section of the Nova Scotia Information Service traces its origins to 1933 when the Provincial Bureau of Information included an expenditure for photographs and slides within the tourism budget of the Dept. of Highways. In 1942, the Bureau of Information became part of the Dept. of Industry and Publicity, and in 1945 a Film Branch was established.

## GRAPHIC MATERIALS

On 1 February 1946 the Still Photography Branch of the Dept. was created within the Bureau of Information, a darkroom built and equipped, and a numbered, indexed picture file established. Since that time, the Still Photography section has continued to exist, with slight variations in name, reporting to a succession of government departments. In November 1987 the Nova Scotia Information Service, of which the Still Photography section formed a part, was separated from the Dept. of Government Services and became autonomous. According to its annual report for 1987-88, the aim of the Nova Scotia Information Service is to facilitate "the flow of communication between the government and the Nova Scotia public," and Still Photography is one of seven sections working cooperatively to achieve this goal. The role of the Still Photography section is to provide photographs for a wide variety of uses including slide shows, public relations, publications and government identification cards

**4.7B2. Biographical sketch.** Give a concise biographical sketch as instructed in 1.7B2.

Amos Lawson Hardy, professional photographer, was born at Allendale, Shelburne Co., N.S., on October 4, 1860, the fourth son in a farming and fishing family of Loyalist descent. He worked as a cooper, then a merchant, and opened a photographic studio in Kentville in 1892. He became well-known as a landscape photographer, taking souvenir views throughout Nova Scotia. A number of his photographs were published in booklets for the Dominion Atlantic Railway. From about 1914 until his death on October 2, 1935, Hardy concentrated mainly on local and studio work and on the sale of prints from earlier scenic negatives, which remained popular until well into the twentieth century

**4.7C. Custodial history.** Give the custodial history as instructed in 1.7C.

One box of Sydney Payne's negatives was found in the attic of his house in Annapolis Royal by a later owner and donated to the Historical Restoration Society of Annapolis County. The remainder were left in the Dominion Entomological Laboratory after it moved to Kentville and were later rescued from destruction by Historical Restoration Society member Marguerite Wagner, while she was working in a library in the former Laboratory building. She transferred them to the Historical Restoration Society Museum and later arranged for the transfer of all of Payne's negatives to the Public Archives of Nova Scotia

**4.7D. Scope and content.** Give information about the scope and the internal structure or arrangement of the records and about the contents of the unit being described as instructed in 1.7D.



## GRAPHIC MATERIALS

Fonds consists almost entirely of negatives taken by Georgia H. Cunningham for clients who patronized her commercial studio, although it also includes a few glass plate negatives which may have been taken by previous commercial studio owners Joseph Rice or Edith Crosskill, as well as negatives and prints left with her for photofinishing or given to her by others. The geographic area represented by the photographs is almost exclusively Bridgetown, N.S. and its environs. Cunningham's work is primarily portraiture, although from 1942 onwards there are a number of photographs of school groups and societies, including the Bridgetown Salvation Army Citadel. Approximately five percent of the photographs are views of Bridgetown, including buildings, street scenes, storefronts, and special events

Series consists of photographs, slides, and transparencies produced by the Still Photography section. These photographs, created for use by the media, advertisers, and in publications about Nova Scotia, cover many aspects of Nova Scotia life, including its peoples, communities, industries, and scenery. Many of the photographs were used to promote the Nova Scotia tourist industry. The series also includes a substantial number of photographs of the activities of various departments and agencies of the Nova Scotia government taken for publicity purposes or for inclusion in government publications

Subseries consists of official war photographs of Canadian internment camps for enemy aliens and prisoners of war

### 4.8. NOTE AREA

Contents:

- 4.8A. Preliminary rule
- 4.8B. Notes

#### 4.8A. Preliminary rule

##### 4.8A1. Scope

See 1.8A1.

##### 4.8A2. Punctuation

Precede each note by a full stop, space, dash *or* start a new paragraph.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

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### **4.8A3. Form of presentation of notes**

See 1.8A4.

### **4.8A4. Notes relating to reproduced material**

See 1.8A5.

### **4.8B. Notes**

Make notes as instructed in 1.8B and the following subrules.

#### **4.8B1. Variations in title.** Make notes on variant titles as instructed in 1.8B1.

Previously known as: Copyright collection  
(*Title proper is Canada Patent and Copyright Office fonds*)

Photographs later published as a series entitled *Views of Halifax*

#### **4.8B2. Source of supplied title proper.** Indicate the source of a supplied title proper as instructed in 1.8B2.

Title appears in photographer's handwriting on verso of another copy of the photograph

#### **4.8B3. Parallel titles and other title information.** Make notes on parallel titles and other title information as instructed in 1.8B3.

#### **4.8B4. Continuation of title.** Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

Title continues: ... by the grace of God kinge of England Scotland France and Ireland defender of the faith, &c.

#### **4.8B5. Caption.** Transcribe a caption, heading, or motto if different from the title recorded in the title and statement of responsibility area.

#### **4.8B6. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility as instructed in 1.8B5.

Photograph hand-coloured by Elva MacAskill

## GRAPHIC MATERIALS

After drawings by Daniel Wadsworth

Director, Margaret Westcott; producer, Hans Moller; layouts, Keith Packwood; artist, Peter Whalley; scripting, Mark Slade; pedagogical advisor, Richard Bowles; Walter Coulthard; Morris Patt; Ruth Foster; John Gillett; Blanche Snell

**4.8B7. Signatures and inscriptions.** Make notes on signatures, inscriptions, or monograms, etc., which appear on the unit being described. Indicate where such signatures and inscriptions appear.

Inscribed in pencil on upper right corner of front endpaper: R.S. Cassels, Xmas 1894, Toronto

Inscribed in pencil, recto, lower right: Allan / Make thinner / & we've got it. / Jim

**4.8B8. Attributions and conjectures.** Make notes on authors to whom the unit being described has been attributed as instructed in 1.8B6.

Variouly attributed to Mathew B. Brady and Timothy O'Sullivan

Possibly photographed by Notman Studio

**4.8B9. Edition.** Make notes relating to the edition as instructed in 1.8B7. Include the number of an item within an edition. When citing a catalogue raisonné, put the state, edition, and related notations in parentheses immediately after the reference.

Limited edition of 100 copies

Edition: 95/100

**4.8B10. Date(s) of creation, including publication, distribution, etc.** Make notes on dates as instructed in 1.8B8.

First issued in 1967

**4.8B10a. Date(s) of accumulation.** Makes notes relating to the date(s) of accumulation of the unit being described as instructed in 1.8B8a.

## GRAPHIC MATERIALS

**4.8B11. Physical description.** Make notes on important physical details that are not included in the physical description area, or elsewhere in the description, especially if these affect the use of the unit being described. See also 1.8B9.

Sheet trimmed to plate mark

Also includes 10 photographs, 6 drawings, 3 filmstrips and 1 painting (oil on canvas)

Make notes to distinguish between different generations of material, e.g., between vintage and modern or contemporary photographs.

Modern silver gelatine print from original negative made 1915

Modern photographs from copy negatives of the original photographs

Make notes about important colour characteristics of the unit being described that are not included in the physical description area. Make an explanatory note about hand colouring when it is known to have been done after the image was originally issued. If important, enumerate the number of colours (stones) in a lithograph.

Hand colouring done in the 20th century

Printed in black, green, red, brown, gray, dark gray, ochre, dark brown and yellow

Describe watermarks, trademarks, studio imprints, remarques, etc., in relation to the printer, publisher, creator, owner, or the paper.

Photographer's stamp on verso

Watermark: Fleur-de-lis

**4.8B11a. Physical condition.** Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

Emulsion flaking

**4.8B11b. Conservation.** Make notes on any specific conservation treatment as instructed in 1.8B9b.

Print dismounted, tear repaired, and print remounted, 13 May 1979

## GRAPHIC MATERIALS

Album pages were detached from their original bindings, encapsulated in Mylar, and rebound, 1988

**4.8B11c. Accompanying material.** Make notes on accompanying material as instructed in 1.8B9c.

Accompanied by plot plan showing location of tombstones photographed

Accompanied by identification key

**4.8B12. Publisher's series.** Make notes on important details of publisher's series as instructed in 1.8B10.

Originally issued in the publisher's series: British steam trains

Publisher's series title on container: Painters of Canada series  
(*Container bears a variant form of the publisher's series title*)

Artist's series incomplete: nos. 6, 7, 10-15, 22, and 24 wanting

**4.8B13. Alpha-numeric designations.** Make a note of any important numbers borne by the unit as instructed in 1.8B11.

Original negative no. 64260

**4.8B14. Immediate source of acquisition.** Make notes on the immediate source of acquisition as instructed in 1.8B12.

Donated by John Meagher, brother of the artist, 1988

Purchased in 1978, in cooperation with the Nova Scotia Museum, with the assistance of a grant from the Minister of Communications under the terms of the Cultural Property Export and Import Act

Bequest of J.H.P. Daman, 1979

**4.8B15. Arrangement.** Make notes on the arrangement as instructed in 1.8B13.

The photographer's original arrangement and most of his numbering system have been lost, due to rearrangement and re-numbering of his negatives by two successive owners. An employee of one of these later owners randomly numbered and listed the negatives, which, for sake of

## GRAPHIC MATERIALS

convenience, the Archives has retained as its system of arrangement and numbering

**4.8B16. Language.** Make notes on the language of the unit being described as instructed in 1.8B14.

Captions on verso in English, French, German, Spanish, Dutch, and Russian

### **4.8B17. Originals and reproductions**

**4.8B17a. Location of originals.** Make notes on the location of originals as instructed in 1.8B15a.

Original nitrate negatives, from which copies were made, were destroyed due to serious deterioration

Original glass plate negatives are held by the Bailly family, Lunenburg, N.S.

**4.8B17b. Availability of other formats.** Make notes on the availability of other formats as instructed in 1.8B15b.

Selected images also available on optical disc

Selected photographic reproductions available

**4.8B18. Restrictions on access, use, reproduction and publication.** Make notes on restrictions as instructed in 1.8B16.

Copyright: Expired

Restricted: Donor's written permission required for reproduction

Access to original album restricted; use copy prints

Access and use subject to review under the Access to Information and Privacy Act

**4.8B19. Finding aids.** Make notes on finding aids as instructed in 1.8B17.

Inventory and file list available

## GRAPHIC MATERIALS

Finding aid consists of contact sheets and corresponding list of captions provided by the photographer

**4.8B20. Associated material.** Make notes on associated material as instructed in 1.8B18.

Photographic negatives by E.G.L. Wetmore are located at the Nova Scotia Museum

**4.8B21. Accruals.** Make notes on accruals as instructed in 1.8B19.

Since the Photographic Division began transferring photographs to the archives in 1973, an average of 3 metres per year have been transferred

**4.8B22. Related groups of records in different fonds.** Make notes regarding related groups of records as instructed in 1.8B20.

**4.8B22a. Related groups of records within the same fonds.** Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

**4.8B23. Reference to published descriptions.** Give the place in standard lists or reference works where the description of the material is to be found. Make this note in a standard and abbreviated form.

References: Klipstein, 182 (5th state; trial proof, no. 5)

**4.8B24. General note.** Use this note to record any other descriptive information considered important as instructed in 1.8B21.

Advertisement for Niagara Falls Museum pasted on verso

### 4.9. STANDARD NUMBER AREA

Contents:

- 4.9A. Preliminary rule
- 4.9B. Standard number

#### 4.9A. Preliminary rule

## GRAPHIC MATERIALS

### **4.9A1. Scope**

See 1.9A1.

### **4.9A2. Punctuation**

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

### **4.9B. Standard number**

See 1.9B.



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# CARTOGRAPHIC MATERIALS

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## *Contents*

### 5.0 GENERAL RULES

- 5.0A Preliminary rule
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## CARTOGRAPHIC MATERIALS

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- 5.6C Parallel titles of publisher's series
- 5.6D Other title information of publisher's series
- 5.6E Statements of responsibility relating to publisher's series
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- 5.7A Preliminary rule
- 5.7B Administrative history / Biographical sketch
- 5.7C Custodial history
- 5.7D Scope and content

## CARTOGRAPHIC MATERIALS

### 5.8 NOTE AREA

5.8A	Preliminary rule
5.8B	Notes

### 5.9 STANDARD NUMBER AREA

5.9A	Preliminary rule
5.9B	Standard number

## CARTOGRAPHIC MATERIALS

### 5.0 GENERAL RULES

#### 5.0A. Preliminary rule

**5.0A1. Scope.** The rules in this chapter cover the description of published and unpublished cartographic materials which constitute a fonds or a part thereof as instructed in 1.0A1. Cartographic materials are any documents that represent the whole or part of the earth or any celestial body, normally to scale. Included are two- and three-dimensional maps and plans; aeronautical, navigational, and celestial charts; globes; block diagrams; sections; remote sensing images (e.g., aerial photographs with a cartographic purpose); atlases; and map views.<sup>1</sup>

For records falling within the scope of other chapters but presenting cartographic information (e.g., geomatic data sets), consult the rules in this chapter in conjunction with those of the chapter appropriate to the records.

For multilevel description of cartographic materials, see also chapter 1. For multiple media fonds, see chapter 2.

(CM 0A)

#### 5.0B. Sources of information

**5.0B1. Chief source of information.** The chief sources of information for cartographic materials are as follows<sup>2</sup>:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all the material in the file, including the container, and any label(s) or tag(s) used by the creator to identify the file;
4. for an item, prefer in this order,
  - (a) the item itself; all the parts including a title sheet or cover;
  - (b) the container or case, the cradle and stand of a globe, etc.;
  - (c) in the case of an atlas<sup>3</sup>, the title page, or if there is no title page, the source from within the atlas used as a substitute for it.

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<sup>1</sup> Additional rules and application guidelines pertinent to the description of cartographic materials within fonds, particularly at the item level of description, are found in *Cartographic Materials: A Manual of Interpretation for AACR2*. Hugo Stibbe, Vivien Cartmell and Velma Parker, editors (Ottawa: Canadian Library Association, 1982). When a rule in this chapter is supported in Cartographic Materials by particularly useful information, a footnote reference is provided in the form: *CM*, [*CM* rule number].

<sup>2</sup> For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source for that level.

<sup>3</sup> Further guidance for the chief source of information for atlases is provided in *CM*, 0B.

## CARTOGRAPHIC MATERIALS

**5.0B2. Prescribed sources of information.**<sup>4</sup> The prescribed source(s) of information for each area of description of cartographic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets, unless otherwise instructed in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION	
	<i>Fonds, Series, File Levels</i>	<i>Item Level</i>
Title and statement of responsibility	Chief source of information	Chief source of information
Edition	Chief source of information	Chief source of information and accompanying material
Mathematical data	Chief source of information	Chief source of information and accompanying material
Date(s) of creation, including publication, distribution, etc.	Chief source of information	Chief source of information and accompanying material
Physical description	Any source	Any source
Publisher's series	Any source	Any source
Archival description	Any source	Any source
Note(s)	Any source	Any source
Standard number	Any source	Any source

### **5.0C. Punctuation**

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

### **5.0D. Levels of detail in the description**

See 1.0D.

For the first level of detail for the fonds, series and file levels include only the scale in the mathematical data area.

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<sup>4</sup> Guidance for the prescribed sources of information of atlases is provided in *CM, 0B*.

## CARTOGRAPHIC MATERIALS

Title proper / first statement of responsibility<sup>5</sup>. – Edition statement. – Scale.  
– Dates(s) of creation, or first place of publication, distribution, etc., : name of first publisher, distributor, etc., date(s) of publication, distribution, etc. –  
Extent of descriptive unit. – (Title proper of series ; numbering within series).  
– Custodial history. – Scope and content. – Note(s). – Standard number.

At the first and second level of detail, when describing a published cartographic series or file as an item, include the elements prescribed in 1.0D3, if appropriate.

### **5.0E. Language and script of the description**

Follow the instructions in 1.0E1. Give mathematical data in the language and script of the institution providing the description; an original statement of scale, projection, etc., may be transcribed in a note (5.8B9).

(CM 0E, *Application*)

### **5.0F. Inaccuracies**

See 1.0F.

Charlottetown [sic] station

Trace no. 2 from Slater's nth [i.e. north] shore of Lake Huron : base, meridian & range series

### **5.0G. Accents and other diacritical marks**

See 1.0G.

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<sup>5</sup> If the statements of responsibility are arranged decoratively, choose the statement which is given the greatest prominence by layout or typography.

## CARTOGRAPHIC MATERIALS

### 5.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

#### Contents:

- 5.1A. Preliminary rule
- 5.1B. Title proper
- 5.1C. General material designation
- 5.1D. Parallel titles
- 5.1E. Other title information
- 5.1F. Statements of responsibility

#### 5.1A. Preliminary rule

##### 5.1A1. Scope.

See 1.1A1.

##### 5.1A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

(CM 1A1)

#### 5.1B. Title proper

**5.1B1. Formal title proper.** At all levels of description, transcribe a formal title proper as instructed in 1.1B1.<sup>6</sup>

(CM 1B1a)

Interim forest cover series

District of Campbell River legal maps

Vancouver Water District

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<sup>6</sup> The transcription of formal titles proper for early cartographic items is addressed in *CM*, 1B. In cases where the identification of the formal title proper is problematic, guidance is provided in the following rules in *Cartographic Materials*. For scattered title, refer to *CM*, 1B8 for a table on the order of preference. For guidance on choosing a formal title proper among multiple titles, consult the table in *CM*, 1B8. For transcribing a formal title proper for a work which is a section or part of another work, see *CM*, 1B9. For items containing separately titled works but with no collective title see *CM*, 1G.

## CARTOGRAPHIC MATERIALS

*(Name of administrative unit)*

Petroleum and natural gas location maps

Forest Branch atlas

Plan d'ingénierie et d'arpentage dans la ville de Westmount et de la municipalité de Montréal

Return of survey of timber license

Coville R'd to Blueshank R'd

Le Canada, ou, Nouvelle-France, &c.

Land Utilization Research and Survey  
*(Name of administrative unit)*

Canadian Pacific Railway

(CM 1B16)

If the formal title proper includes a statement of the scale, give that statement, transcribed exactly as to punctuation and spacing, as part of the transcription.

(CM 1B10)

1:100 000 manuscripts

*(Title of a series of topographic maps)*

Give the source of the formal title proper in a note (see 5.8B3) if there is more than one title in the chief source of information or, in the case of an atlas, if the formal title proper is taken from a title page substitute (see 5.0B1 4c).

(CM 0B7, *Application*)

Road map of Quebec and the Maritime Provinces

*Note:* Panel title of recto. Panel title of verso: Road map of Maritime Provinces and Quebec

**5.1B1a. Abridging a long formal title proper.** Follow the instructions in 1.1B1d.

Plan of the River Ottawa from the mouth of the River Mattawan to Point Fortune ... exhibiting the line boundary between Upper and Lower Canada ...

If the dedication<sup>7</sup> forms an integral part of the formal title proper and precedes the formal title proper (in part or in whole), do not omit the first five words of the dedication.

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<sup>7</sup> Additional guidance for the transcription of dedications, and of letters and symbols used to indicate a trademark, patent or copyright, is provided in *CM*, 1B1A.



## CARTOGRAPHIC MATERIALS

(CM 1B4, *Application*)

To the Right Honourable John, Lord Sommers ... this map of North America, according to the newest and most exact observations is most humbly dedicated / by ... Herman Moll

**5.1B1b.** If a letter or word appears only once but the design of the chief source of information makes it clear that it is intended to be read more than once, repeat the letter or word without the use of square brackets.

(CM 1B5)

Groundwater hotspots = Hotspots des eaux souterraines  
(*Source of information reads: Groundwater hotspots des eaux souterraines*)

**5.1B1c.** If the unit being described bears both a common or collective title and the titles of individual works, give the common or collective title as the formal title proper as instructed in 1.1B1. For titles of the individual works see Scope and content (5.7D).

(CM 1B11)

Plans exhibiting the obstructions to the navigation to the River Saint John and the several proposed works for their amelioration  
(*Collective title for 3 maps on 3 sheets*)

**5.1B1d. Use of sheet designations in multilevel descriptions.** At the item level, when recording the formal title proper of an individual sheet in a contiguous area map series (e.g., a topographic map series), precede the title with any sheet number or other designation which has been assigned to the item by the creator, appears on the item, and serves as a significant identifier. Follow the sheet designation with colon, space.

(CM 0C1; CM 13F, *Application*; CM Appendix E.4B1)

31 G/5: Ottawa

**5.1B2. Supplied title proper.**<sup>8</sup> At all levels of description, compose a brief descriptive title as instructed in 1.1B2-1.1B4.

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<sup>8</sup> For guidance on the formulation of supplied titles proper for publisher's series which form part of a fonds, see *CM*, 1B7, application and appendices D and E.

## CARTOGRAPHIC MATERIALS

**5.1B3. Supplied title proper for a fonds.** When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

Gerald Murray Downton fonds

Ralph Sydney fonds

James Murray fonds

Charles Booth fonds

Franco-Canadian Trust Company fonds

**5.1B4. Supplied title proper for parts of a fonds (e.g., series, file, item).** When describing a part of a fonds (e.g., a series, file, or item) which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.<sup>9</sup>

Water Rights Branch reference maps  
(*Name element for a series that forms part of the Water Management Branch fonds*)

Survey maps by F.C. Swannell  
(*Series forms part of the A.F. Buckham fonds*)

*Optionally*, if the name(s) of the person(s), family(ies), or corporate body(ies) predominantly responsible for the form and the intellectual or artistic content of the unit being described is lengthy (e.g., a lengthy corporate body name), difficult to ascertain, or considered unnecessary to the composition of the title, do not include the name(s) as part of the supplied title proper. In such cases, follow the instructions in 1.1B4b and in the following in the constructing a title proper.

Trapline maps

Forest inventory atlases

Plans de paroisse

Where appropriate, include as part of the title a word or brief phrase indicating the geographic area and/or the main subject content (e.g., cadastral, election boundaries, land tenure) of the unit being described.

Peace River area

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<sup>9</sup> For additional guidance regarding elements of information in the supplied title proper, see the table of elements in *CM*, 1B7, application 2.

## CARTOGRAPHIC MATERIALS

Bird's-eye view of the Creston District reclamation scheme

Composite map of central and southern Vancouver Island, 1975

Chart of Victoria Harbour showing soundings

Geological sketch maps of River aux Sables region, Ontario

Sketch map of part of Montreal River system, Temiskaming District, Ontario

Saltspring Island cadastral map

Land use and cover maps of the Fraser River Basin

Canada, aeronautical chart, 1:500 000

Reclamation plans, overlays and air photographs

Preliminary geological maps and other material

Cartes cadastrales et autres documents

Resource inventory maps

*Scope and content:* Subseries consists of maps documenting Western Forest Industries' holdings: cadastral maps, forest cover maps, survey maps, timber cruises, logging maps, and road and railway maps

### **5.1C. Optional addition. General material designation**

**5.1C1.** At all levels of description, give immediately following the title proper the appropriate general material designation *cartographic material* as instructed in 1.1C.<sup>10</sup>  
(CM 1C1)

Agricultural land reserve plans [cartographic material]

### **5.1D. Parallel titles**

**5.1D1.** At all levels of description, transcribe parallel titles as instructed in 1.1D.<sup>11</sup>  
(CM 1D1)

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<sup>10</sup> Further guidance on the placement of the GMD is provided in *CM*, 1C.

<sup>11</sup> For further guidance on recording parallel titles at various levels of detail of description, see also *CM*, 1D.

## CARTOGRAPHIC MATERIALS

Climatic maps [GMD] = Cartes climatologiques

Strassenkarte der Schweiz [GMD] = Carte routière de la Suisse = Road map of Switzerland = Carte stradale della Svizzera

### 5.1E. Other title information

**5.1E1.** At the series, file or item level of description, transcribe other title information as instructed in 1.1E.

Juan de Fuca Ridge atlas [GMD] : SeaMARC II acoustic imagery

Regional roads policy [GMD] : municipal arterial network

Joint maps of the international boundary between the United States and Canada from the source of the St. Croix River to the Atlantic Ocean [GMD] : to accompany the Commissioner's joint report

Plan of grounds, Government House, Victoria, B.C. : [1871]. – Traced in 1919

Chemainus : [19–]. – Photoreproduced 20 Nov. 1972

**5.1E2.** If neither the formal title proper nor the other title information indicates the geographic area covered by the unit being described and/or the main subject content (e.g., geological, land use, forest cover) of the unit, supply, as other title information, a word or brief phrase indicating the area and/or the subject, if readily ascertainable and appropriate.

(CM 1E6 mod.)

Tunnel sous la rue Notre-Dame [GMD] : [Montréal]

129 [GMD] : [township, Algoma District, Ontario]

Burnt areas [GMD] : [southern Quebec]

Northwestern British Columbia [GMD] : [planimetric map]

## CARTOGRAPHIC MATERIALS

### **5.1F. Statement of responsibility** <sup>12</sup>

Apply these rules at the item level. At the series and file levels, for material published and issued as a unit, use these rules only when the statement of responsibility applies to all the items in the unit being described.

**5.1F1.** Transcribe explicit statements of responsibility appearing in the unit being described bearing a formal title proper as instructed in 1.1F.

(CM 1F1)

The Municipality of Point Grey [GMD] / Municipal Engineer's Office

Route between Lake Keepawa & Grand Lake [GMD] : [Quebec] / traced from survey by H. O'Sullivan [by] R.W. Brock

Malaspina Peninsula land management atlas [GMD] / prepared by the Land Management Branch, Victoria, B.C.

Sketch of part of Christies Bay [GMD] : [Great Slave Lake] / by F.E. Simonds for R. Bell

The provincial forests of British Columbia [GMD] / compiled by F.D. Mulholland & R.F.L. Sheldon-Williams

Carte 1992, réseau STRSM [GMD] / publiée par la Société des transports de la rive sud de Montréal

Survey of North American cultures scratch atlas [GMD] / compiled for their own use by a consortium of geographers, folklorists, anthropologists & historians for a proposed Atlas of North American cultures ; editor: M.B. Newton, Jr.

**5.1F2.** If a single statement of responsibility names more than three persons or corporate bodies performing the same function, or with the same degree of responsibility, omit all but the first of each group of such persons or bodies as instructed in 1.1F5. If one of the names is distinguished by placement relative to the others or by typography, record that name and omit the remainder. Record the others in a note if considered necessary (see 5.8B7).

(CM 1F5, *Application*)

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<sup>12</sup> The statement of responsibility relates to persons or corporate bodies who have contributed to the intellectual or artistic content of the unit being described (e.g., author, cartographer, compiler, engraver, governmental mapping agency, illuminator, reviser, scientific editor, etc.) Terms and phrases indicative of responsibility are listed in *CM*, 1F1, application and 1F12, application.

## CARTOGRAPHIC MATERIALS

Interim mineral inventory-land use map of the Purcell Mountain area [GMD] / mineral potential interpretation by W.D. McCartney ... [et al.]

**5.1F3.** If there is more than one statement of responsibility, give the names as instructed in 1.1F6.

Ville de Hull / publié par le Service des communications et le Bureau des Congrès de la ville de Hull ; conception visuelle et illustration Henri-Julien D'Amours ; réalisation cartographique et montage cartographique, A.L.  
Enregistré

Plan of Moose River in the neighbourhood of Moose Factory [GMD] / surveyed by Robert Bell ; drawn by A.S. Cochran

*Optionally*, if there are four or more statements of responsibility, record only the names of persons or bodies judged by their function to have made the most significant contribution. If this is not possible to determine, record only the first three names, or record only those names given prominence by layout or typography. Record the others in a note if considered necessary (see 5.8B7).

(CM 1F6, *Application*)

## 5.2. EDITION AREA

Contents:

- 5.2A. Preliminary rule
- 5.2B. Edition statement
- 5.2C. Statements of responsibility relating to the edition

### 5.2A. Preliminary rule

**5.2A1. Scope.** Use this area to record statements relating to versions, editions or states of cartographic materials.<sup>13</sup> Above the item level, use this area only when all of the items are of the same edition or state.

### 5.2A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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<sup>13</sup> Guidance for recording edition statements, including early cartographic materials, serials, named revisions of editions, and parallel edition statements, is provided in *CM*, 2B.

## CARTOGRAPHIC MATERIALS

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

(CM 2A1)

### 5.2B. Edition statement

**5.2B1.** Give an edition statement as instructed in 1.2B.

(CM 2B1)

Give the source of the edition statement in a note (see 5.8B8) if it is different from the source of the title proper.

Rev. to 1st June, 1914

New ed., rev.

Prelim. ed. not geologically col., 1877

Repr. with corr.

Advance copy

**5.2B2.** *Optional addition.* If the unit being described lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

(CM 2B4)

[1st state, rev.]

[2nd state]

**5.2B3.** Transcribe an edition statement appearing in accompanying material only if it also refers to the unit being described. In case of doubt, do not record such as an edition statement.

### 5.2C. Statements of responsibility relating to the edition

**5.2C1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of the unit being described as instructed in 1.2C.

(CM 2C1)

## CARTOGRAPHIC MATERIALS

Advance copy to Lieut. R. Hind ... for corrections / F.V. Longstaff, 4.3.47

2nd status ed. / compiled and produced by the Map Production Division,  
Surveys and Mapping Branch, Ministry of the Environment, Victoria, B.C.,  
1976

### 5.3. MATHEMATICAL DATA AREA

(CM 3)

Contents:

- 5.3A. Preliminary rule
- 5.3B. Statement of scale
- 5.3C. Statement of projection
- 5.3D. Statement of coordinates

#### 5.3A. Preliminary rule

**5.3A1. Scope.** Apply these rules, at all levels of description, to all cartographic materials regardless of form or format (e.g., paper, computer data, microform).

#### 5.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each occurrence of this area by a full stop, space, dash, space.

Precede the projection statement by a semicolon.

Enclose the statement of coordinates and equinox in one pair of parentheses.

If both coordinates and equinox are given, precede the statement of equinox by a semicolon.

Precede the statement of epoch by a comma.

(CM 3A1)

**5.3A3.** Use English words and abbreviations in this area.

(CM 3A2)

**5.3A4.** This area is repeatable.

Scale 1:50 000 (W 95°10'–W 94°18'/N 50°30'–N 49°45'). - Scale 1:50 000  
(W 93°30'–W 92°30'/N 50°00'–N 49°45')

Scale 1:250 000 (W 80°–W 78°/N 47°–N 46°). - Scale 1:50 000 (W 80°  
00'–W 78°30'/N 46°45'–N 46°00')



## CARTOGRAPHIC MATERIALS

### 5.3B. Statement of scale

(CM 3B)

**5.3B1.** Give the scale<sup>14</sup> of the unit being described<sup>15</sup> (except as noted below) as a representative fraction (RF) expressed as a ratio (1: ). Precede the ratio by *Scale*. Give the scale even if it is already recorded as part of the title proper or other title information.

Scale 1:1 900 800

Scale 1:10 000

Scale ca. 1:25 000  
(*Ca. appears with the RF on the map*)

If a scale statement (i.e., verbal) found in the prescribed sources of information is not expressed as a representative fraction, give it as a representative fraction in square brackets.

Scale [1:2 400]  
(*Scale statement is 200 ft. to 1 in.*)

Scale [1:253 440]  
(*Verbal statement reads: One inch to four miles*)

If a representative fraction or other scale statement is found in a source other than the prescribed sources of information, give the scale as a representative fraction in square brackets.

Scale [1:63 360]

If no scale statement is found in the prescribed sources of information or other sources of information, compute<sup>16</sup> a representative fraction from a bar graph or a grid or by comparison with a map of known scale, and give it in square brackets preceded by *ca.*

Scale [ca. 1:250 000]

If no scale can be determined by any of the above means, give *Scale indeterminate*.  
(CM 3B1a-e)

**5.3B2. Optional addition.** Give additional scale information that is found on the unit being described, and applies to the whole unit (such as a statement of comparative measures

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<sup>14</sup> Record scale(s) of main map(s) only, excluding scales for ancillary and inset maps.

<sup>15</sup> Guidance for recording the scale for atlases is provided in *CM*, 3B1a.

<sup>16</sup> Guidance on computing scales is provided in *CM*, appendix B.

## CARTOGRAPHIC MATERIALS

or limitation of the scale to a particular latitude). Use standard abbreviations and numerals in place of words. Precede such additional information by a full stop.

Quote the additional scale information if:

- a) the statement presents unusual information that cannot be verified by the person describing the unit
- or b) a direct quotation is more precise than a statement in conventional form

Scale 1:71 723 000. 1 in. equals 1132 statute miles  
(Verbal scale = 1:71 723 520)

- or c) the statement on the unit being described is in error or contains errors. (CM 3B2)

Scale [ca. 1:12 700] not "10 chains = 1 in."

**5.3B3.** If the unit being described has two scales, give both. Give the scales in the order of predominance. If this does not apply, give the larger scale first.

(CM 3B4)

Scales 1:50 000 and 1:20 000  
(For a series containing maps at two scales)

Scales [ca. 1:6 000] and [ca. 1:12 000]  
(8 profiles on 3 sheets)

**5.3B4.** If the unit being described has three or more scales, and one or two scales clearly predominate, give the predominating scale(s). Make a note (see 5.8B9) specifying that only predominant scales have been recorded. If no scale(s) predominate, give *Scales differ*. Scales not recorded here may be given in a note (see 5.8B9) or in the Scope and content (see 5.7D).

(CM 3B5)

**5.3B5.** Give a statement of scale for celestial charts, maps of imaginary places, views (bird's-eye views or map views), and maps with nonlinear scales only if the information appears on the unit being described. If the unit being described is not drawn to scale, give *Not drawn to scale*.

(CM 3B7)

Scale 1' per 2 cm

Scale 88 mm per 1°

## CARTOGRAPHIC MATERIALS

**5.3B6.** In describing a relief model, profile or other three-dimensional item or three-dimensional representation, give the vertical scale (specified as such) after the horizontal scale if the vertical scale can be ascertained.

(CM 3B8)

Scale [1:633 600]. Vertical scale [1:60 000]

Scale 1:10 000. Vertical scale 1:1 000

Scale 1:250 000. Vertical scale 1:125 000. Vertical exaggeration 2:1

**5.3B7.** If the unit being described consists of data on computer file(s), follow the preceding rules and precede the ratio by *Input scale*.

Input scale 1:1 000 000

Input scale [ca. 1:500 000]

If the unit being described is composed of unconnected geographic coordinate data (e.g., point data with specific longitude and latitude referencing) then give *Scale not applicable* (e.g., the coordinates of a number of floating buoys obtained by satellite positioning).

### **5.3C. Statement of projection**

(CM 3C)

**5.3C1.** Give the statement of projection if it is found on the prescribed source(s) of information. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

(CM 3C1)

; polyconic proj.

; Lambert's azimuthal equal area proj.

; universal transverse Mercator proj.

; proj. transverse de Mercator

**5.3C2.** If all the maps (except ancillary, inset, index, reference, etc., maps) in the unit being described are drawn on the same projection, give the projection as instructed in 5.3C1.

## CARTOGRAPHIC MATERIALS

If all the maps in the unit being described are drawn on either of two projections, both projections may be recorded, if desired, connected by *and*. This rule also applies to a single map drawn using two projections.

; Lambert conformal conic proj., standard parallels 49°N and 77°N and modified polyconic south of latitude 80°

If more than two projections are used, do not include a statement of projection. If considered important, they may be recorded in a note (see 5.8B9).

(CM 3C1, *Appendix 2*)

**5.3C3. *Optional addition.*** Give phrases associated with the projection statement found in the source of information that concern, for example, meridians, and/or parallels, but not ellipsoids. Give information on ellipsoids in a note (see 5.8B9).

(CM 3C2)

**5.3D. *Optional addition.* Statement of coordinates<sup>17</sup>**

At the fonds, series or file levels, record coordinates for the maximum coverage provided by the materials in the unit, as long as they are reasonably contiguous.

(W 141°–W 52°/N 90°–N 42°)

(CM 3C2)

**5.3D1.** At all levels of description, give coordinates in the following order:

westernmost extent of area covered (longitude)  
easternmost extent of area covered (longitude)  
northernmost extent of area covered (latitude)  
southernmost extent of area covered (latitude)

(CM 3D1a)

Express the coordinates in degrees (°), minutes ('), and seconds (") of the sexagesimal system (360° circle) taken from the Greenwich prime meridian. Precede each coordinate by W, E, N, or S, as appropriate. Separate the two sets of latitude and longitude by a diagonal slash neither preceded nor followed by a space. Separate each longitude or latitude from its counterpart by a dash.

(CM 3D1b)

(E 123°49'–W 122°45'/N 50°00'–N 49°15')

---

<sup>17</sup> Institutions will need to develop policies for the application of this rule at aggregate levels (for example, for a file or series of maps (not necessarily with contiguous coverage) of a city, record only point coordinates for the city). Some guidelines for this, as well as more general guidance for recording terrestrial coordinates is given in *CM, 3D*; rules for recording celestial coordinates and equinox are in *CM, 3D2*.

## CARTOGRAPHIC MATERIALS

(W 137°–W 61°/N 84°–N 60°)

(W 180°–E 180°/N 90°–S 90°)  
(*World map regardless of how centred*)

(W 79°40'57"–W 79°24'48"/N 46°05'36"–N 45°54'15")

(W 120°00'00"–W 112°46'45"/N 53°42'57"–N 53°30'37")

Do not enclose supplied coordinates in square brackets.

For very large scale maps, only one set of coordinates for the centre need be recorded.

(W 117°25'/N 56°10')

*Optionally*, give other meridians (prime, local or source) found on the unit being described in the note area (see 5.8B9).

(CM 3D1c)

### 5.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 5.4A. Preliminary rule
- 5.4B. Date(s) of creation
- 5.4C. Place of publication, distribution, etc.
- 5.4D. Name of publisher, distributor, etc.
- 5.4E. Statement of function of publisher, distributor, etc.
- 5.4F. Date of publication, distribution, etc.
- 5.4G. Place of manufacture, name of manufacturer, date of manufacture

#### 5.4A. Preliminary rule

(CM 4A)

##### 5.4A1. Scope. See 1.4A1.

At the series and file levels, record *only* the date(s) of creation if all the material in the unit being described is unpublished, or if there is a mix of published and unpublished material, or if all the material is published but not published as a series or set. If all the material in the unit being described belongs to the same published series or set, record the information about the place, name, and date(s) of publishing, distributing or releasing, etc., activities.

## CARTOGRAPHIC MATERIALS

### **5.4A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

(CM 4A1)

**5.4A3.** In presenting information in the dates of creation including publication, distribution, etc., area, follow the instructions set out in 1.4A3-1.4A4 and the following rules.

**5.4A4.** When more than one place, name, or date is recorded in this area, give them in the order that is appropriate to the unit being described. See *also* 1.4C5 and 1.4D5.

(CM 4B3)

**5.4A5.** When describing a published reproduction follow the rules in 5.4C-5.4G and 1.4C-1.4G. For an unpublished reproduction see 1.4B3.

**5.4A6.** If the original publication details are covered by a label containing publication details relating to a reproduction, reissue, etc., give the publication details of the later publication in this area. Give the publication details of the original in a note (see 5.8B10) if they can be ascertained readily.

(CM 4B6)

**5.4A7.** If the unit being described is known to have fictitious publication, distribution, etc., details, give them in the conventional order. Supply the real publication, distribution, etc., details as a correction if they are known.

(CM 4B7)

### **5.4B. Date(s) of creation**

**5.4B1.** At all levels of description, give the date(s) of creation of the unit being described as instructed in 1.4B. For cartographic items that are published, distributed, etc., see rules 1.4C-1.4G.

## CARTOGRAPHIC MATERIALS

(CM 4F9)

1667

1927

1923 July 19

1915-1941

Photocopied 1921 Nov. 29

1911-1991

*Note:* Record copies of superseded Surveys and Resource Mapping Branch maps are transferred on a regular basis

Traced 1919

[ca. 1840]

[1861 or 1862]

[ca. 1920]-1978

1909-[1968?]

[ca. 1890-1981?]

[between 1969 and 1972]

### **5.4C. Place of publication, distribution, etc.**

(CM 4C)

**5.4C1.** Transcribe a place of publication, distribution, etc., of the unit being described<sup>18</sup> as instructed in 1.4C.

London (108 Gloucester Ave., London, NW1 8HX)  
In Venetia

London (53 Fleet St.)

Coloniae Agrippinae [Köln]

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<sup>18</sup> Guidance for the transcription of place of publication for early cartographic materials is provided in *CM*, 4C8-4C11.

## CARTOGRAPHIC MATERIALS

Arnhemii [Netherlands]

San Fransisco, Cal.

Vernon, B.C.

### 5.4D. Name of publisher, distributor, etc.<sup>19</sup>

(CM 4D)

**5.4D1.** Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

Amsterdam : Published by Theatrum Orbis Terrarum Ltd. for the World Pub. Co., Cleveland and New York

Venetiis : Per Iacobum Penitum de Lleucho

[Strasbourg] : Ioannes Scotus, Argentorati literis exc[a]epit

Luduni [Lyon] : Ex officina Melchioris et Gasparis Trechsel Fratrum

À Anvers : De l'Imprimerie de Christofe Plantin, pour Philippe Galle

London : Printed by T. Cotes for Michael Sparke and Samuel Cartwright

À Paris : Chez Lattré : Chez Jean Thomas

London : Printed for William Innys [and 17 others]

[Vancouver] : GVRD Planning Dept.

New Westminster, [B.C.] : Lithographed at the Royal Engineering Camp

London : J. Arrowsmith

London : George Philip & Son

[Ottawa] : Telegraph and Signal Service, Dept. of Public Works

[S.l. : s.n.]

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<sup>19</sup> Guidance on terms used to indicate publishing, manufacturing, issuing or printing functions are given in *CM*, 4D.



## CARTOGRAPHIC MATERIALS

**5.4D2.** When describing cartographic materials published in more than one physical part when the publisher, etc., or the name of the publisher, etc., changes in the course of publication, see 1.4D5. Publishers other than the first may be recorded in a note (see 5.8B10).<sup>20</sup>

(CM 4B8)

*Alternatively*, give the places and names of all the publishers.

New York : J.H. Colton & Co. ; Portland, Me. : C.C. Hall

**5.4E. Optional addition. Statement of function of publisher, distributor, etc.**

(CM 4E)

**5.4E1.** Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

... ; London [Ont.] : Western News Co. [distributor]

**5.4F. Date of publication, distribution, etc.**

(CM 4F)

**5.4F1.** Give the date<sup>21</sup> of publication, distribution, etc., of the unit being described as instructed in 1.4F.

, 1777 [i.e. 1792]

, [ca. 1718]

, 1967-1968

, 1787-[1788]

, [ca. 1921-ca. 1931]

**5.4F2.** If the publication and distribution dates are the same, give the date after the last named distributor, publisher, etc.

(CM 4F4)

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<sup>20</sup> Guidance for cartographic materials published on a cooperative basis is given in *CM*, E.1B4.

<sup>21</sup> Guidance for recording the date of publication is provided in *CM*, 4F1 and for early cartographic materials in 4F10.

## CARTOGRAPHIC MATERIALS

### **5.4G. Place of manufacture, name of manufacturer, date of manufacture** (CM 4FG)

**5.4G1.** Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

In Venetia : Per Gioa[n] Baptista Pedrezano, 1548 (Stampato per Nicolo Bascarini)

Ottawa : Dominion Lands Office, Dept. of Interior, 1881 (Montreal : Burland Lithographic Co.)

Québec : Département des terres et forêts, 1906 (Montréal : F.H. Denison Lith.)

Montreal : [s.n.], 1881 (G. Mitton, Printer)

### **5.5. PHYSICAL DESCRIPTION AREA** (CM 5)

Contents:

- 5.5A. Preliminary rule
- 5.5B. Extent of descriptive unit (including specific material designation)
- 5.5C. Other physical details
- 5.5D. Dimensions
- 5.5E. Accompanying material

#### **5.5A. Preliminary rule**

##### **5.5A1. Scope**

See 1.5A1.

(CM 5A)

##### **5.5A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each occurrence of this area by a full stop, space, dash, space.<sup>22</sup>

Precede other physical details by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

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<sup>22</sup> This punctuation is repeated for each physical description.

## CARTOGRAPHIC MATERIALS

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

**5.5A3.** In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

**5.5A4.** If a cartographic unit falls within the scope of another chapter (e.g., microforms), give the physical details prescribed in this chapter in the Scope and content (see 5.7D), or in a note (see 5.8B11), as appropriate.

### **5.5B. Extent of descriptive unit (including specific material designation)**

**5.5B1.** At all levels of description, record the extent of the unit being described by giving the number of the physical units in arabic numerals followed by the specific material designation. A selective list of specific material designations is given below.<sup>23</sup>

atlas  
diagram  
globe  
map  
model  
profile  
remote-sensing image  
section  
view

(CM5B1a, *Application*)

829 maps

5 atlases

11 remote-sensing images

If the parts of the unit being described are very numerous and the exact number cannot be readily ascertained, give an approximate number.

(CM 5B1b)

ca. 3,000 maps

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<sup>23</sup> Guidance for recording the extent and specific material designation for atlases is provided in *CM*, 5B4-5B26 and for manuscript atlases in *CM*, 5B29. Also, guidance is provided in *CM*, 5B26 for a cartographic unit containing, or consisting of, tactile data.

## CARTOGRAPHIC MATERIALS

ca. 24,000 maps

ca. 9,200 maps

*Optionally*, if it is impracticable to produce a count for each specific material designation (e.g., the unit consists of numerous maps, profiles, sections, etc.), give the total number followed by *cartographic items*.

ca. 1,500 cartographic items

*Optionally*, i) record the number of containers, rolls, or remote sensing reels, etc. (if desirable, give the dimensions of the containers, rolls, or remote sensing reels at 5.5D1).

1,625 remote-sensing reels

1,283 boxes

1,270 rolls

or, ii) record the linear or cubic measurement followed by the phrase *of cartographic material*. If the general material designation is used (see 5.1C), omit the phrase *of cartographic material*.

0.7 m<sup>3</sup> of cartographic material

1.3 m of cartographic material

*Optional addition*. If a further measure of extent is required, add such information (e.g., boxes, frames, item contents) in parentheses after the term of measurement.

1,625 remote-sensing reels (ca. 325,000 fr.)

1,270 rolls (ca. 6,000 maps)

0.7 m<sup>3</sup> of cartographic material (71 maps)

1.3 m of cartographic material (ca. 120 maps)

8 boxes (675 maps)

40 boxes (85 maps)

1,283 boxes (ca. 14,000 maps)

3,000 remote-sensing images (3.5 m)

## CARTOGRAPHIC MATERIALS

**5.5B2.** When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation, for each special class of material.

12 maps. – 2 remote-sensing images

2 maps. – 2 profiles. – 1 section

19 maps. – 2 remote-sensing images

*Optional addition.* If more detail is desired, give a separate and complete physical description for each special class of material.

19 maps : some mss., most col. ; 56 x 82 cm or smaller, on sheets 71 x 93 cm or smaller

2 remote-sensing images ; 17 x 22 cm

**5.5B3.** When the unit being described contains parts that fall into more than three special classes of material, give the physical extent and the specific material designation of the most predominant followed by the phrase *and other cartographic material* and describe the remaining material in a note (see 5.8B11). Omit other physical details and dimensions in this area.

*Optional addition.* If more detail is appropriate, give a separate and complete physical description for each special class of material.

**5.5B4. Accruals.** For cartographic material described at an aggregate level of description, e.g., an open fonds or series, give the extent including the specific material designation as instructed in 1.5B4.<sup>24</sup>

158 maps

*Note:* Further accruals are expected

maps

*Note:* Since 1964, ca. 50 maps have been transferred to the archives on an annual basis

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<sup>24</sup> Combine all notes created in conjunction with 1.4B4 and 1.5B4 in one note (see 1.8B19).

## CARTOGRAPHIC MATERIALS

**5.5B5. Multiple maps, etc.<sup>25</sup>, on one or more sheets.** If a map, or other two-dimensional cartographic item is drawn/printed in two or more segments on one sheet (same side or recto and verso) designed to fit together to form one map, etc., describe it as follows:

(CM 5B2a)

1 map

*(One map printed in 3 segments on the recto of one sheet)*

1 map : both sides

*(One map with 1 segment on the recto and 1 segment on the verso)*

If there is more than one map, etc., on a sheet, give the number of complete maps, etc., and the number of sheets.

(CM 5B2b)

4 maps on 1 sheet

10 sections on 1 sheet

If maps, etc., are on two or more sheets but so designed that they could be fitted together to form one or more maps, etc., give the number of completed maps, etc., followed by the number of sheets.

(CM 5B2a, 5B2b)

1 map on 2 sheets

13 maps on 7 sheets

If the unit being described consists of a number of sheets each of which has the characteristics of a complete map (e.g., a contiguous area map series), give the extent as instructed in 5.5B1.

(CM 5B2c)

136 maps

**5.5B6. Overlays.** If the unit being described is comprised of base map(s) with overlays, or consists only of overlays, give the total number of maps preceding the specific material designation. Give the number of base maps and the number of overlays, enclosed in parentheses, following the specific material designation. This rule is *optional* above the item level of description.

7 maps (7 bases, 12 overlays)

1 map (6 overlays)

---

<sup>25</sup> Maps refers to two-dimensional cartographic materials such as map, profile, sections and views.

## CARTOGRAPHIC MATERIALS

*(The six overlays together constitute the map, there is no base map as such)*

### 5.5C. Other physical details

(CM 5C)

**5.5C1.** If appropriate, at all levels of description, give the following details, as appropriate, and if readily ascertainable, in the order set out here:

layout on recto and verso  
method of production or reproduction  
medium  
illustration and number of maps in an atlas  
colour  
material  
mounting

1 map on 2 sheets : col., mounted on cardboard

1 map : ms., col., linen

3 maps : photocopies, hand col.

If more detail is required, give it in the Scope and content (5.7D) or in a note (see 5.8B11).

1,500 items : most mss., some photocopies, some col.

*Note:* Includes blueprints, diazo prints and lithographs and mss. items in pencil and/or ink, on linen, paper or mylar.

If required, at the fonds, series or file level, combine the above details to avoid ambiguity, in the order which makes the most sense.

**5.5C2. Layout.** Give the layout of the map(s), etc., on the recto and/or the verso of the sheet(s) using *both sides*, or *back-to-back* as appropriate. Apply this rule only when all the items in the unit being described have the same layout.

maps : both sides, col.

2 maps on 1 sheet : back-to-back

## CARTOGRAPHIC MATERIALS

**5.5C3. Production.**<sup>26</sup> Give the method of production (other than printing) or reproduction, if considered significant. For manuscript cartographic materials use *ms.* or *mss.* as appropriate. For photomechanical reproductions either use a general term (e.g., *photocopy*), or give the generic name of the process (e.g., *blueprint*, *diazo*, *white print*).

1 map : *ms.*

354 maps : some *mss.*, some blueprints

For maps, etc., plotted directly by a computer, use *computer printout*.

1 map : computer printout

For remote-sensing images on a photographic base, or for microforms, indicate if the unit being described is a negative.

1,625 remote-sensing reels (ca. 325,000 fr.) : negative

3,000 remote-sensing images : glass negatives

If the unit has been annotated, use *annotations*, if desired.

1 map : blueprint, *ms.* annotations

1 map : *ms.* annotations

*Optionally*, at the fonds, series and file levels of description, use the term *printed*, as appropriate.

**5.5C4. Medium.** If desired, give the medium (e.g., pencil, ink) used to draw and colour manuscript cartographic materials. If a printed work or photomechanical reproduction is hand coloured, the medium may be recorded after the indication of colour (see 5.5C6).

1 map : hand col. in pencil

1 map : *ms.*, col. in pencil crayon

**5.5C5. Illustrations, number of maps.** Record the use of illustrations, and give the number of maps in an atlas.<sup>27</sup>

1 atlas (60 p.) : ill., 33 maps

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<sup>26</sup> For remote sensing imagery also refer to 4.5C3 for additional guidance on recording information on production techniques and processes, if appropriate.

<sup>27</sup> Guidance for recording the number of maps in an atlas is provided in *CM*, 5C2a-g.



## CARTOGRAPHIC MATERIALS

**5.5C6. Colour.** If the unit being described is coloured or partly coloured (i.e., has two or more colours) indicate this. Disregard coloured matter outside the border of a map, etc.  
(CM 5C3)

180 maps : col.

1 globe : col.

1 map : ms., col.

1 map : ms., ink, col.

16 maps : ozalid prints (some col.)

1 map : computer printout, col.

If a printed work or photomechanical reproduction is hand coloured, indicate this.  
(CM 5C3)

1 map : hand col.

Describe coloured illustrations as such.<sup>28</sup>

1 map : ill. (some col.)

1 atlas (viii, 136 p.) : ill. (some col.), 61 col. maps

**5.5C7. Material.** Give the material of which the unit being described is made, if considered to be significant (e.g., if on a substance other than paper).  
(CM 5C4)

1 map : ms., col., on tracing linen

maps : mss., some col., some on tracing linen

54 maps : mss., col., pencil and ink on mylar

1 map : ms., pencil on tracing paper

1 globe : col., wood

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<sup>28</sup> Guidance for recording information on coloured illustrations in an atlas is given in *CM*, 5C3.

## CARTOGRAPHIC MATERIALS

1 map : col., silk

1,625 remote-sensing reels (ca. 325,000 fr.) : negative, acetate ; 15 cm diam.

3,000 remote-sensing images : glass negatives ; 14 x 19 cm

**5.5C8. Mounting.** If the unit being described is mounted (at or after creation), indicate this. Indicate the mounting of a globe.

(CM 5C5)

1 map : mounted on muslin

1 map : blueprint, mounted on linen

1 globe : col., wood, mounted on brass stand

### 5.5D. Dimensions<sup>29</sup>

(CM 5)

**5.5D1.** If appropriate, at all levels of description give the dimension(s) of the physical units being described. Give the dimensions of specific forms of cartographic material and/or containers as instructed in the following rules.

*Optionally*, give the dimensions of containers alone in the form height x width x depth as appropriate.

(CM 5D5)

60 boxes ; 11 x 11 x 122 cm

**5.5D2. Two-dimensional cartographic items.** For two-dimensional cartographic items, give the height x width in centimetres, to the next whole centimetre up (e.g., if a measurement is 37.1 centimetres, give it as *38 cm*).

*Optionally*, for early and manuscript cartographic items, give the dimensions to the nearest millimetre.

Give the measurement of the face of the map, etc., measured between the neat lines.<sup>30</sup> Give the diameter of a circular map, etc., and specify it as such. If a map, etc., is

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<sup>29</sup> Illustrations for and guidance on measuring cartographic materials are provided in *CM*, area 5. Specific guidance for atlases is given at *CM*, 5D2.

## CARTOGRAPHIC MATERIALS

irregularly shaped, or if it has no neat line, or breaks through the neat line, or if it has bleeding or damaged edges, give the greater or greatest dimensions of the map itself. If it is difficult to determine the points for measuring the height and the width of the map, etc., (e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders, or when it lacks one or more of its borders), give the height x width of the sheet specified as such.

(CM 5D1a-e)

; 129 x 150 cm

; 50 cm in diam., on sheet 61 x 55 cm

If the unit being described contains maps, etc., of two sizes, give both. If there are more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

; 44 x 55 cm and 48 x 75 cm

; 60 x 90 cm or smaller

*Optionally*, give the smallest or smaller and the largest or larger size, separated by a hyphen.

(CM 5D1k)

; on sheets 22 x 45 cm-80 x 102 cm

*Optionally*, add to the dimensions statement, the predominant sizes or the range of predominant sizes enclosed in parentheses.

; 83 x 170 cm or smaller (most 57 x 75 cm or 59 x 83 cm)

; 170 x 254 cm or smaller (most 24 x 52 cm or 60 x 75 cm)

**5.5D3. Rolled maps, etc.** *Optionally*, if the cartographic materials are rolled and will remain rolled, add the length of the roll(s), and, if desired, the diameter of the roll, specified as such. If the materials are too large or too numerous to be measured flat, record only the dimension(s) of the rolls.

; roll 28 x 7 cm in diam.

; rolls 110 cm or smaller

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<sup>30</sup> The neat line is a line which encloses the detail of a map. There is only one neat line on a map.

## CARTOGRAPHIC MATERIALS

**5.5D4. Folded maps, etc.** *Optionally*, if the cartographic materials are folded and will remain folded, give the sheet size in folded form as well as the size of the map, etc. (e.g., if it is printed with an outer cover within which it is intended to be folded, or if the unit itself contains a panel or section designed to appear on the outside when the sheet is folded). If the materials are too numerous to be measured flat, record only the dimensions as folded.

(CM 5D1h)

; 64 x 82 cm, folded to 23 x 12 cm

; folded to 33 x 21 cm or smaller

**5.5D5. Sheet sizes.** If the maps, etc., are on sheets of two sizes, give both sets of dimensions. If they are of more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

(CM 5D1k)

; sheets 44 x 55 cm and 48 x 75 cm

; sheets 100 x 90 cm or smaller

**5.5D5a.** If a map, etc., is on one or more sheets in two or more segments designed to fit together to form one map, etc., give the dimensions of the complete map, etc., followed by the dimension of the sheet(s). If such a map, etc., is mounted, give the dimensions of the whole map, etc., alone. This rule does not apply to contiguous series maps. *Optionally*, if the sheets are numerous, and the assembly of them results in an irregularly shaped map, and if measuring that assembled map is very difficult, record the dimensions of the largest sheet followed by *or smaller* if appropriate.

(CM 5D1f)

1 map on 2 sheets ; 68 x 88 cm, on sheets 76 x 50 cm

1 map : col. ; 144 x 22 cm, on sheet 55 x 64 cm

(*One map printed in three side-by-side segments on the same side of one sheet*)

**5.5D5b.** If the size of either dimension of a map, etc., is less than half the same dimension of the sheet on which it is printed/drawn or if there is substantial additional information on the sheet (e.g., ancillary maps, insets, legends, photographs, text), give the sheet size as well as the size of the map, etc.

(CM 5D1g)

; 20 x 31 cm, on sheet 42 x 50 cm

## CARTOGRAPHIC MATERIALS

**5.5D5c.** If the unit being described is printed on both sides of the sheet at a constant scale, give the dimensions of the map, etc., as a whole, and give the sheet size. If such a map, etc., cannot conveniently be measured, give the sheet size alone.

(CM 5D1j)

1 map : both sides ; 45 x 80 cm, on sheet 50 x 44 cm

1 map : both sides ; on sheet 45 x 30 cm

**5.5D5d.** *Optionally*, add the sheet size to the dimensions prescribed by the preceding rules, as deemed appropriate.

4 maps on 1 sheet : col. ; 36 x 38 cm or smaller, on sheet 76 x 86 cm

**5.5D6. Atlases.** Give the height of the volume(s) in centimetres, to the next whole centimetre up (e.g., if a volume measures 17.2 centimetres give 18 cm). Measure the height of the binding if the volume is bound. Otherwise, measure the height of the item itself. If the volume measures less than 10 centimetres, give the height in millimetres.

1 atlas (xii, 100, 32 p.) : 100 col. maps ; 29 cm

If the volumes in a multivolume set differ in size, give the smallest size and the largest size, separated by a hyphen.

(CM 5D2)

; 24-28 cm

**5.5D7. Relief models.** For models, give the height x width in centimetres as instructed in 5.5D1, and *optionally* add the depth.

(CM 5D3)

; 51 x 70 x 1 cm

**5.5D8. Globes.** Give the diameter of a globe, specified as such.

(CM 5D4)

1 globe : steel, mounted on steel stand ; 8 cm in diam.

## CARTOGRAPHIC MATERIALS

**5.5D9. *Optional addition. Containers.*** Give both the dimensions of the specific form of cartographic material being described and the container dimensions, specified as such.  
(CM 5D5)

10 maps : some hand col., mounted on wood ; 68 x 88 cm, in wood case  
71 x 88 cm

5 maps ; 80 x 120 cm, folded in portfolio 25 x 20 cm

1 globe : col. ; 8 cm in diam., in wooden acorn-shaped container, 14 cm

### **5.5E. Accompanying material**

**5.5E1.** Give details of accompanying material as instructed in 1.5E1.<sup>31</sup>

82 maps : col. ; 55 x 79 cm or smaller, on sheets 73 x 90 cm or smaller + 1  
index map

## **5.6. PUBLISHER'S SERIES AREA<sup>32</sup>**

(CM 6)

Contents:

- 5.6A. Preliminary rule
- 5.6B. Title proper of publisher's series
- 5.6C. Parallel titles of publisher's series
- 5.6D. Other title information of publisher's series
- 5.6E. Statements of responsibility relating to publisher's series
- 5.6F. Numbering within publisher's series

### **5.6A. Preliminary rule**

**5.6A1. Scope.** See 1.6A1.<sup>33</sup>

#### **5.6A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

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<sup>31</sup> Further guidance on the treatment of accompanying material is provided in *CM*, 5E1.

<sup>32</sup> Guidance for recording the ISSN, subseries, and multiple publisher's series statements may be found in *CM*, 6F, 6H and 6J respectively.

<sup>33</sup> For the distinction between publisher's series and archival series, see appendix D, Glossary.

## CARTOGRAPHIC MATERIALS

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series of subseries by a semicolon.

(CM 6A1)

### **5.6B. Title proper of publisher's series**

**5.6B1.** At the item level of description, transcribe the formal title proper of a publisher's series as instructed in 5.1B1.<sup>34</sup>

(CM 6B1)

Pre-emptor's series

Lands series

Mineral reference maps

Outdoor recreation maps of British Columbia

Central Fraser Valley regional information map series

Canada base map series

**5.6B2.** If different forms of the title of the publisher's series (other than parallel titles) appear, choose the title given in the first of the prescribed sources for the series area as the title proper of the series. Give the other form(s) in the note area if of value in identifying the item.

If the title of the publisher's series does not appear in the first of the prescribed sources of information but appears in the second source, choose it. If different forms appear in the second source, choose the title which identifies the publisher's series most adequately and succinctly.

(CM 6B3)

### **5.6C. Parallel titles of publisher's series**

**5.6C1.** At the item level of description, transcribe the parallel titles of a publisher's series as instructed in 5.1D.

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<sup>34</sup> Guidance on recording the title proper for published cartographic serials (not series) is given in *CM*, 6B2.

## CARTOGRAPHIC MATERIALS

(CM 6C1)

Ecological land classification series = Série de la classification écologique du territoire

FAO fisheries series = Collections FAO, pêches

Marine sciences paper / Canadian Hydrographic Service = Articles sur les sciences de la mer / Service hydrographique du Canada

Military city map, series A902 = Carte militaire de la ville, série A902

Memoire / Geological Survey of Canada = Mémoire / Commission géologique du Canada

Metropolitan atlas series = Série d'atlas métropolitains

### **5.6D. Other title information of publisher's series**

**5.6D1.** At the item level of description, give other title information of a publisher's series as instructed in 5.1E.

(CM 6D1)

### **5.6E. Statements of responsibility relating to publisher's series**

**5.6E1.** At the item level of description, transcribe statements of responsibility appearing in conjunction with the publisher's series title as instructed in 5.1F.

(CM 6E1)

Publication / Agriculture Canada

Publication / Alberta Institute of Pedology

Renewable resources project / Inuit Tapirisat of Canada

Série scientifique / Direction générale des eaux intérieures

### **5.6F. Numbering within publisher's series**

**5.6F1.** See 1.6F.

(CM 6G1)

Miscellaneous geological investigations ; map I-836

Degree sheet series ; map no. 4K



## CARTOGRAPHIC MATERIALS

Military city map, series A902 = Carte militaire de la ville, série A902 ;  
MCE 304

Ecological land classification series = Série de la classification écologique  
du territoire ; no. 14

Canadian special publication of fisheries and aquatic sciences, ISSN  
0706-6481 ; 47 (rev)

Renewable resources project / Inuit Tapirisat of Canada ; v. 2 suppl.

Report / Alberta Institute of Pedology ; no. S-76-36

Water supply paper / Geological Survey of Canada ; 1

### 5.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 5.7A. Preliminary rule
- 5.7B. Administrative history / Biographical sketch
- 5.7C. Custodial history
- 5.7D. Scope and content

#### 5.7A. Preliminary rule

##### 5.7A1. Scope

See 1.7A1.

##### 5.7A2. Punctuation

Precede each element of description with a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate the introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

**5.7A3. Form of presentation of information in the archival description area.** Follow the instructions set out in 1.7A4.

**5.7A4. Citations in the archival description area.** Follow the instructions set out in 1.7A5.

## CARTOGRAPHIC MATERIALS

### 5.7B. Administrative history / Biographical sketch

#### 5.7B1. Administrative history. Give a concise administrative history as instructed in 1.7B1.

Established within the Surveys Branch in 1947, the Air Survey Division continued work begun by the Air Survey Section of the Forest Service in the 1930's. The Division conducted systematic aerial surveys, produced and distributed air photographs, and compiled interim planimetric base maps. A main early objective of the Division was to support the Federal-Provincial forest inventory program by providing interim map coverage in advance of the standard topographic mapping conducted by the Topographic Division. In the mid-1950's the Division began a second phase of larger-scale air photography and interim mapping, and added a new program of detailed "multiplex" mapping to support various engineering projects. The latter program was transferred to the Topographic Division in 1957. The remaining survey and mapping functions of the Division were split in 1970 and transferred to the new Field Operations and Map Production Divisions of the Surveys and Mapping Branch

Suite à l'abolition du régime seigneurial et à l'adoption en 1860 de l'Acte concernant les Bureaux d'Enregistrement et les Privilèges et Hypothèques dans le Bas Canada (23 V,c.59) le commissaire des terres de la couronne fut chargé de dresser des plans et livres de renvoi pour tous les lots des anciennes seigneuries et des cantons. Plans et livres de renvoi décrivant les lots de chaque division d'enregistrement devaient être déposés chez le registraire. Dorénavant, l'enregistrement des lots ne serait plus lié aux propriétaires mais aux propriétés. La loi exigeait également la production d'un index des immeubles. Commencé sur l'Île de Montréal en 1866, le cadastre des lots s'étendit à partir de 1870 aux autres régions du Québec, ce qui amena l'établissement successif de bureaux du cadastre à Québec, Trois-Rivières, Saint-Hyacinthe, Kamouraska, Montmagny, Terrebonne, etc. Pour accélérer le travail, on fit faire à contrat par des arpenteurs le cadastrage de certaines municipalités et des cantons. À la fin de 1882, le cadastrage des lots dans les anciennes seigneuries était complété alors qu'il se poursuivait dans les cantons. C'est de cette époque que date l'organisation véritable du Service du Cadastre. En 1882, en effet, le Département des Terres de la couronne met sur pied un Bureau général du cadastre avec bureaux régionaux à Montréal, Québec et Trois-Rivières. Depuis lors, les activités du Service, devenu une direction générale, se sont concentrées à Québec et à Montréal

#### 5.7B2. Biographical sketch. Give a concise biographical sketch as instructed in 1.7B2.

## CARTOGRAPHIC MATERIALS

James Murray was born in Bellencrief, Scotland, on January 21, 1722. He was married twice, first on December 17, 1748 to Cordelia Collier and secondly on March 14, 1780 to Anne Witham. After graduating from William Dyce Private School in 1736, he decided to join the Dutch Army. In 1739 he joined the British Army where he quickly climbed the ladder to be named Colonel in 1750. He was appointed Commander of the garrison in Québec in 1759 and later became Governor of the Québec District. In 1763 he became the Governor of the whole province of Québec, a position he occupied until 1768. Security of the new Colony being one of his major concerns, he immediately ordered that the whole area of the St. Lawrence River be mapped

### **5.7C. Custodial history.** See 1.7C.

Prior to its transfer to the Provincial Archives in 1983, this series of duplicate maps was held at the Surveys and Resource Mapping Branch. The Branch had acquired the duplicates from the British Columbia Telephone Company, which retained the originals. The original maps had been obtained by the British Columbia Telephone Company from Western Mapping Ltd.

Subseries was received by the Michigan State Archives and was transferred to BCARS in 1987

The map was found during renovations of the Open Space Gallery, Victoria (previously the site of a storage depot), and was donated by the Gallery to BCARS in 1988

### **5.7D. Scope and content.** See 1.7D.<sup>35</sup>

Fonds consists of cartographic materials related to World War I. Topographic and trench maps show the western front (E 2°–E 5°/N 52°–N 50°) in northeastern France and northwestern Belgium. Most of the maps are centred around Vimy with one of the Passchendaele area. The air photographs show trenches near Mericourt, France (E 2°51'/N 50°24') and just north of Lens, France (E 2°44'/N 50°29'). Other maps include: Daily mail Paris pocket-guide maps - Frontkarte gegen Russland. Two maps are described separately: Blondel LaRougery, Edouard. Carte-guide Campbell. No. 2 : nord - Morell, G.F. Our great success on the Somme  
(*Scope and content for the Ralph Sydney fonds*)

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<sup>35</sup> For further guidance on giving content information for a set of maps, plans, etc. that is incomplete or contains multiple variants of some sheets, see *CM*, 7B18a.

## CARTOGRAPHIC MATERIALS

Fonds consists of large-scale topographic maps produced by Downton in the course of his surveys in the Lillooet and Cariboo regions between 1913 and 1929. The maps cover areas in the vicinity of Big Bar, Bridge River, Canoe Creek, Horsefly Lake, Kelly Lake, Lillooet Lake, and Pavilion Lake. Most show surveyed lots, give relief by contour, include notes on vegetation (sometimes detailed), and depict some roads and trails. Fonds includes a survey plan showing road traverses and survey ties in the Jaffre Creek-Lillooet Lake area

*(Scope and content for the G.M. Downton fonds)*

Series consists of reference maps (most 1:63 360) used within the Water Rights Branch to show the geographic context of Branch activities and to serve as a central index to other Branch record series. To produce this series, the Branch acquired Departmental reference maps, which cover the province using sheets numbered according to the NTS indexing system. These base maps show water features, transportation routes, place names, and detailed land status information (surveyed lots, timber leases, etc.). The Branch annotated and continuously updated these base maps with information such as administrative boundaries (water districts and precincts), management areas (recreation and improvement districts, ecological reserves, etc.), and the control numbers of other Branch records (water licences, correspondence files, waterworks approvals, etc.). Many reference maps also identify more detailed maps in other series such as Water rights maps (CM/S4) and the Water rights plans (CM/S5-S7). Some reference maps for central and Northern B.C. are missing

*(Scope and content for a series in the Water Management Branch fonds)*

Series consists of maps produced by the Board of Investigation to document the location of water rights and licences throughout B.C. It includes tabulation sheets summarizing decisions of the Board. Arranged by the water district and precinct, the maps show mainly lakes, rivers, and streams; property boundaries; and conditional and final water licence numbers. These numbers link the maps to licence information in other series (particularly GR 1764-1766). The maps were succeeded by a more detailed and extensive series of Water rights maps (CM/S4)

*(Scope and content for a series in the Water Management Branch fonds)*

La série comprend les plans originaux du cadastre officiel de la province de Québec. Ces documents de grands formats sont habituellement colorés et ils indiquent la division et le numéro du cadastre de chaque lot

*(Portée et contenu d'une série faisant partie du Fonds du Ministère des terres et forêts)*

## CARTOGRAPHIC MATERIALS

File contains maps of Western Forest Industries properties along the upper Cowichan River, particularly Block 403, showing timber cruises, logging and roads

(*Scope and content for a file in the Western Forest Industries Limited fonds*)

Item is a map showing British Columbia Forest Products Limited's logging roads and campsites in the Nitinat Lake and River area

(*Scope and content for an item in the Western Industries Limited fonds*)

Item is a fire insurance plan of W.F.I.'s mill at Honeymoon Bay. Insets include a location map and air photograph of the mill, dated Nov. 1959

(*Scope and content for a 1966 plan in the Western Forest Industries Limited fonds*)

For descriptive units consisting of cartographic material in electronic form, give a general statement on the structure of the data (raster, vector, or both), if this information is readily available. If known, give the resolution in which vector images have been digitized (e.g., every 2 mm). For raster images, provide a statement about area that each raster represents (e.g., 5 meter x 5 meter). If known, give the vertical resolution for three-dimensional representations.

### 5.8. NOTE AREA

Contents:

5.8A. Preliminary rule

5.8B. Notes

#### 5.8A. Preliminary rule

(CM 7A)

**5.8A1. Scope.** See 1.8A1.

#### 5.8A2. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

(CM 7A1)

**5.8A3. Form of presentation of notes.** See 1.8A4.

Ed. by Josephus Vorstius. – Introd.

## CARTOGRAPHIC MATERIALS

Produced for the British Commonwealth Air Training Plan. – Sebert, L.M.  
"Canada's first aeronautical charts and the eight-mile series." *Cartographica*  
23, no.4 (Winter 1986): 97-99

### **5.8A4. Notes relating to reproduced material.** See 1.8A5.

Diazo print made from original in Legal Surveys Branch

### **5.8B. Notes**<sup>36</sup>

Make notes as instructed in 1.8B and in the following subrules.

**5.8B1. Source of title proper.** Specify the location of the formal title proper, if there is more than one formal title in the chief source of information (see 5.1B1). Indicate the source of a supplied title proper (see 1.8B2).

(CM 7B3)

Title taken from envelope

Supplied title based on series contents

Running title

T. p. of each volume lacking. Title from Phillips

Title and publication data from Phillips and National Maritime Museum  
Catalogue

Title supplied by cataloguer

**5.8B2. Variations in title.** Make notes on titles borne by the unit being described other than the title proper. Also include other titles by which the unit being described has traditionally been known.

(CM 7B4)

Also known as the Chief Geographer's series 1:500 000 and the Old  
geographic series 1:500 000

Cover title: New Caledonia

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<sup>36</sup> For other notes such as those for intellectual level (audience) and for "with" notes, see *CM*, 7B14 and 7B21.

## CARTOGRAPHIC MATERIALS

Title on verso: British Columbia highway and travel map

Also known as the Interim air map series

Titles of individual charts begin: Investigation of the currents  
(*Title proper begins: To his most gracious majesty ...*)

*Optionally*, give a romanization of the title proper.

Romanized title: Atlas Karagandinskoī oblasti  
(*Title proper in Russian Cyrillic script*)

**5.8B3. Parallel titles and other title information.** Make notes on parallel titles in another language and other title information as instructed in 1.8B3.  
(CM 7B5)

**5.8B4. Continuation of title.** Complete the transcription of the title as instructed in 1.8B4.  
(CM 7B6 mod.)

By permission dedicated to the Honble. Hudson Bay Company; containing the latest information which their documents furnish.

**5.8B5. Statement(s) of responsibility.** Make notes on statements of responsibility as instructed in 1.8B5. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Include statements identifying an indirect contributor, if desired. Make notes on significant persons or bodies connected with previous editions and not already named in the description.

Copied by H.J. Cundall, L.S.

Landholders' names added by hand. "Filled in by F.V. Hobbs ... for Mr. Justice Crease, 16 October 1894."

At head of title: The governments of the Dominion of Canada and the Province of British Columbia

**5.8B6. Signatures and inscriptions.** Make notes on signatures, inscriptions, or marks, monograms, etc. If important, indicate where such signatures and inscriptions appear. Do not record the actual signature if it has already been transcribed in the description.

Ms. note signed by Clerk of the Privy council

## CARTOGRAPHIC MATERIALS

Signed: D. Stewart Noble, C.E.

Signed: James Hector, M.C. fecit.

**5.8B7. Attribution and conjectures.** Make notes on attributions, etc., as instructed in 1.8B6.

Certain authors have attributed this to Clouet  
(*Author added entry for Jean-Baptiste-Louis Clouet*)

Distribution information added in black ink, probably at the Dept. of the Interior ca. 1920-1930 on a printed base map

**5.8B8. Edition.** Make notes relating to the edition being described as instructed in 1.8B7. Give limited edition statements here including, if desired, the copy number.  
(CM 7B7a)

Original maps produced by Surveys and Mapping Branch, Dept. of Energy, Mines and Resources between 1956 and 1987

Traced from original in Glover's Office, Massey, Ont. Sept. 21st, 1893 –  
Top left

Base map: Northwest Territories and Yukon / compiled drawn and printed at the Hydrographic and Map Service. Ottawa : [The Service], 1939. Base map used for ms. additions, then photographed

Base map: Canada. Dept. of the Interior. Explorations in Northern Canada and adjacent portions of Greenland and Alaska. 1904

Overprinted on World aeronautical charts, ICAO 1:1 000 000 and 4 sheets on National topographic system 1:500 000.

Base maps produced by Surveys and Mapping Branch

**5.8B9. Mathematical and other cartographic data.** Give other mathematical and cartographic data additional to, or elaborating on that given in the mathematical data area (e.g., grid, orientation).  
(CM 7B8 mod.)

Scale departure graph: Statute miles Mercator projection



## CARTOGRAPHIC MATERIALS

Military grid

UTM grid

North oriented to right

Prime meridians Greenwich and Washington, D.C.

Scale .1 square inches = 300,000 people

Make notes on the magnitude of celestial charts.

Limiting magnitude 3.5

For geomatic data sets, make notes about the degree of exactness with respect to the geodetic base in one of the following ways:

- a) by recording the largest scale of the maps(s), chart(s) or image(s) for which the data are valid
- or b) by recording the code representing the accuracy class of the item from a table of standard accuracy measures.

For geomatic data sets, give the reference ellipsoid of revolution corresponding to the shape of the earth upon which all geographic coordinate data in the item is based, if known. Give this information for other cartographic materials if considered important.

Clarke 1880

World geodetic system 1984

Fisher

Give the geodetic datum that applies to a given reference ellipsoid, if known and if considered important.

North American datum 1927

North American datum 1983

Geodetic 1949

Give mathematical data for remote-sensing images that is not already included in the mathematical data area.

## CARTOGRAPHIC MATERIALS

Imagery recorded in discrete spectral bands with multispectral scanner (MSS) on NASA LANDSAT-1 (formerly ERTS-1). Orbital altitude 920 km (570 mi.)

**5.8B10. Date(s) of creation, including publication, distribution, etc.** Make notes on dates and other details of creation, publication, distribution, etc., as instructed in 1.8B8. (CM 7B9)

Date "1901" in pencil near eastern edge

Pencil notations appear to have been added in 1901 by R. Bell, as initials "R.B." and date "26th Sept. 1901" appear at western edge and middle of the map respectively

Date based on comparison with other maps

Colophon date: 1507  
(*Date on t.p.:* 1508)

**5.8B10a. Date(s) of accumulation.** Make notes as instructed in 1.8B8a.

**5.8B11. Physical description.** Make notes on important physical details that are not included in the physical description area, or elsewhere in the description, especially if these affect the use of the unit being described.<sup>37</sup> If the physical description area records elements prescribed by another chapter, give here the physical description elements prescribed by the current chapter, as appropriate. If the unit being described is a photoreproduction, give the method of reproduction if it is likely to affect the use of the unit being described (e.g., when it is a blueline print).

(CM 7B10a)

Map assembled from portions of Regional maps 1F, 1G and 1K

Main map is a blueline print

Full size print from 105 mm negative

Consists of manuscript, published and photocopied maps

Indicate the physical character of manuscript or other unpublished material (e.g., *proof, scribe sheet, separation sheet, computer printout*), or the plural of these as appropriate.

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<sup>37</sup> Guidance for recording signatures and foliation for early printed atlases is provided in *CM, 7B10b*.

## CARTOGRAPHIC MATERIALS

Series includes compilation sheets (pencil on tracing paper), scribed negatives, photomosaics, as well as final printed maps

If the items in the unit being described are not all of the same nature, word the qualification to indicate this.

**5.8B11a. Physical condition.** Make notes on the physical condition (e.g., peculiarities or imperfections) of the unit being described, including any containers and labels, if that condition is likely to affect its use.

Upper portion lacking

Severely fire-damaged and worn

Torn along edges and folds

Make notes on material which is known to be lacking (e.g., missing sheets of a multisheet map, missing plates in an atlas, a report issued with the map(s)).

Lacks maps of North America. Maps linen backed and bound in a post-hole binder

Lacks t.p., and map 6, Hispania. Map A, Totius fluminis Rheni novissima is inserted between maps 9 and 10. Ms. additions. In box

**5.8B11b. Conservation.**<sup>38</sup> Make notes on conservation as instructed in 1.8B9b.

Copy remounted and conserved

Originally issued folded. Remounted and conserved

**5.8B11c. Accompanying material.** Make notes on the location of accompanying material as instructed in 1.8B9c.

Each map is accompanied by a descriptive report

Accompanied by explanatory text (5 p.). Notes by Basil Stuart-Stubbs; translation by John Gray

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<sup>38</sup> Further guidance for early cartographic material is provided at *CM*, 7B20b-c.

## CARTOGRAPHIC MATERIALS

**5.8B12. Publisher's series.** Make notes on publisher's series data as instructed in 1.8B10.

(CM 7B12)

Topographic maps belong to various series: France 1:40 000. GSGS 2743 – Vimy. GSGS 3062 – [France and Belgium 1:100 000]. GSGS 2364

**5.8B13. Alpha-numeric designations.** Make a note of any important numbers borne by the unit as instructed in 1.8B11.

(CM 7B19)

Stencilled and stamped in lower margin: 4T2 Victoria Town

All items, including the envelope, are numbered G.B. 19-Q. Presumed to be from a series maintained by the B.C. Geographical Branch or Division

Plans numbered 4073-52-1 to 4073-52-3

C71475

Projects: P32-77, P46-78

**5.8B14. Immediate source of acquisition.** Make notes on the donor or source as instructed in 1.8B12.

Transferred from the Water Management Branch, May 1981

**5.8B15. Arrangement.** Make notes on the arrangement as instructed in 1.8B13.

Arranged by file number

**5.8B16. Language and script.** Make notes on the language as instructed in 1.8B14.

(CM7B2)

In German

Legend and notes in English and French  
(*Title, publisher, etc., in English*)

Some maps in French and some in English

In Inuktituk, English and French

## CARTOGRAPHIC MATERIALS

Text in Turkish and English

In English and Chinese characters

In Russian Cyrillic alphabet

Most maps are in English, two in German and one in French

### **5.8B17. Originals and reproductions**

**5.8B17a. Location of originals.**<sup>39</sup> Make notes on the location of the original material as instructed in 1.8B15a.

This map is apparently a hand copy of a map in 5 sections prepared by James Turnbull of the Royal Engineers. The original of Turnbull's map is in the Legal Surveys, Roads and trails series, 14T1. A copy is in the Map Collection (CM/C915)

Original maps produced by Surveys and Mapping Branch, Dept. of Energy, Mines and Resources between 1956 and 1987

**5.8B17b. Availability of other formats.** Give the details of other formats in which the content of the unit being described is available as instructed in 1.8B15b.

(CM 7B16)

A microform copy of this series is available  
(reels B1850-B1853)

**5.8B18. Restrictions on access, use, reproduction, and publication.** Make notes as instructed in 1.8B16.

Reproductions for research purposes only

Copyright ... June 1, 1978 by the Cartographic Lab, Department of Geography, Queen's University, Kingston, Ontario

These cartographic documents cannot be reproduced without the written permission of the donor Mr. Guy Gérin-Lajoie. This restriction is in effect until June 14, 2005

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<sup>39</sup> Further guidance is provided in *CM*, 11.

## CARTOGRAPHIC MATERIALS

**5.8B19. Finding aids.** Make notes as instructed in 1.8B17.

An itemized listing is available

**5.8B20. Associated material.** Make notes as instructed in 1.8B18.

(CM 7B14)

The Service de cadastre of Montréal has documents related to land management. The Service d'ingénierie also has documents related to land management. The latter documents are kept at the Service des archives de la ville de Montréal

**5.8B21. Accruals.** Make notes as instructed in 1.8B19.

The map section of the Ministère des transports will transfer their maps, etc., every 10 years

**5.8B22. Related groups of records in different fonds.** Make notes regarding related groups of records as instructed in 1.8B20. Also give this information at the file or item level of description if significant.

These maps link to O series correspondence in the Department of Lands, Forest, and Water Resources fonds  
(*Title proper of the series is Mineral titles reference maps*)

**5.8B22a. Related groups of records within the same fonds.** Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

**5.8B23. Reference to published descriptions.** For incunabula, and for other cartographic items, give the place in standard lists or reference works where the description of the material is to be found. Make this note in standard and abbreviated form.

(CM 7B15)

References: Barnes, F.H. "Early days of Enderby", Okanagan Historical Society, 1935, pp. 204-207

References: Phillips 4339

**5.8B24. General note.** Use this note to record other descriptive information as instructed in 1.8B21.

## CARTOGRAPHIC MATERIALS

### 5.9. STANDARD NUMBER AREA<sup>40</sup>

Contents:

- 5.9A. Preliminary rule
- 5.9B. Standard number

#### 5.9A. Preliminary rule

**5.9A1. Scope.** Use this area only in item level description to record international numbers pertaining to the item, including published cartographic series and files described at the item level.

#### 5.9A2. Punctuation

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

(CM 8A1)

#### 5.9B. Standard number

**5.9B1.** See 1.9B.

(CM 8B1)

ISBN 0-66258-757-X

ISBN 0-29776-124-2 (cloth)

ISSN 1180-55773

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<sup>40</sup> Guidance on multiple ISSNs, qualifications, etc, are in *CM*, 8.





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# ARCHITECTURAL AND TECHNICAL DRAWINGS

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### 6.9 STANDARD NUMBER AREA

6.9A	Preliminary rule
6.9B	Standard number

## 6.0 GENERAL RULES

### 6.0A. Preliminary rule

**6.0A1. Scope.** The rules in this chapter cover the description of unpublished or published architectural and technical drawings, either conceptual drawings (e.g., sketches), renderings, working drawings, or detail drawings, which constitute a fonds or a part thereof as instructed in 1.0A1. These rules apply to drawings<sup>1</sup> as well as to three-dimensional representations and models. These rules also apply to drawings of theoretical concepts, or proposals (e.g., competitions), which are not necessarily realized.

Architectural drawings, in the widest sense, also include plans of mechanical, plumbing, heating, and electrical, etc., systems; interior design; furniture; and decorative art works which are part of a building.

Technical drawings include plans for the construction of proposed or actual stationary structures other than buildings (e.g., bridges, canals, dams), and movable objects (e.g., equipment, machinery, ships, tools, vehicles, weapons).

For multilevel description of architectural and technical drawings, see chapter 1. For multiple media fonds, see chapter 2. Architectural records often include other materials, and for guidance in the description of these records see the following chapters. For textual records see chapter 3. For other graphic materials see chapter 4. For cartographic materials, see chapter 5.

### 6.0B. Sources of information

**6.0B1. Chief source of information.** The chief sources of information for architectural and technical drawings are as follows<sup>2</sup>:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all of the material in the file, including the container, and any label(s) or tag(s) used by the creator to identify the file;
4. (a) for an item prefer in this order, (i) the item itself; when an item is in a number of physical parts, treat all the parts (including a title sheet or cover) as the item itself; (ii) the container or case.

(b) for a volume, the title page or the caption, colophon if any of these exist.

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<sup>1</sup> For the purpose of this chapter, the term drawing(s) will include both originals and reproductions.

<sup>2</sup> For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source for that level.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

If information is not available in the chief source, take it from any accompanying material.

**6.0B2. Prescribed sources of information.** The prescribed source(s) of information for each area of description of architectural and other technical drawings is set out below. Enclose information taken from outside the prescribed source(s) in square brackets, unless otherwise instructed in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Scale	Chief source of information
Date(s) of creation, including distribution, publication, etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information
Archival description	Any source
Note(s)	Any source
Standard number	Any source

### **6.0C. Punctuation**

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

### **6.0D. Levels of detail in the description**

See 1.0D.

### **6.0E. Language and script of the description**

Follow the instructions in 1.0E. Give scale in the language and script of the institution providing the description. An original statement of scale may be transcribed in a note (6.8B9).

### **6.0F. Inaccuracies**

See 1.0F.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

Prince Edward Island Railway, freight [i.e. freight] house, drawing no. 14

Standard wind mill [sic]

### **6.0G. Accents and other diacritical marks**

See 1.0G.

## **6.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

Contents:

- 6.1A. Preliminary rule
- 6.1B. Title proper
- 6.1C. General material designation
- 6.1D. Parallel titles
- 6.1E. Other title information
- 6.1F. Statements of responsibility

### **6.1A. Preliminary rule**

**6.1A1. Scope.** See 1.1A1.

### **6.1A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

### **6.1B. Title proper**

**6.1B1. Formal title proper.** At all levels of description, transcribe a formal title proper as instructed in 1.1B1.<sup>3</sup>

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<sup>3</sup> For transcribing a formal title proper of a unit which is a section or part of another unit, see AACR2R 1.1B9.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

If the unit being described consists wholly or partly of separately title parts, treat as the formal title proper a title which is predominant and/or relevant to the unit being described. Other titles may be recorded in the Scope and content (see 6.7D).

Residence for A.C.B. Critchley-Waring Esq., Eastview Crescent, North York, Ont.

Luxury hotel, Double Bay, N.S.W.

1974 additions, plant & office, phase II, Rehau Plastiks of Canada Ltd., Prescott, Ontario

Alterations + modifications + additions, 1772 Sherbrooke St. West and 2065 Stanley St., House of Iran, Montreal, Quebec

Extension to wharf at Charlottetown, P.E.I. R'y

Plan showing foundation for turntable to be erected near Montague bridge

Blue print [sic] of patent attachment, or wing plow invented by J.W.[?]

Prince Edward Island Railway, fish-plate, weight=5 lbs. 6 ozs

Standard wind mill [sic]

Give the source of the formal title proper in a note (see 6.8B1) if there is more than one title in the chief source of information.

**6.1B1a.** If a letter or word appears only once but the design of the chief source of information makes it clear that it is intended to be read more than once, repeat the letter or word without the use of square brackets.

**6.1B1b.** If the unit being described bears both a common or collective title and the titles of individual works, give the common or collective title as the formal title proper as instructed in 1.1B1. For titles of the individual works see Scope and content (6.7D).

**6.1B2. Supplied title proper.** At all levels of description, if no formal title proper appears prominently in or on the chief source of information for the unit being described, supply a title as instructed in 1.1B2-1.1B4.

**6.1B3. Supplied title proper for a fonds.** When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

George F. Eber fonds

Fonds André Blouin

**6.1B4. Supplied title proper for parts of a fonds (e.g., series, file, item).** When describing a part of a fonds (e.g., a series, file, or item) which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4. *Optionally*, if the name(s) of the person(s) and/or the corporate body (bodies) primarily responsible for the form and the intellectual or artistic content is lengthy (e.g., lengthy corporate name(s)), difficult to ascertain, or considered unnecessary to the composition of the title, do not include the name(s) as part of the supplied title proper. In such cases, follow the instructions in 1.1B4b and the Nature of the archival unit section of this rule.

Drawings for the Alcan plant, Kingston, Ontario

Perspective drawings of the Aluminum Company of Canada, Kingston, Ontario

Competition entry for Student Union Building, University of British Columbia, Vancouver, B.C.

Portfolio of plans of government reserves and buildings in British Columbia, 1861-1871

Plans of barracks, Canada and Cape of Good Hope, 1805

Cross-section of unidentified wharf

**Nature of archival unit.** Supply a brief term or phrase that most precisely and concisely characterizes the unit being described as instructed in 1.1B4b.

Where appropriate, include as part of the supplied title a word or brief phrase indicating the name and/or general class of the structure, etc., type of drawings, and/or geographic location of the structure(s) depicted.

### **6.1C. Optional addition. General material designation**

**6.1C1.** At all levels of description, give immediately following the title proper the appropriate general material designation (either *architectural drawing* or *technical drawing* or both) as instructed in 1.1C.

Luxury hotel, Double Bay, N.S.W. [architectural drawing]



## ARCHITECTURAL AND TECHNICAL DRAWINGS

Plan showing foundation for turntable to be erected near Montague bridge [technical drawing]

Exhibition building, Sherbrooke, Que. [architectural drawing]

Charlottetown station [architectural drawing]

33 ft. plate girder [technical drawing]

Rez-de-chaussée, presbytère Sainte-Hélène, Montréal [architectural drawing]

### 6.1D. Parallel Titles

**6.1D1.** Transcribe parallel titles as instructed in 1.1D.

Stadhuis-prijsvraag Amsterdam [GMD] = Competition City Hall Amsterdam  
= Concours hôtel de ville Amsterdam

United States pavilion [GMD] : [electrical drawings] = Pavillon des États-Unis : [dessins du système électrique]

### 6.1E. Other title information

**6.1E1.** At the series, file or item level of description, transcribe other title information as instructed in 1.1E.

Percement de l'isthme de Suez [GMD] : description des travaux et ouvrages d'art définitifs, des machines et des appareils mis en oeuvre sur les chantiers, des procédés et du matériel employés pour l'exploitation du canal maritime

Presbytère Sainte-Hélène, Montréal [GMD] : transformations et surélévations

**6.1E2.** If the formal title proper needs explanations, supply in square brackets, as other title information, a word or brief phrase as instructed in 1.1E6, for example: the name of the stationary structure (e.g., MacDonald Cartier Bridge, Notre-Dame Cathedral), or movable object (e.g., Queen Elizabeth II (ship)); the general class of stationary structure (e.g., building, bridge, canal) or movable object (e.g., ship, aircraft, vehicle, weapon, machinery, equipment); the type of drawing or the function of the drawing (e.g., working drawings, elevations, preliminary sketches); the geographic location where a stationary structure is located.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

P.E.I. Ry. [GMD] : [girder bridge]

United States pavilion [GMD] : [structural drawings] = Pavillon États-Unis : [dessins structuraux]

Apartment hotel on Sherbrooke St. West [GMD] : [Montréal]

### **6.1F. Statements of responsibility<sup>4</sup>**

Apply these rules at the item level. At the series and file levels, for material published or issued as a unit, use these rules only when the statement of responsibility applies to all of the items in the unit being described.

**6.1F1.** Transcribe explicit statements of responsibility appearing in the unit being described bearing a formal title proper as instructed in 1.1F.

Canadian Government Railways, Prince Edward Island Railways, Georgetown, mileage 24.10, Georgetown subdivn., proposed repairs to pile wharf, appro. P.E.I. 1022 [GMD] / drawn by J.B.R.

Blue print [sic] of patent attachment, or wing plow invented by J.W.[?] [GMD] / J. [Wi]sworth[?]

Building details [GMD] / drawn by Frank M. Snyder

Percement de l'isthme de Suez [GMD] : description des travaux et ouvrages d'art définitifs, des machines et des appareils mis en oeuvre sur les chantiers, des procédés et du matériel employés pour l'exploitation du canal maritime / L. Monteil, del.

New station at Alberton for P.E.I. Railway [GMD] / C.B. Chappell

Suggested decorating scheme, Andrew Saxton, Esq., 3637 Angus Drive, Vancouver, B.C. [GMD] / George F. Eber, architect

Saint-John Priory of Canada properties [GMD] / Jean Paul Pothier, architect

---

<sup>4</sup> For architectural materials, the statement of responsibility relates to persons or corporate bodies who have contributed to the intellectual or artistic content of the unit being described (e.g., architect, architectural firm, contractor, draughtsman, renderer, surveyor). For technical drawings it relates to those who have contributed to the intellectual or artistic content and also to those having the legal responsibility for the accuracy of the drawings (e.g., engineer-in-chief, engineer, architect, draughtsman).

## ARCHITECTURAL AND TECHNICAL DRAWINGS

St. John Priory of Canada [GMD] / John C. Preston Ltd., interior designers

St. John Priory of Canada properties [GMD] / F.M. Kraus & Associates,  
consulting engineers

**6.1F2.** If there is more than one statement of responsibility, give the names as instructed in 1.1F6.

Montreal 1967, United States exhibition, interior platforms and landscaping [GMD] / Cambridge Seven Associates, Inc., architects and designers ; Carol R. Johnson, landscape architect ; Simpson, Gumpertz & Heger, Inc., structural engineers ; Paul Londe & Associates, mechanical engineers

*Optionally*, if there are four or more statements of responsibility, record only the names of persons or bodies judged by their function to have made the most significant contribution. If this is not possible to determine, record only the first three names, or record only those names given prominence by layout or typography. Record the others in a note if considered necessary (see 6.8B7).

United States pavilion [GMD] : [structural drawings] = Pavillon des États-Unis : [dessins structuraux] / Cambridge Seven Associates, Inc., exhibit architects

(*Note:* R. Buckminster Fuller, Fuller and Sadao, Inc. and Geometrics, Inc., associated architects; Simpson Gumpertz & Heger, Inc., structural engineer; Paul Londe and Associates, mechanical & electrical engineers)

### 6.2. EDITION AREA

Contents:

- 6.2A. Preliminary rule
- 6.2B. Edition statement
- 6.2C. Statements of responsibility relating to the edition

#### 6.2A. Preliminary rule

**6.2A1. Scope.** Use this area to record statements relating to versions, editions or revisions of architectural and technical drawings. Above the item level, use this area only when all of the items are of the same edition or version.

#### 6.2A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

**6.2A3. Sources of information.** Give in this area information taken from the prescribed sources of information. Enclose information supplied from any other source in square brackets.

### 6.2B. Edition statement

**6.2B1.** Give an edition statement as instructed in 1.2B.<sup>5</sup>

**6.2B2** *Optional addition.* If the unit being described lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[1st state, rev.]

[2nd state]

### 6.2C. Statements of responsibility relating to the edition

**6.2C1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of the unit being described as instructed in 1.2C.

## 6.3. SCALE AREA

Contents:

6.3A. Preliminary rule

6.3B. Statement of scale

### 6.3A. Preliminary rule

**6.3A1. Scope.** Apply these rules, at all levels of description, to all architectural and technical drawings.

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<sup>5</sup> For guidance on recording parallel edition statements, see AACR2R 1.2B5.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

### 6.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede the scale area by a full stop, space, dash, space.

**6.3A3.** Use English words and abbreviations in this area.

**6.3A4.** This area is repeatable.

**6.3A5.** The scale area may be used with other material specific areas.

### 6.3B. Statement of scale<sup>6</sup>

**6.3B1.** Give in English the scale in the units of measure found on the unit being described. If there is no English equivalent for the name of the unit of measure, give the name, within quotation marks, as found on the unit being described.

Scale 1" to 2'

Scale  $\frac{1}{2}$ " to 1'

Scale  $\frac{1}{4}$ " = 1'0

Scale  $\frac{1}{4}$ " = 10'

Scale  $1\frac{1}{2}$ " = 1'0"

or, give the scale of the unit being described (except as noted below) as a representative fraction expressed as a ratio (1: ) as instructed in 5.3B;

Scale 1:500

Scale [1:48]  
(Verbal statement reads:  $\frac{1}{4}$ " to 1')

Scales [1:12] 1" to 1' and [1:24]  $\frac{1}{2}$ " to 1'

Scale [1:60] and [1:96]

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<sup>6</sup> Record scale(s) of main drawing(s) only.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

Precede a scale statement by *Scale*. If the unit being described consists of data on computer file(s), follow the preceding rules and precede the scale by *Input scale*. Give the scale even if it is already recorded as part of the title proper or other title information.

If no scale statement is found in the prescribed sources of information or other sources of information, record *Scale not given*. *Optionally*, calculate<sup>7</sup> the scale from a bar graph or by measuring known distances on the drawing, and give it in square brackets preceded by *ca.*

Scale [ca. 1:24]

**6.3B2.** If there is no mention of scale on the unit being described and it is known to be at full scale, give *Full scale*, or *Scale [1:1]*.

**6.3B3.** If the unit being described has two scales, give both. Give the larger scale first.

Scales  $\frac{1}{2}$  " to 1' and  $\frac{1}{8}$  " to 1'

Scales 1:50 and 1:100

Scales [ca. 1:12] and [ca. 1:48]

Scales 1" = 1'0" and  $\frac{1}{8}$  " = 1'0"

Scales [ca.  $1\frac{1}{2}$  " = 1'0"] and  $\frac{3}{4}$  " = 1'0"

**6.3B4.** If the unit being described has three or more scales, and one or two scales clearly predominate, give the predominating scale(s). If no scale(s) predominate, give *Scales differ*. Scales not recorded here may be given in a note (see 6.8B9) or in the Scope and content (see 6.7D).

**6.3B5.** If the unit being described is not drawn to scale (e.g., sketch, conceptual plan), give *Not drawn to scale*.

---

<sup>7</sup> Guidance on computing scales is provided in *Cartographic Materials: An Interpretation of AACR2* (Ottawa: Canadian Library Association, 1982) Appendix B.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.3B6.** In describing a model or three-dimensional representation, *optionally*, give the vertical scale (specified as such) after the horizontal scale if the vertical scale can be ascertained and is different from the horizontal scale.

Scale [1:480]. Vertical scale [1:48]

### 6.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 6.4A. Preliminary rule
- 6.4B. Date(s) of creation
- 6.4C. Place of publication, distribution, etc.
- 6.4D. Name of publisher, distributor, etc.
- 6.4E. Statement of function of publisher, distributor, etc.
- 6.4F. Date of publication, distribution, etc.
- 6.4G. Place of manufacture, name of manufacturer, date of manufacture

#### 6.4A. Preliminary rule

##### 6.4A1. Scope

See 1.4A1.

##### 6.4A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

**6.4A3.** In presenting information in the dates of creation including publication, distribution, etc., area, follow the instructions set out in 1.4A3-1.4A5 and the following rules.

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### 6.4B. Date(s) of creation

**6.4B1.** At all levels of description, give the date(s) of creation of the unit being described as instructed in 1.4B. For architectural and technical drawings that are published, distributed, see rules 1.4C-1.4G.

1879

Sept. 16th, 1904

[Between 1962 and 1973]

[1962?]-1979

1852-1959

July [19]05

[1969?]

[1869]

[19--?]

[ca. 1972]

If the revision(s) has/have been made on the drawing(s) itself/themselves, record the date(s) of creation of the unit being described, followed by the date(s) of the first and the last revisions preceded by an appropriate descriptive term or phrase.

1980, revisions 1981-1982

1980-1981, revisions 1980-1984

### 6.4C. Place of publication, distribution, etc.

**6.4C1.** Transcribe a place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

New York

À Paris



## ARCHITECTURAL AND TECHNICAL DRAWINGS

La Rochelle [France]

Montréal

[Ottawa]

### **6.4D. Name of publisher, distributor, etc.**

**6.4D1.** Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

London : Published in cooperation with the Dept. of Geography, University of Western Ontario

New York : Frank M. Snyder

À Paris : Chez l'auteur

La Rochelle [France] : Éditions Rupella

Montréal : H. Beaugrand

[Washington, D.C. : G.P.O.]

[Ottawa] : Public Works of Canada

[Ottawa : F.A. Acland, printer]

[Paris : Charles Gosselin]

### **6.4E. *Optional addition.* Statement of function of publisher, distributor, etc.**

**6.4E1.** Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

### **6.4F. Date of publication, distribution, etc.**

**6.4F1.** Give the date of publication, distribution, etc., of the unit being described as instructed in 1.4F.

, 1906-1914

## ARCHITECTURAL AND TECHNICAL DRAWINGS

, [ca. 1718]

### **6.4G. Place of manufacture, name of manufacturer, date of manufacture**

**6.4G1.** Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

[Ottawa : The Association], 1979 (Waterloo : Cartographic Centre, Faculty of Environmental Studies, University of Waterloo)

[Paris] : Annales industrielles, [1869?] (Imp. Ch. et A. Chardon)

## **6.5. PHYSICAL DESCRIPTION AREA**

Contents:

- 6.5A. Preliminary rule
- 6.5B. Extent of descriptive unit (including specific material designation)
- 6.5C. Other physical details
- 6.5D. Dimensions
- 6.5E. Accompanying material

### **6.5A. Preliminary rule**

#### **6.5A1. Scope**

See 1.5A1.

#### **6.5A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space or start a new paragraph.<sup>8</sup>

Precede other physical details by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

---

<sup>8</sup> This punctuation is repeated for each physical description.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.5A3.** In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

### **6.5B. Extent of descriptive unit (including specific material designation)**

**6.5B1.** At all levels of description, record the extent of the unit being described<sup>9</sup> by giving the number of physical units that comprise it. Use arabic numerals followed by one of the terms recommended listed below.

architectural drawing  
diagram  
model  
presentation panel  
sketchbook  
technical drawing

62 architectural drawings

1 technical drawing

If greater specificity than that provided by the above list of terms is required, or if none of the terms listed is appropriate, give the specific name as concisely as possible.<sup>10</sup>

1 architectural elevation

If the parts of the unit being described are very numerous and the exact number cannot be readily ascertained, give an approximate number.

ca. 1,780 architectural drawings and other material

*Optionally*, i) record the number of volumes, portfolios, etc.

1 v.

*or*, ii) record the linear or cubic measurement followed by one of these phrases: *of architectural drawings*, *of technical drawings*, or *of architectural and technical drawings*.

---

<sup>9</sup> Guidance for recording the pagination of bound volumes is provided in AACR2R, 2.5B.

<sup>10</sup> Institutions are encouraged to use the recommended list. If, for whatever reason, an institution chooses not to follow the list given here it should, nevertheless, establish a policy regarding the nomenclature used for specific material designations. For examples of terms identifying specific classes of architectural material, see Toni Peterson, dir., *Art and Architecture Thesaurus* (New York: Oxford University Press on behalf of the Paul Getty Trust, 1990), or Vicki Porter and Robin Thornes. *A Guide to the Description of Architectural Drawings*. (New York: Published on behalf of the Getty Art History Information Program [by] G.K. Hall, c1994).

## ARCHITECTURAL AND TECHNICAL DRAWINGS

0.7 m<sup>3</sup> of architectural drawings  
4 m of technical drawings

If the general material designation is used (see 6.1C), omit *architectural* and/or *technical* from the specific material designation.

0.7 m<sup>3</sup> of drawings

4 m of drawings

*Optional addition.* If a further measure of extent is required, add such information (e.g., boxes, frames, item contents, pagination) in parentheses after the term of measurement.

1 v. (162 leaves of plates)

1 portfolio (6 folded leaves of plates)

1 v. (112 p.)

**6.5B2.** When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation, for each special class of material.

10 architectural drawings. – 5 technical drawings

*Optional addition.* If more detail is desired, give a separate and complete physical description for each special class of material.

10 architectural drawings : col., mylar ; 50 x 25 cm or smaller  
5 technical drawings : blueprint ; 25 x 42 cm

**6.5B3.** When the unit being described contains parts that fall into more than three special classes of material, give the physical extent and the specific material designation of the most predominant followed by the phrase *and other architectural and technical drawing* and describe the remaining material in a note (see 6.8B11). Omit other physical details and dimensions in this area.

3614 architectural drawings and other architectural and technical drawing  
*Note:* Also includes 65 microfiches, 36 photographs and 20 maps

*Optional addition.* If more detail is desired, give a separate and complete physical description for each special class of material.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.5B4. Accruals.** For architectural and technical materials described at an aggregate level of description, e.g., an open funds or series, give the extent including the specific material designation as instructed in 1.5B4.<sup>11</sup>

300 architectural drawings  
*Note:* Accruals are expected

*or* architectural drawings  
*Note:* Accruals are expected

500 technical drawings  
*Note:* Accruals are expected

*or* technical drawings  
*Note:* Accruals are expected

**6.5B5. Optional addition. Multiple drawings on one or more sheets.** If there is more than one drawing on a sheet, give the number of complete drawings and the number of sheets.

4 architectural drawings on 1 sheet

10 technical drawings on 1 sheet

12 architectural drawings on 6 sheets

If drawings are on two or more sheets but so designed that they could be fitted together to form one or more drawings, give the number of completed drawings followed by the number of sheets.

1 architectural drawing on 2 sheets

13 technical drawings on 7 sheets

**6.5B6. Overlays.** If the unit being described is comprised of base drawing(s) with overlays, or consists only of overlays, give the total number of drawings preceding the specific material designation. Give the number of base drawings and the number of overlays, enclosed in parentheses, following the specific material designation. This rule is optional above the item level of description.

---

<sup>11</sup> Combine all notes created in conjunction with 1.4B4 and 1.5B4 in one note (see 1.8B19).

## ARCHITECTURAL AND TECHNICAL DRAWINGS

1 architectural drawing (1 base, 3 overlays)

260 architectural drawings (with overlays)

10 architectural drawings (9 with overlays)

**6.5B7.** If an architectural or technical drawing falls within the scope of another chapter (e.g., microforms), give the physical details prescribed in the current chapter in the Scope and content (see 6.7D), or in a note (see 6.8B11), as appropriate.

### **6.5C. Other physical details**

**6.5C1.** At all levels of description, give the following details, as appropriate, and if readily ascertainable, in the order set out here:

layout  
method of production or reproduction  
medium  
material  
colour  
illustration  
mounting

7 architectural drawings : 6 blueline prints, 1 blackline print

16 architectural drawings : 4 ink on tracing paper and 12 blueline prints

48 architectural drawings : 43 blueline prints (14 in col.), 5 blackline prints

6 architectural drawings : pencil and pen on tracing paper

41 architectural drawings : 34 on tracing paper, 6 blackline prints (4 in col.), 1 brownline print

1 architectural drawing : blueline print

10 architectural drawings : pencil and ink, on tracing paper, 1 photocopy reverse image

15 architectural drawings : pencil (11 on tracing paper)  
*(The other 4 are on regular paper)*

6 architectural drawings : blueline prints, hand col.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

Combine the above details, if required, to avoid ambiguity, in the order which makes the most sense.

12 architectural drawings : 4 pencil and pen on tracing paper (1 in col.), 3 blackline prints, 5 brownline prints

If more detail is required, give it in the Scope and content (6.7D) or in a note (see 6.8B11).

64 architectural drawings

*Note:* Project includes 38 in ink and pencil on tracing paper (4 in col.); 16 blueline prints; 7 negative image reproductions and 2 photographs. One item is on a mixed base, including tissue paper, ozalid paper and photographic paper

**6.5C2. Layout.** At the item level, give the layout of the drawing(s), etc., on the recto and/or the verso of the sheet(s) using back-to-back as appropriate.

2 technical drawings on 1 sheet : back-to-back

**6.5C3. Method of production or reproduction.** For drawings which have been reproduced or published, give the method of production or reproduction if considered significant. For photomechanical reproductions either use the generic name of the process (e.g., *blueprint*, *diazo*) or give a general term (e.g., *reproduction*).

354 technical drawing : some reproductions

6 architectural drawings : negative-image reproductions

Use *ms.*, *mss.* or *print* only if it is not evident from the rest of the description.

1 v. (112 p.) : *ms.*, col. ill. (some folded), col. maps (some folded)

For drawings, etc., plotted or printed directly by a computer, use *computer printout*.

1 architectural drawing : computer printout

If the unit has been annotated, use *annotations*, if desired.

1 technical drawing : blueprint, *ms.* annotations

1 architectural drawing : *ms.* annotations

1 architectural drawing : diazo, *ms.* annotations

## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.5C4. Medium.** If desired, give the medium (e.g., watercolour, pastels, felt-tip pen, pencil, ink) used to draw and colour manuscript drawings. If a reproduced drawing is hand coloured, the medium used for the colouring may be recorded after the indication of colour (see 6.5C6).

4 architectural drawings : pencil, on tracing paper

9 architectural drawings : pencil and ink, on tracing paper (2 in col.)

6 architectural drawings : pen and pencil, 5 on tracing paper, 1 on mylar

1 architectural drawing : blueprint, hand col. (pencil crayon)

**6.5C5. Material.** Give the material of which the unit being described is made if considered to be significant (e.g., if on a substance other than opaque paper).

6 architectural drawings : pencil on mylar

53 architectural drawings : 38 ink and pencil on tracing paper (1 in col.), 8 brownline prints (5 in col., 3 on cardboard, 5 dry-mounted), 6 blackline prints and 1 mylar

**6.5C6. Colour.** If the unit being described is coloured or partly coloured (i.e., has two or more colours), indicate this if it is not apparent from, or implied in other parts of the physical description (e.g., media such as watercolour, pastels imply the use of colour).

9 architectural drawings : pencil and ink, on tracing paper (2 in col.)

If a reproduced drawing is hand coloured, indicate this.

6 architectural drawings : blueline prints, hand col. (felt-tip pen)

Describe coloured illustrations as such.

**6.5C7. Illustrations.** Record the use of illustrations when architectural or technical drawings are enhanced by them (e.g., photographs, sketches, etc., on or attached to the drawings).

1 presentation panel : ill.



## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.5C8. Mounting.** If the unit being described is mounted (at or after creation), indicate this.

### 6.5D. Dimensions

**6.5D1. General rule.** If appropriate, at all levels of description, give the dimension(s) of the physical units being described. Give the dimensions of specific forms of architectural and technical drawings and/or containers as instructed in the following rules.

*Optionally*, give the dimensions of containers alone in the form height x width x depth as appropriate.

**6.5D2. Architectural and technical drawings.** For architectural and technical drawings, give the height x width in centimetres of the entire sheet, support, etc.<sup>12</sup>, to the next whole centimetre up (e.g., if a measurement is 37.1 centimetres, give it as 38 cm). *Optionally*, give the dimensions to the nearest millimetre.

If the unit being described contains sheets, supports, etc., of two sizes, give both.

; 36 x 89 cm and 41 x 89 cm

If there are more than two sizes, give the smallest or smaller and the largest or larger size, separated by a hyphen.

; 23 x 26 cm-51 x 49 cm

*Optionally*, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

; 60 x 90 cm or smaller

; 36 x 36 cm or smaller

*Optionally*, add to the dimensions statement, the predominant sizes or the range of predominant sizes enclosed in parentheses.

**6.5D3. Rolled drawings.** *Optionally*, if the drawings are too large or too numerous to be measured flat, record only the length of the roll(s) and if desired, the diameter of the roll, specified as such.

---

<sup>12</sup> In measuring the dimensions of a sheet, support, etc., do not include a mat, frame or other mount or container. If the mat, frame, container, etc., cannot be removed or is an integral part of the unit being described, follow the instructions in 6.5D6.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.5D4. Folded drawings, etc.** *Optionally*, if the drawings are folded and will remain folded, give the sheet(s) size in folded form following the size of the sheet(s), etc.

**6.5D5. Sheet sizes.** If a drawing is on more than one sheet designed to fit together to form one drawing, give the dimensions of the complete drawing followed by the dimension of the sheets. If such a drawing is mounted, give the dimensions of the whole drawing alone.

1 architectural drawing on 2 sheets ; 76 x 100 cm, on sheets 76 x 50 cm

**6.5D6. Sight measurements and framed items.** When a part of the unit being described is not visible because of a non-removable mat, frame, or other integral container or mounting, give the sight measurements followed by the word *sight* in parentheses. *Optionally*, add the dimensions of the mat, frame, etc., specified as such.

**6.5D7. Volumes, etc.** Give the height of the volume, etc., in centimetres, to the next whole centimetre up (e.g., if a volume measures 17.2 centimetres give 18 cm). Measure the height of the binding, if bound, and not the height of the drawings. If the width of the volume is less than half the height or greater than the height, give the height x width.

1 v. ([7] leaves) : some in pencil, some watercolour ; 12 x 24 cm

*Optionally*, if there is more than one volume, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

**6.5D8. Models.** If a model is in more than one piece, give the dimensions of the assembled model. *Optionally*, add the dimensions of the pieces. If the pieces are of differing sizes, give the dimensions of the larger piece followed by *or smaller*.

; 51 x 70 x 1 cm

**6.5D9. Optional addition. Containers.** If the unit being described is in a container, name the container and give its dimensions *either* after the dimensions of the unit being described or as the only dimensions.

1 model : col., wood and styrofoam ; in plexiglass container 32 x 20 x 14 cm

### 6.5E. Accompanying material

**6.5E1.** Give details of accompanying material as instructed in 1.5E1.

## 6.6. PUBLISHER'S SERIES AREA

Contents:

- 6.6A. Preliminary rule
- 6.6B. Title proper of publisher's series
- 6.6C. Parallel titles of publisher's series
- 6.6D. Other title information of publisher's series
- 6.6E. Statements of responsibility relating to publisher's series
- 6.6F. Numbering within publisher's series

### 6.6A. Preliminary rule

**6.6A1. Scope.** Use this area only for describing, at the item level, architectural and technical drawings belonging to a publisher's series. Do not record here information about the archival series (see 1.6).<sup>13</sup>

### 6.6A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space or start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series of subseries by a semicolon.

### 6.6B. Title proper of publisher's series

**6.6B1.** Transcribe the formal title proper of a publisher's series as instructed in 6.1B.

### 6.6C. Parallel titles of publisher's series

**6.6C1.** Transcribe the parallel titles of a publisher's series as instructed in 1.1D.

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<sup>13</sup> For the distinction between publisher's series and archival series, see appendix D, Glossary.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

### **6.6D. Other title information of publisher's series**

**6.6D1.** Transcribe other title information of a publisher's series as instructed in 1.1E and 6.1E and only if considered necessary for identifying the publisher's series.

### **6.6E. Statements of responsibility relating to publisher's series**

**6.6E1.** Transcribe statements of responsibility appearing in conjunction with the publisher's series title only if considered necessary for identification of the publisher's series. Follow the instructions in 1.1F and 6.1F when transcribing a statement of responsibility relating to a publisher's series.

### **6.6F. Numbering within publisher's series**

**6.6F1.** See 1.6F.

## **6.7. ARCHIVAL DESCRIPTION AREA**

Contents:

- 6.7A. Preliminary rule
- 6.7B. Administrative history / Biographical sketch
- 6.7C. Custodial history
- 6.7D. Scope and content

### **6.7A. Preliminary rule**

#### **6.7A1. Scope**

See 1.7A1.

#### **6.7A2. Punctuation**

Precede each element of description with a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate the introductory wording of an element of description from the content of a note by a colon followed but not preceded by a space.

**6.7A3. Form of presentation.** Follow the instructions set out in 1.7A4.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.7A4. References.** Refer to passage in the unit being described, or in other sources, if these either support the assertions made in the description or save repetition in the descriptive entry of information readily available from other sources.

### **6.7B. Administrative history / Biographical sketch**

**6.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

Beach Foundry Limited was established as B.C. Beach and Company in 1894 by Benson Clothier Beach (1870-1949) in Winchester, Ont. where it produced coal and wood ranges, heaters and furnaces for the local market. In 1903 it incorporated as Beach Foundry Company Limited. The company relocated to Ottawa in 1914. A dominion charter was obtained in 1920 changing the name to Beach Foundry Limited. A new plant opened in 1921 and the business expanded during the 1920s. During the World War II, the company was involved in armaments production. In 1955, the company was taken over by The Alexander Fleck Limited (established 1842) an Ottawa manufacturer of machinery for the pulp and paper industry. Both firms shared the Beach facilities. Fleck in turn became a division of Beach in 1968. The company was taken over by Canadian Admiral Corporation in 1973 changing its name to Beach Appliances International. The company was closed down in 1980 following the takeover of Canadian Admiral by York Lambton Inc.

**6.7B2. Biographical sketch.** Give a concise biographical sketch.

Henry (Harry) Westlake Angus was born in London, Ont. Mar. 27, 1882 where he also received his primary and secondary education. He worked for a number of firms before establishing his own business. From 1897-1900 he worked for H.C. McBride, London, Ont. In 1901, he moved to Sault Ste. Marie, Ont. where he worked for J. Thomson until 1902 when he and Thomson formed a partnership, Thomson & Angus, which ended in 1903. The partnership worked out of Sault Ste. Marie and North Bay. Angus formed his own company (Angus and Angus, Architects and Engineers) with his brother Robert in North Bay in 1904. He died in North Bay, Ont. on Nov. 28, 1929

Sources: The Nugget, Tues. Dec. 3, 1929; Who's Who and Why in Canada, 1915-16, p. 1270

**6.7C. Custodial history.** At all levels of description, give the custodial history of the unit being described as instructed in 1.7C.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

Robert Angus gave the plans to Hugo Gomoll, a North Bay contractor, in the 1940s. Mrs Gomoll gave them to Mrs James (Eileen) Ross in 1955 when the Gomoll's moved to Ottawa. James Ross (pipefitter) placed the plans in a tin box where they were kept until Mrs Ross donated them to the Nipissing Archives. The Nipissing Archives, North Bay, Ont., lent them to the National Archives of Canada for copying in Oct. 1983

**6.7D. Scope and content.** At all levels of description, give information about the Scope and content as instructed in 1.7D.

At every level, give, as appropriate, the purpose of the drawings, etc., (e.g., presentation, working drawings, conceptual drawings, etc.).

Fonds consists primarily of architectural plans of private residences, schools, churches, hospitals and commercial buildings in New Brunswick. One project concerns alterations to the Restigouche and Baie Chaleur Soldiers Memorial Hospital in Restigouche, Quebec

Fonds consists of technical drawings Bowman did while taking correspondence courses at the International Correspondence School in Scranton, Pa. They include projections, mouldings, iron work, winding stairs, vestibules and timber trestles

Series consists of interior design drawings for building designed by Jean Paul Pothier, architect

Series consists of engineering drawings of urban and rural water systems, some of which were proposed but never built. Others represent systems built as shown in the drawings, or built but subsequently destroyed, or built and later modified. These drawings were provided pursuant to the Water Act (SBC 1939, c.63, s.6) and successor acts, to enable provincial authorities (particularly the Comptroller of Water Rights) to regulate the engineering standards of these water systems. Since 1939, the province has amended its statutes to place much of the regulatory responsibility for these systems on local corporate bodies (e.g., regional districts, municipalities, improvement districts)

File consists of drawing reproductions acquired by Eber during the design of Christ Church Cathedral Development

Item is a presentation drawing of the Blackburn Building (originally known as the Union Bank Building) located at 85 Sparks in Ottawa

## ARCHITECTURAL AND TECHNICAL DRAWINGS

### 6.8. NOTE AREA

Contents:

- 6.8A. Preliminary rule
- 6.8B. Notes

#### 6.8A. Preliminary rule

**6.8A1. Scope.** See 1.8A1.

#### 6.8A2. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

#### 6.8A3. Form of presentation of notes

In making notes, follow the instructions in 1.8A.

For the order of notes follow the instructions in 1.8A4a.

When giving names or titles originally in nonroman scripts, use the original script whenever possible rather than a romanization (see 1.0E).

#### 6.8B. Notes

Make notes as instructed in 1.8B and in the following subrules.

**6.8B1. Source of title proper.** Specify the location of the formal title proper, if there is more than one formal title in the chief source of information (see 5.1B1). Indicate the source of a supplied title proper (see 1.8B2).

Title from drawing no. [1]

Title does not appear on sketches, preliminary drawings of elevations, presentation drawings, Scheme E nor the sketches in Scheme H'r'

**6.8B2. Variations in title.** Make notes on titles borne by the unit being described other than the title proper. Also include other titles by which the descriptive unit has traditionally been known.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

Title varies on drawings 6907-A7, 6907-A10: St. John Priory of Canada properties, Montreal. Title varies on drawing [6903-A15]: St. John Priory  
(*Predominant title*: St. John Priory of Canada properties)

Title on donor list: Guilfoyle Luxury Hotel  
(*Title proper*: Luxury hotel, Double Bay, N.S.W.)

Title varies on sketches and preliminary drawings: First Christian Reformed Church, Dollard des Ormeaux, Québec  
(*Title proper*: First Christian Reformed Church of Montreal, Dollard Desormeaux, Que.)

*Optionally*, give a romanization of the title proper.

**6.8B3. Parallel titles and other title information.** Make notes on parallel titles in another language and other title information as instructed in 1.8B3.

**6.8B4. Continuation of title.** Complete the transcription of the title as instructed in 1.8B4.

**6.8B5. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility as instructed in 1.8B5. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Include statements identifying an indirect contributor, if desired. Make notes on significant persons or bodies connected with previous editions and not already named in the description.

Label attached to drawing no. 1 and verso of no. 6 for Dymame Corp.

Jean-Paul Pothier, architect; Dymame Corporation Ltd., managing agent; F.M. Kraus and Associates, consulting engineers; Asselin, Benoit, Boucher Ducharme, Lapointe, consulting engineers

Five of the drawings are signed by Thos. S. Scott and 2 are signed by Frank Wills, architect. Wills designed the cathedral but died before the foundation was actually laid. Scott continued the project

Blauer Horvath Taylor Associates, consulting engineers for steel arch plan and details: drawing [6302]-202

Pothier designed the priory but died before the building was executed. George F. Eber continued the project.



## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.8B6. Signatures and inscriptions.** Make notes on signatures, inscriptions, or marks, monograms, etc. If important, indicate where such signatures and inscriptions appear. Do not record the actual signature if it has already been transcribed in the description.

Architect's signature appears on drawings 6903-A6 to 6903-A11

Inscribed in pen on lower right corner of blue-line prints: [C.M.?], [C.?],  
A.W.

Architect's signature and stamp appear on many of the working drawings

Stamp and signature of Gabriel Horvath appear on structural drawings  
(Statement of responsibility: George F. Eber, architect)

**6.8B7. Attributions and conjectures.** Make notes on attributions, etc., as instructed in 1.8B6.

**6.8B8. Edition.** Make notes relating to the edition being described as instructed in 1.8B7.

Some of the drawings contain revisions and some indicate the furniture layout

Drawings are dated 1964 and rev. in 1964 and 1965  
(*Date of creation:* 1965)

Includes ms. additions

**6.8B9. Scale.** Give other scale information additional to, or elaborating on, that given in the scale area.

**6.8B10. Date(s) of creation, including publication, distribution, etc.** Make notes on dates and other details of creation, publication, distribution, etc., as instructed in 1.8B8.

The date of the original drawings is 1857

Four drawings on tracing paper are undated

Date based on project number: 6102  
(*Supplied date:* [1961?])

## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.8B10a. Date(s) of accumulation.** Make notes as instructed in 1.8B8a.

**6.8B11. Physical description.** Make notes on important physical details that are not included in the physical description area, or elsewhere in the description, especially if these affect the use of the unit being described. If the physical description area records elements prescribed by another chapter, give here the physical description elements prescribed by the current chapter, as appropriate. If the unit being described is a photoreproduction, give the method of reproduction if it is likely to affect the use of the unit being described (e.g., when it is a blueprint).

Project includes 38 ink and pencil on tracing paper (4 in col.); 16 blueline prints; 7 negative image reproductions and 2 photographs. One item is on a mixed base, including tissue paper, ozalid paper and photographic paper

Includes ms. additions

**6.8B11a. Physical condition.** Make notes on the physical condition (e.g., peculiarities or imperfections) of the unit being described including any containers and labels, if that condition is likely to affect its use.

Stamp of George F. Eber, architect, appears on the drawings

Asselin's stamp appears on all drawings  
(*Series within* George F. Eber fonds)

Lower right corner of two of the drawings is missing

Architect's stamp appears on structural drawings. Engineer's stamp appears on electrical and mechanical drawings

**6.8B11b. Conservation.** Make notes on conservation as instructed in 1.8B9b.

**6.8B11c. Accompanying material.** Make notes on the location of accompanying material as instructed in 1.8B9c.

**6.8B12. Publisher's series.** Make notes on publisher's series data as instructed in 1.8B10.

**6.8B13. Alpha-numeric designations.** Make a note of any important numbers borne by the unit as instructed in 1.8B11.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.8B14. Immediate source of acquisition.** Make notes on the donor or source as instructed in 1.8B12.

**6.8B15. Arrangement.** Make notes on the arrangement of the unit being described as instructed in 1.8B13.

**6.8B16. Language and script.** Make notes on the language as instructed in 1.8B14.

Drawing no. [1] in Dutch, English and French; other drawings in English only

**6.8A17. Originals and reproductions**

**6.8B17a. Combined notes relating to the original.** Make notes on the location of the original material as instructed in 1.8B15a.

Date of original drawings is 1857

Originals dated 1904-1930 are in Nipissing Archives, North Bay, Ont.

**6.8B17b. Availability of other formats.** Give the details of other formats in which the content of the unit being described is available as instructed in 1.8B15b.

Negative and contact available (V3-17)

**6.8B18. Restrictions on access, use, reproduction, and publication.** Make notes as instructed in 1.8B16.

"Not to be used for construction. Not coordinated with engineers [sic] drawings which were unavailable"

**6.8B19. Finding aids.** Make notes as instructed in 1.8B17.

A preliminary listing is available

**6.8B20. Associated material.** Make notes as instructed in 1.8B18.

## ARCHITECTURAL AND TECHNICAL DRAWINGS

**6.8B21. Accruals.** Make notes as instructed in 1.8B19.

**6.8B22. Related records in different fonds.** Indicate groups of records having some significant relationship to records in other fonds as instructed in 1.8B20. Also give this information at the file or item level of description if significant.

**6.8B22a. Related groups of records in the same fonds.** Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

**6.8B23. Reference to published descriptions.** Give the place in standard lists where the description of the material is to be found. Make this note in standard and abbreviated form.

**6.8B24. General note.** Use this note to record other descriptive information as instructed in 1.8B21.

Eber received a special mention at the Massey Awards in Architecture in 1961 for this project

### 6.9. STANDARD NUMBER AREA

Contents:

- 6.9A. Preliminary rule
- 6.9B. Standard number

#### 6.9A. Preliminary rule

**6.9A1. Scope.** Use this area only to item level description to record international numbers pertaining to the item, including published architectural series and files described at the item levels.

#### 6.9A2. Punctuation

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

#### 6.9B. Standard number

See 1.9B.

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# MOVING IMAGES

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## *Contents*

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- 7.4B Date(s) of creation
- 7.4C Place of publication, distribution, etc.
- 7.4D Name of publisher, distributor, etc.
- 7.4E Statement of function of publisher, distributor, etc.
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### 7.5 PHYSICAL DESCRIPTION AREA

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### 7.9 STANDARD NUMBER AREA

- 7.9A Preliminary rule
- 7.9B Standard number

## MOVING IMAGES

### 7.0 GENERAL RULES

#### 7.0A. Preliminary rule

**7.0A1. Scope.** Moving images are defined as visual images, with or without sound, recorded on any medium, which, when viewed, may present the illusion of motion. The rules in this chapter may be used to describe moving images which constitute a fonds or a part thereof.<sup>1</sup> Corresponding sound elements are also included. For multiple media fonds, see chapter 2. For filmstrips, see chapter 4. For sound recordings, see chapter 8.

#### 7.0A2. Multilevel description

For instructions on the use of multilevel description for preparing descriptions of a fonds and its parts, see 1.0A2.

#### 7.0B. Sources of information

**7.0B1. Chief source of information.** The chief sources of information for moving images are as follows<sup>2</sup>:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all of the material in the file, including the file folder or other container;
4. for an item, prefer in this order:
  - (a) the item itself (including opening and/or closing credit sequences, etc.) or a container (and container label) that is an integral part of the item (e.g., a videocassette);
  - (b) the container itself (e.g., a film can);
  - (c) accompanying material (e.g., shot lists, publicity material).

---

<sup>1</sup> Some institutions may wish to describe at a level more detailed than the item, e.g., sequence, shot, etc. These rules do not govern these levels of description because of the varying nature of institutional requirements in this area.

<sup>2</sup> For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source of information for that level.

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**7.0B2. Prescribed sources of information.** The prescribed source(s) of information for each area of description for moving images is set out below. Enclose information taken from outside the prescribed source(s) in square brackets unless instructed to do otherwise in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Date(s) of creation, including publication, distribution, etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information
Archival description	Any source
Note(s)	Any source
Standard number	Any source

### **7.0C. Punctuation**

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

### **7.0D. Levels of detail in the description**

See 1.0D.

When describing a theatrical series or a broadcast series at the first level of detail, include the elements prescribed in 1.0D3, if appropriate.

### **7.0E. Language and script of the description**

See 1.0E.

### **7.0F. Inaccuracies**

See 1.0F.

### **7.0G. Accents and other diacritical marks**

See 1.0G.



## MOVING IMAGES

### 7.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 7.1A. Preliminary rule
- 7.1B. Title proper
- 7.1C. General material designation
- 7.1D. Parallel titles
- 7.1E. Other title information
- 7.1F. Statements of responsibility

#### 7.1A. Preliminary rule

##### 7.1A1. Scope

See 1.1A1.

##### 7.1A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

#### 7.1B. Title proper

**7.1B1. Formal title proper.** At all levels of description, transcribe a formal title proper as instructed in 1.1B1.

Les filles de Caleb

Street legal

The apprenticeship of Duddy Kravitz

Back and forth [horizontal line with arrows pointing left and right]

Lorne Greene's new wilderness

Adrienne Clarkson presents

Fellini's Casanova

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W5

E.N.G.

The national plan of A.R.P.

The royal visit to Canada and the United States ...

*Note:* Title continues... of America, May 17-June 15, 1939

Consécration épiscopale et première pontificale de son excellence  
Monseigneur Bruno Desrochers, ...

*Note:* Suite du titre... premier évêque de Ste-Anne, septembre 1951

Sauve qui peut (la vie)

Québec une autre Amérique = Québec another America = Québec ein  
anderes America

Les contes de milles et un jours, ou, Jean Desprez

Quel numéro what number, ou, Le travail automatisé

Les yeux rouges, ou, Les vérités accidentelles

The red eyes, or, Accidental truths

CBC national news

*Note:* Though often referred to as *The national*, the formal title proper from 1966 to 1969 was *CBC national news*. It officially became *The national* in September 1970

**7.1B2. Supplied title proper.** At all levels of description, if no formal title appears prominently in or on the chief source of information, compose a brief descriptive title as instructed in 1.1B2-1.1B4.

**7.1B3. Supplied title proper for a fonds.** When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

Pierre Elliott Trudeau fonds

Evelyn and Lawrence W. Cherry fonds

Fonds Maurice Proulx

## MOVING IMAGES

Royal commission on the economic union and development prospects for Canada fonds

Holly Dale and Janis Cole fonds

Fonds Jean-Pierre Lefebvre et Marguerite Duparc

Crawley and Sparks family fonds

**7.1B4. Supplied title proper for a part of a fonds (e.g., series, file, item).** When describing a part of a fonds, e.g., a series, file, or item, which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.

Studio D

*(Name element for a series with the supplied title of Studio D productions that forms part of the National Film Board of Canada fonds)*

Jenny Brown and Evelyn Spice

*(Name element for a series with the supplied title of Jenny Brown and Evelyn Spice productions that forms part of the Evelyn and Lawrence W. Cherry fonds)*

Interview with Alistair Scott Munro

*(Item forms part of the Royal Canadian Legion fonds)*

Speech by Brian Mulroney

*(Item forms part of the Progressive Conservative Party of Canada fonds)*

Home movies of Christmas, summer vacation and travel abroad

*(Supplied title proper for a series in the Norman Jewison fonds)*

Interviews, extraits de nouvelles et discours

*(Supplied title proper for a series in the Fonds de l'Union nationale)*

### **7.1C. Optional addition. General material designation**

**7.1C1.** At all levels of description, immediately following the title proper, give the general material designation *moving images*, as instructed in 1.1C.

Bruce Elder fonds [moving images]

Fonds de l'Office national du film du Canada [images en mouvement]

The 5th estate [moving images]

## MOVING IMAGES

Le téléjournal [images en mouvement]

The apprenticeship of Duddy Kravitz [moving images]

Le déclin de l'empire américain [images en mouvement]

### 7.1D. Parallel titles

7.1D1. Transcribe parallel titles as instructed in 1.1D.

Canada at war [GMD] = Le Canada en guerre

The apprenticeship of Duddy Kravitz [GMD] = L'apprentissage de Duddy Kravitz

### 7.1E. Other title information

7.1E1. Transcribe other title information as instructed in 1.1E.

One Canadian [GMD] : the political memoirs of the Right Honourable John G. Diefenbaker

Rasky's gallery [GMD] : poets, painters, singers and saints

1 + 1 [GMD] : exploring the Kinsey Report

Québec sauvage [GMD] : la dernière expédition

Breathing together [GMD] : revolution of the electric family = Vivre ensemble : la révolution de la famille électrique

Nicaragua/Honduras [GMD]: a time of war = entre deux guerres

Newsmagazine [GMD] : [out-takes]

Découverte [GMD] : [chutes]

Maria Chapdelaine [GMD] : [theatrical trailer]

The apprenticeship of Duddy Kravitz [GMD] : [excerpt]

Warrendale [GMD] : [camera roll]

## MOVING IMAGES

Canadian army newsreel [GMD] : [1942-1945]

### 7.1F. Statements of responsibility<sup>3</sup>

**7.1F1.** Transcribe explicit statements of responsibility appearing in conjunction with a formal title proper as instructed in 1.1F.<sup>4</sup>

E.N.G. [GMD] / Alliance Entertainment Corporation

Les filles de Caleb [GMD] / Productions Cité-Amérique Inc.

Goin' down the road [GMD] / Evdon Films Ltd.

Le père Chopin [GMD] / Renaissance Films Inc.

I.F. Stone's weekly [GMD] / by Jerry Bruck Jr.

*Optionally*, for co-productions involving more than one country, give the name of the country in square brackets following the name of each production entity.

Louisiana [GMD] / Ciné Louisiana Inc. [for] International Cinema Corporation [Canada] ; Films A2 [France] ; Filmmax [France] ; RAI TV2 [Italy]

Separate vacations [GMD] / produced by Moviecorp VIII Inc. for RSL Entertainment Corporation

Suzanne [GMD] / produit par Moviecorp IV Inc. pour RSL Films Ltd.

Tears are not enough [GMD] / produced by the Canadian Broadcasting Corporation for Northern Lights for Africa Society

Night heat [GMD] / Alliance Entertainment Corporation ; Grosso Jacobson Productions Inc.

My American cousin [GMD] / Okanagan Motion Picture Company Inc. ; Borderline Productions Inc. ; Peter O'Brian Independent Pictures Inc. ; producer, Peter O'Brian ; co-producer, Sandy Wilson

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<sup>3</sup> For moving images, production credits and their functions are synonymous with the concept of statement of responsibility.

<sup>4</sup> Examples of important functions that indicate some degree of overall responsibility for the work include but are not limited to: production and co-production entities, sponsors, persons credited with functions such as director, producer, executive producer, cinematographer, editor, author, scriptwriter, composer, narrator.

## MOVING IMAGES

La dame en couleurs [GMD] / Les productions Pierre Lamy ; Office national du film du Canada; producteur, Pierre Lamy ; réalisateur, Claude Jutra

The McAlpine mechanical mole [GMD] / produced by Chetwynd Films Limited ; sponsored by Sir Robert McAlpine and Sons Ltd.

General Italo Balbo visits Newfoundland [GMD] / shot by Sir Leonard Outerbridge

Les canots de glace [GMD] / réalisé par Les Films Jean-Claude Labrecque Inc. ; produit pour l'Office du film du Québec

Transcribe statements of responsibility relating to those persons or bodies credited in the chief source of information with a major role in creating a moving image document (e.g., as producer, director, animator). Give all other statements of responsibility (including those relating to performance) in notes (see 7.8B5).

### 7.2. EDITION AREA

Contents:

7.2A. Preliminary rule

7.2B. Edition statement

7.2C. Statements of responsibility relating to the edition

#### 7.2A. Preliminary rule

##### 7.2A1. Scope

See 1.2A1.

##### 7.2A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

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### 7.2B. Edition statement

#### 7.2B1. Give an edition statement as instructed in 1.2B.<sup>5</sup>

Bits and bytes [GMD] / TVOntario. – 1993 version

Le matou [GMD] / Ciné Le Matou Inc. [pour] Cinévidéo Inc. [Canada] ;  
Initial Groupe [France] ; Films A2 [France] ; RAI TV2 [Italie]. – Mini-série  
télévisée

P4W Prison for Women [GMD] / Spectrum Films. – Television version

Les Plouffe [GMD] / Ciné London Inc. – Version diffusée

Louisiana [GMD] / Ciné Louisiana Inc. [for] International Cinema  
Corporation [Canada] ; Films A2 [France] ; Filmax [France] ; RAI TV2 [Italy]. –  
[Television miniseries]

P4W Prison for Women [GMD] / Spectrum Films. – [Theatrical version]

Mourir à tue-tête [GMD] / Office national du film du Canada. – [Version  
originale française]

Les Plouffe [GMD] / Ciné London Inc. – [Version cinéma]

Maria Chapdelaine [GMD] / 1861-8140 Québec Inc. [pour] Astral Bellevue  
Pathé Inc. ; Radio-Canada ; T.F.I. – [Version sous-titrée anglaise]

**7.2B2.** If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

### 7.2C. Statements of responsibility relating to the edition

**7.2C1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions, as instructed in 1.2C.

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<sup>5</sup> Examples of edition statements include, but are not limited to: theatrical version, television version, abridged version, dubbed English version, version sous-titrée française, regional edition, adaptation.

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### 7.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:

7.3A. Preliminary rule

#### 7.3A. Preliminary rule

This area is not used for moving images.

### 7.4. DATE(S) OF CREATION, INCLUDING PUBLICATION<sup>6</sup>, DISTRIBUTION, ETC., AREA

Contents:

7.4A. Preliminary rule

7.4B. Date(s) of creation

7.4C. Place of publication, distribution, etc.

7.4D. Name of publisher, distributor, etc.

7.4E. Statement of function of publisher, distributor, etc.

7.4F. Date of publication, distribution, etc.

7.4G. Place of manufacture, name of manufacturer, date of manufacture

#### 7.4A. Preliminary rule

##### 7.4A1. Scope

See 1.4A1.

##### 7.4A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, dates) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

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<sup>6</sup> In this chapter, the concept of publication is understood to refer to the production of moving images. The concept of distribution refers to the sale, lease, and rental of moving image documents, as well as their broadcast.



## MOVING IMAGES

**7.4A3.** In presenting information in the dates of creation, including publication, distribution, etc., area, follow the instructions set out in 1.4A3-1.4A4.

### **7.4B. Date(s) of creation**

**7.4B1.** At all levels of description, give the date(s) of creation (i.e., the date(s) of shooting) of the unit being described as instructed in 1.4B. Do not give the date(s) of creation for moving images that are published or distributed (see rules 7.4C-7.4G).

Home movies of the Trudeau family [GMD]. – 1930-[1955?]  
(*Shooting dates for a series in the Pierre Elliott Trudeau fonds*)

Voyage en Espagne [GMD] / tourné par Maurice Proulx. – 1938  
(*Shooting date for an item in the Fonds Maurice Proulx*)

Canadian army newsreel [GMD] : [out-takes ; 1940-1945] / Canadian Army Film and Photo Unit. – Transferred to videotape in 1986  
(*The institution holds only videotape copied from borrowed material*)

Canadian army newsreel [GMD] : [out-takes] / Canadian Army Film and Photo Unit. – 1940-1945  
(*The institution predominantly holds original film material*)

Bliss [GMD] : [excerpt, 1917] / Rolin Film Company. – 35 mm release print struck in 1980

Warrendale [GMD] : [out-takes] / Allan King Associates Ltd. – [Jan. 24? to Mar. 18?, 1966]

Pour la suite du monde [GMD] : [chutes] / Office national du film ; [tourné par Michel Brault]. – [déc.? 1961 à juin 1962]

### **7.4C. Place of publication, distribution, etc.**

**7.4C1.** Transcribe the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

### **7.4D. Name of publisher, distributor, etc.**

**7.4D1.** Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

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Edmonton : Motion Picture Corp. of Alberta Ltd.

Toronto : United Artists

Montréal : Faroun Films

London [Ont.] : CFPL Broadcasting Ltd.

Québec : Télévision Quatre-Saisons

Toronto : Marketed by CBC Enterprises

Toronto : United Artists Classics

### **7.4E. Optional addition. Statement of function of publisher, distributor, etc.**

**7.4E1.** Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

Edmonton : Motion Picture Corp. of Alberta Ltd. [producer]

Toronto : United Artists Classics [distributor]

Montréal : Faroun Films [distributeur]

Québec : Télévision Quatre-Saisons [diffuseur]

### **7.4F. Date of publication, distribution, etc.**

**7.4F1.** Give the date of publication, distribution, etc., of the unit being described as instructed in 1.4F.

On est au coton [GMD] / réalisateur, Denys Arcand. – Montréal : Office national du film [producteur], 1971-01-22 ; Montréal : Office national du film [distributeur], 1976-10-13

*(First date is the date the final answer print (copie zéro) was approved; second date is the date of first theatrical release)*

The magic show [GMD] / Moviemagic Productions Ltd. [for] Cinequity Corporation. – Toronto : Moviemagic Productions Ltd. [producer], 1980 ; Toronto : Canadian Broadcasting Corporation [broadcaster], 1983-03-03

*(First date is the date the production was completed; second date is the date of first television broadcast)*

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A la carte [GMD] / Canadian Broadcasting Corporation. – Toronto : CBC [producer], 1965-01-11 ; Toronto : CBC [broadcaster], 1965-01-22  
(*First date is the kinescope recording date; second date is the date of broadcast*)

### **7.4G. Place of manufacture, name of manufacturer, date of manufacture**

**7.4G1.** Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

[S.l. : s.n.] (Vancouver : Alpha Cine Service Ltd., 1984)

[S.l. : s.n.] (Montréal : Bellevue Pathé Québec (1972) Inc., 1980)

## **7.5. PHYSICAL DESCRIPTION AREA**

Contents:

- 7.5A. Preliminary rule
- 7.5B. Extent of descriptive unit (including specific material designation)
- 7.5C. Other physical details
- 7.5D. Dimensions
- 7.5E. Accompanying material

### **7.5A. Preliminary rule**

#### **7.5A1. Scope**

See 1.5A1.

#### **7.5A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each occurrence of this area either by a full stop, space, dash, space or start a new paragraph.<sup>7</sup>

Precede other physical details by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

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<sup>7</sup> This punctuation is repeated for each physical description.

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**7.5A3.** In presenting information in the physical description area, follow the instructions in 1.5A3-1.5A5.

### **7.5B. Extent of descriptive unit (including specific material designation)**

**7.5B1.** At all levels of description, record the extent of the unit being described by giving the number of physical units that comprise it in arabic numerals followed by the specific material designation. A selective list of specific material designations is given below.<sup>8</sup>

#### Film

- film cartridge
- film loop
- film reel

#### Video

- video reel
- videocassette

#### Sound element

- audio reel
- magnetic track
- optical track

#### Other

- optical disc

*Optionally*, if the parts of the unit being described are numerous and the exact number cannot be readily ascertained, give an approximate number.

ca. 200 videocassettes

*Optionally*, record the number of containers or the linear extent or cubic measurement followed by the phrase *of moving images*. If the general material designation is used (see 7.1C1), omit the phrase *of moving images*.

10 boxes

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<sup>8</sup> Institutions are encouraged to use the recommended list. If, for whatever reason, an institution chooses not to follow the list given here it should, nevertheless, establish a policy regarding the nomenclature used for specific material designations.

Other new physical carriers such as magnetic disks and magneto-optical disks have not been considered in this chapter.

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6 m of moving images

3 m<sup>3</sup> of moving images

**7.5B2.** When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation for each special class of material.

4 film reels. – 2 videocassettes. – 1 optical disc

**7.5B3.** When the unit being described contains parts that fall into more than three special classes of material, give the physical extent plus the specific material designation of the most predominant special class of material followed by the phrase *and other moving images* and describe the remaining material in a note (see 7.8B9). Omit other physical details and dimensions in this area.

200 film reels and other moving images

*Note:* Series also contains 5 videocassettes, 2 optical discs and 1 film loop

*Optionally.* If more detail is desired, give a separate and complete physical description for each special class of material.

**7.5B4. Accruals.** When accruals are expected, give the physical extent as instructed in 1.5B4. See also 1.8B19.

225 film reels

*Note:* Further accruals are expected

**7.5B5. Duration.** Always give the playing time of the unit being described. If the precise duration is not known, estimate it.

1 videocassette (1 hr., 58 min., 29 sec.)

225 film reels (ca. 112 hr.)

*Optionally,* for film, give either the length, or the duration and the length, of the unit being described. If the precise length is not known, estimate it.

2 film reels (606 m)

3 film cartridges (ca. 10 m)

1 film reel (29 min., 1 sec. ; 303 m)

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If the parts (e.g., reels, etc.) of the physical unit being described are numerous, give the duration and/or the length for each part in a note (see 7.8B9).

### 7.5C. Other physical details<sup>9</sup>

**7.5C1.** At all levels of description, identify any physical details other than extent or dimensions, if known and considered important. Give other physical details in the order set out here:

- physical composition
- technical specifications
- production element
- speed
- image recording
  - recording technique
  - colour characteristics
  - mode or process
  - broadcast format
  - other characteristics
- sound recording
  - sound characteristics
  - recording technique
  - mode or process
  - recording system
  - number of tracks
  - track configuration
  - track location
  - other characteristics

**7.5C2. Physical composition.** Give the physical composition of the base (e.g., nitrate, acetate, polyester (i.e., Estar), etc.) or the carrier layer, i.e., the substance on the carrier layer which actually holds the message (e.g., ferric oxide, chrome dioxide, metal particle coated, aluminum, gold, etc.) of the physical unit as follows:

3 film reels (57 min., 20 sec.) : nitrate

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide

1 optical disc (12 min., 56 sec.) : gold

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<sup>9</sup> It is recommended that rules 7.5C-7.5D be used at higher levels of description only when the other physical details of the physical carriers are homogeneous.

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2 audio reels (47 min.) : acetate

*Optionally*, do not specify the most common types of physical composition, unless specifying it more precisely (e.g., diacetate or triacetate for film stock).

**7.5C3. Technical specifications.** Give the type of copy (e.g., original, duplicate, master, etc.) of the physical unit as follows:

3 film reels (57 min., 20 sec.) : nitrate, original

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master

1 optical disc (12 min., 56 sec.) : gold, sub-master

2 audio reels (47 min.) : acetate, master

**7.5C4. Production element.** Give the type of production element being described (e.g., A/B rolls, work print, answer print, music track, international track, etc.).

2 film reels (28 min., 10 sec.) : acetate, original, A/B rolls

2 audio reels (47 min.) : acetate, master, final mix

**7.5C5. Speed.** Give the projection speed or playback speed for the physical unit being described. Use frames per second for films (e.g., 18 fps, 48 fps, etc.). Do not give the projection speed if it is standard for the item (i.e., 24 fps for sound film). For video, use standard industry terminology (e.g., LP or EP for Long or Extended Play, SP for Standard Play, B1 for Betacam 1, 19 or 38 cm/sec. for Quadraplexe, etc.).

Use centimetres per second (cm/sec.) for audio reels.

3 film reels (57 min., 20 sec.) : nitrate, duplicate, release print, 18 fps

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP

2 audio reels (47 min.) : acetate, master, final mix, 19 cm/sec.

### 7.5C6. Image recording

**7.5C6a. Recording technique.** Indicate the way in which the image is encoded on the physical unit being described (e.g., negative, reversal, drawn on film, etc., for film;

## MOVING IMAGES

analog or digital for video and optical disc). For digital images, also give the compression technique (e.g., MPEG, etc.).

3 film reels (57 min., 20 sec.) : nitrate, original, 18 fps, negative drawn on film

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital

**7.5C6b. Colour characteristics.** Give the colour characteristics of the physical unit being described. Give the colour characteristics by the use of the abbreviations "col." (coloured) or "b&w" (black and white). When the unit being described contains both black & white and colour parts, describe both.

3 film reels (57 min., 20 sec.) : nitrate, original, 18 fps, negative drawn on film, b&w

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col.

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col.

*Optionally*, give details of the colour process used, including trade names (e.g., tinted and/or toned, hand coloured, Technicolor, Anscochrome, Colorized, etc.).

1 film reel (9 min., 28 sec.) : nitrate, duplicate, 18 fps, positive, b&w, (hand col. on Dupont stock)

**7.5C6c. Mode or process.** For video formats and optical discs, give the recording mode for the physical unit being described (e.g., Betamax, D2, VHS, Video 8, MiniDV, etc.).

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic

If applicable to the mode or process, specify "high band" or "low band".

1 video reel (1 hr., 30 min.) : polyester, master, 38 cm/sec., analog, col., Quadruplexe high band



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**7.5C6d. Broadcast format.** For video formats and optical discs, give the broadcast formats (e.g., NTSC, PAL, SECAM, HDTV, etc.). For film, identify kinerecordings.

1 film reel (27 min., 15 sec.) : acetate, original, analog, b&w, kinerecording

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL

1 video reel (1 hr., 30 min.) : polyester, master, 38 cm/sec., analog, col., Quadruplexe high band, NTSC

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC

**7.5C6e. Other characteristics.** Give additional physical characteristics, such as aspect ratio (e.g., 1:1.33, 1:1.85, etc., for film; 3:4, 9:16 (i.e., letterbox format) for video) and projection characteristics (e.g., IMAX, Cinemascope, Cinerama, Panavision, multiscreen, etc.).

1 film reel (9 min., 28 sec.) : nitrate, duplicate, release print, 18 fps, positive, b&w (hand col.), 1:1.33

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC, 9:16

### 7.5C7. Sound recording

**7.5C7a. Sound characteristics.** Give *sd.* (sound), *si.* (silent) or *mute*<sup>10</sup> to indicate the presence or absence of a sound track on the unit being described.

1 film reel (42 min., 14 sec.) : original, reversal, col., 1:1.85, mute

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4, si.

1 optical disc (12 min., 56 sec.) : gold, sub-master, analog, col., Panasonic, NTSC, 9:16, sd.

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<sup>10</sup> Silent is used to designate films originally produced without a sound track. Mute is used to designate a film originally produced with a sound track, but for which the sound track is not held by the describing institution (e.g., lost, destroyed, etc.).

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**7.5C7b. Recording technique.** Give the type of sound track (e.g., composite optical track, magnetic stripe, analog, etc.). For video formats, give the sound recording technique (i.e., analog or digital) only if it differs from the image recording technique (see 7.5C6a).

1 film reel (28 min., 10 sec.) : duplicate, reversal, col., 1:1.85, sd., composite magnetic track

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4, sd.

1 optical disc (12 min., 56 sec.) : gold, sub-master, analog, col., Panasonic, NTSC, 9:16, sd., digital track

2 audio reels (47 min.) : acetate, master, mix final, 19 cm/sec., analog

**7.5C7c. Mode or process.** Give the recording mode (e.g., mono., stereo., quad., etc.).<sup>11</sup>

1 film reel (42 min., 14 sec.) : duplicate, reversal, col., 1:1.85, sd., composite magnetic track, mono.

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4, sd., stereo.

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC, 9:16, sd., quad.

2 audio reels (47 min) : acetate, master, final mix, 19 cm/sec., analog, mono.

**7.5C7d. Recording system.** Give the recording system used for the production of the unit being described (e.g., Dolby processed, NAB standard, staggered head, etc.).

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4, sd., stereo., Dolby processed

2 audio reels (47 min.) : acetate, master, mix final, 19 cm/sec., analog, quad., NAB standard

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<sup>11</sup> Use *mono.* for 1 channel; *stereo.* for 2 channels; *quad.* for 4 channels.

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**7.5C7e. Number of tracks.** Give the number of audio tracks on the physical unit being described (e.g., 1, 2, 4, etc.). Identify the content of multiple sound tracks in the Scope and content (7.7D) and the number of the track in a note (7.8B9).

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC, 9:16, sd., stereo., Dolby processed, 3 tracks

*Scope and content:* This release includes the original English sound track, a French dubbed sound track and a third track on which director Steven Spielberg comments on aspects of the production of the film

*Note:* Track 1 : English sound track; track 2 : French dubbed sound track; track 3 : voice-over commentary by the film's director

2 audio reels (47 min) : acetate, master, final mix, 19 cm/sec., analog, mono., NAB standard, 2 tracks

**7.5C7f. Track configuration.** Indicate the width of each recorded track (e.g., full track, half track, etc.).

2 audio reels (47 min) : acetate, master, final mix, 19 cm/sec., analog, mono., NAB standard, 2 tracks, quarter track

**7.5C7g. Track location.** Indicate the placement of each track for film sound track elements (e.g., centre track, edge track, etc.).

1 magnetic track (9 min.) : polyester, original, music track, analog, mono., 1 track, half-track, edge track

**7.5C7h. Other characteristics.** Give the direction of play (e.g., unidirectional, bidirectional) for the unit being described.

2 audio reels (47 min.) : acetate, master, final mix, 19 cm/sec., analog, mono., NAB standard, 2 tracks, bidirectional

### 7.5D. Dimensions

**7.5D1.** If appropriate, at all levels of description, give the dimensions for each unit being described as set out in the following rules. If the moving images differ in size, either give the dimension of the smallest or the smaller and the largest or the larger, separated by a hyphen or give the dimension of the largest followed by the words *or smaller*.

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i) *Film and sound elements.* Name the gauge (width) of the carrier in millimetres for film (e.g., 8 mm, Super 8 mm, Super 16 mm, 35 mm, etc.), for video (e.g., 13 mm, 20 mm, 25 mm, 50 mm, etc.) and for audio reel (e.g., 7 mm, 13 mm, etc.).

1 film reel (10 min., 5 sec.) : duplicate, positive, col., 1:1.85, sd., composite optical track, mono. ; 35 mm

1 magnetic track (9 min.) : polyester, original, music track, analog, mono., 1 track, half-track, edge track ; 16 mm

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4, sd., stereo., Dolby processed ; 8 mm

2 audio reels (47 min.) : acetate, master, final mix, 19 cm/sec., analog, mono., NAB standard, 2 tracks, bidirectional; 7 mm

*Optionally*, for cartridges and cassettes, include the dimensions of the casing, if non-standard for that format.

ii) *Discs.* Give the diameter in centimetres to the next highest 0.5 centimetre. If there are several discs with varying diameters, give the range of diameters.

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC, 9:16, sd., stereo., 3 tracks ; 12 cm

### **7.5E. Accompanying material**

**7.5E1.** Give the type of accompanying material as instructed in 1.5E1. See also 7.8B9c.

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, analog, col., Video 8, PAL, SP, 3:4, sd., stereo, Dolby processed ; 8 mm + 1 poster

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC, 9:16, sd., stereo, 3 tracks ; 12 cm + 1 pamphlet

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### 7.6. PUBLISHER'S SERIES AREA

Contents:

- 7.6A. Preliminary rule
- 7.6B. Publisher's series statement

#### 7.6A. Preliminary rule

##### 7.6A1. Scope

See 1.6A1.

##### 7.6A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space or start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series by a semicolon.

#### 7.6B. Publisher's series statement

7.6B1. Give the publisher's series statement as instructed in 1.6B1.

### 7.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 7.7A. Preliminary rule
- 7.7B. Administrative history / Biographical sketch
- 7.7C. Custodial history
- 7.7D. Scope and content

#### 7.7A. Preliminary rule

##### 7.7A1. Scope

See 1.7A1.

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### **7.7A2. Punctuation**

Precede each element of description with a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate the introductory wording of an element of description from the main content of a note by a colon followed but not preceded by a space.

**7.7A3. Form of presentation of information.** Follow the instructions set out in 1.7A4.

**7.7A4. Citations in the archival description area.** Follow the instructions set out in 1.7A5.

### **7.7B. Administrative history / Biographical sketch**

**7.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

Crawley Films Limited grew out of the unexpected success of a film shot by F.R. (Budge) Crawley and his wife Judith on their honeymoon. *Île d'Orléans* won the Hiram Percy Maxim Award for Best Amateur Film of 1939. This success, in conjunction with the developing activities of the National Film Board of Canada (NFB) led to the creation of the Ottawa Film Unit, beginning production in 1939. In the early years, they worked closely with the NFB, producing under contract many of the Board's best known films.

By 1946, the company had been officially incorporated as Crawley Films Limited. In this post-war period, the company turned increasingly to the private sector for sponsorship. Among the more successful collaborations was their long relationship with Imperial Oil Limited. Such successes eventually made Crawley's the largest private production house in Canada. They also offered production and storage services to many smaller Canadian production companies on a contract basis.

In later years, with the production of television commercials providing a stable financial base, Crawley Films Limited turned its attention to feature-length films.

Over the years, Crawley Films Limited made over 3,500 films, in 25 languages, for over 400 different clients. Their productions depicted the activities of Canadians in every province and territory, as well as topics and locations abroad. The company won 260 awards in national and international competitions and festivals. Crawley Films Limited ceased production in 1989

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Le 5 juin 1941, le gouvernement du Québec crée le Service de ciné-photographie sous l'autorité du Conseil exécutif. Le mandat du Service est de gérer tout ce qui concerne la cinématographie, incluant la photographie, pour tous les départements et organismes relevant du Conseil. Le 27 avril 1961, le Service de ciné-photographie devient l'Office du film de la province du Québec, puis l'Office du film du Québec (OFQ), en 1963, sous la responsabilité du Secrétariat de la province.

Le 22 novembre 1967, l'Office du film du Québec est rattaché au ministère des Affaires culturelles, où il demeurera jusqu'au 17 septembre 1975, date de son transfert au ministère des Communications. Le 12 décembre 1980, l'Office du film du Québec retourne au ministère des Affaires culturelles et est aboli le 14 décembre 1983.

L'Office du film du Québec, comme le Service de ciné-photographie, était divisé en trois sections : distribution, photographie et production, appuyés par des services administratifs. La section de distribution comprenait une importante cinémathèque, de près de 6 000 titres et 20 000 copies, dont 20% de productions originales.

Les photographes de la section photographique ont produit pas moins de 500 000 clichés à travers le Québec, touchant tous les sujets.

La section de production a fait réaliser par l'entreprise privée plus de 90% de tous les documents requis par les services gouvernementaux

### **7.7B2. Biographical sketch.** Give a concise biographical sketch as instructed in 1.7B2.

Early in their careers as filmmakers, Evelyn Spice and Lawrence Cherry met and began a collaboration which spanned many years.

Evelyn Spice Cherry was born in Yorkton, Saskatchewan in 1906 and attended St. John's College, the University of Manitoba, Winnipeg. She taught school in Canora and Springside, Saskatchewan between 1923 and 1926 before obtaining her Bachelor of Journalism degree in 1929 from the University of Missouri. During the depression, Evelyn Spice Cherry worked as a reporter with the *Yorkton Enterprise* and the *Regina Leader-Post*, before travelling to England where she became a member of the British Documentary Group headed by John Grierson. She learned her craft as a film writer, director and producer along with Basil Wright, Arthur Elton and Stuart Legg and remained in England for nine years.

Lawrence W. Cherry was born in Regina, Saskatchewan in 1902. In the early thirties he left for London, England to learn about the making of documentary films. Along with Evelyn, Lawrence worked with John Grierson and the British Documentary Group, and subsequently with the General Post Office. They returned to Canada when World War II was declared and worked independently for several years before joining John Grierson in setting up the National Film Board of Canada (NFB) in Ottawa. The Cherrys headed up the Agriculture Unit of the NFB with Evelyn working as scriptwriter,

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editor, director and producer, and Lawrence as camera operator, director and producer.

In 1950 Evelyn Cherry resigned from the National Film Board of Canada, while Lawrence continued to produce and direct films until 1957. During this period Evelyn Cherry continued her freelance film writing and taught English at Lafortune Business College in Ottawa. In 1958 the Cherrys returned to Saskatchewan, where Lawrence set up a provincial film unit for the Saskatchewan Government. In 1961, they founded their own company, Cherry Film Productions Ltd., in Regina.

They were joined by their son Bill, who took over much of the direction work after Lawrence Cherry's death in 1966. Following her retirement from active filmmaking in 1985, Evelyn Cherry moved to Cortes Island, British Columbia. She died in December 1990 in Campbell River, British Columbia

Maurice Proulx est né le 13 avril 1902 à Saint-Pierre-de-Montmagny d'une famille de cultivateurs. Après des études classiques à Sainte-Anne-de-la-Pocatière, il entre au Grand Séminaire du Québec et est ordonné prêtre en 1928. L'année suivante, il entreprend des études en agronomie à la Faculté d'agriculture de l'Université Laval. En 1931 il s'inscrit à l'Université Cornell à Ithaca, dans l'État de New York. C'est là qu'il découvre le cinéma qui s'avère un "professeur" d'anglais patient et efficace.

En 1933, il obtient de ses supérieurs l'argent nécessaire pour se procurer une ciné-caméra. À l'automne 1934 et jusqu'en 1937, il accompagne des groupes de colons qui vont défricher les terres en Abitibi et filme leurs faits et gestes : ses images sonorisées à New York compléteront le premier long métrage documentaire québécois : *En pays neufs*. En 1938 et 1939, il réalise *En pays pittoresque*, documentaire sonore de 125 minutes sur la colonisation et les attraits touristiques de la Gaspésie. Jusqu'en 1968, il réalisera et produira pour le gouvernement du Québec et pour quelques autres commanditaires, plus de 50 documentaires sonorisés et au-delà d'une centaine d'autres documents d'actualité.

De 1953 à 1966, il est fort actif dans le secteur social s'occupant en particulier d'adoption. En 1977 et 1985, il remet au gouvernement du Québec la quasi totalité de son oeuvre cinématographique. Il décède à la Pocatière le 7 juin 1988

### **7.7C. Custodial history.** Give the custodial history as instructed in 1.7C.

Les originaux et les copies des films produits, et les copies des films acquis avant 1941 par les divers services gouvernementaux ont été confiés, après sa création en 1941, au Service de ciné-photographie qui deviendra, en 1961, l'Office du film du Québec. Les originaux et éléments de tirage des films produits tant par l'équipe interne que par les compagnies et réalisateurs privés (qui avaient le choix de leur laboratoire lors de la production) étaient habituellement laissés dans les laboratoires.



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À partir de 1975, une équipe d'employés de l'Office du film du Québec amorce la récupération de tous les originaux et éléments de tirage conservés en divers endroits : quatre laboratoires à Montréal, un à Toronto, un à New York, la Cinémathèque québécoise, les Archives nationales du Canada et les Archives provinciales de l'Ontario. Cette opération a été complétée en 1989, soit dix ans après le versement de ces films aux Archives nationales du Québec

**7.7D. Scope and content.** Give the scope and content of the unit being described as instructed in 1.7D.

This fonds contains films created by Lawrence W. and Evelyn Cherry during their careers. It contains the bulk of the films produced by their company (1961-1989), as well as representative works from earlier periods, such as Evelyn Cherry's independent filmmaking in the 1930s, their joint productions in the 1940s at the National Film Board of Canada and Lawrence Cherry's work for the Saskatchewan government in the 1950s. Over the years, the Cherrys' films have focused largely, though not exclusively, on Saskatchewan - its history, geography, development and culture  
(*Scope and content for the Lawrence W. and Evelyn Cherry fonds*)

The Saskatchewan Diamond Jubilee series includes material for 16 1-minute spots celebrating the 50th anniversary of Saskatchewan's entry into Confederation (1905-1965). Subjects include sites of historic interest (Saskatchewan Legislature Building, a church in Dilke, the Museum of Natural History), tourist areas (the Qu'Appelle Valley), industries (potash mining, steam-powered threshing equipment), two versions of O Canada and one of God Save the Queen. Four Jubilee Minutes were never finished; holdings are limited to unedited or partially edited footage  
(*Scope and content for a series in the Lawrence W. and Evelyn Cherry fonds*)

Item is a film illustrating the many hardships of life on the prairies. Structured as a day in the life of a farm family, *Prairie Winter* is a departure from earlier films shot in western Canada. Footage shows the wind and blowing snow, horse-drawn carriages moving through deep drifts as children travel to and from school, laundry hanging frozen on the clothes line, deliveries to the Wheat Pool elevators, etc.  
(*Scope and content for a item in the Lawrence W. and Evelyn Cherry fonds*)

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### 7.8. NOTE AREA

Contents:

7.8A. Preliminary rule

7.8B. Notes

#### 7.8A. Preliminary rule

##### 7.8A1. Scope

See 1.8A1.

##### 7.8A2. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each note.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

**7.8A3. Form of presentation of notes.** See 1.8A4.

**7.8A4. Notes relating to reproduced material.** See 1.8A5.

##### 7.8B. Notes

Make notes as instructed in 1.8B and the following sub-rules.

**7.8B1. Variations in title.** Make notes on variations in the title as instructed in 1.8B1.

Previously known as the Greg Hoy collection

Make notes on working or other pre-production titles, and release titles which cannot be given as titles proper or parallel titles.

The production was widely discussed in trade journals and the general media under two pre-production titles: *Stop me* and *The babysitter*

In the United States, this version of the film was distributed under the title *Silent night, evil night*, and broadcast under the title *Stranger in the house*

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**7.8B2. Source of supplied title proper.** Indicate the source of a supplied title proper as instructed in 1.8B2.

Title taken from CBC programme guide

Title based on accompanying material

**7.8B3. Parallel title and other title information.** Make notes on parallel titles and other title information as instructed in 1.8B3.

*Hog wild* was released in Québec as *Les fous de la moto* and in France as *Les motos sauvages*

E.N.G. is the acronym for electronic news gathering

A.R.P. is the acronym for Air Raid Procedures

**7.8B4. Continuation of title.** Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

The royal visit to Canada and the United States ...

*Note:* Title continues... of America, May 17-June 15, 1939

Consécration épiscopale et première pontificale de son excellence  
Monseigneur Bruno Desrochers, ...

*Note:* Suite du titre... premier évêque de Ste-Anne, septembre 1951

**7.8B5. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility, as instructed in 1.8B5.

The director's credit is attributed to D.S. Everett, a pseudonym used by  
Donald Shebib

**7.8B5a. Credits.** List persons (other than the cast) who have contributed to the artistic and/or technical production of a moving image document. Preface each name or group of names with a statement of function.

Scénario de Lise Lemay-Rousseau basé sur le roman d'Yves Beauchemin  
*Le matou*

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Réalisateur/scénario: Pierre Goupil; caméra: Michel La Veaux; son: Daniel Masse; montage: Pierre Goupil, Georges Léonard; musique: François Durocher

**7.8B5b. Cast.** List featured players, performers, presenters or other on-screen personnel.

Host: Eric Malling

Principal cast credits include: Jean Duceppe (l'oncle Antoine), Olivette Thibault (la femme d'Antoine), Claude Jutra (Fernand), Hélène Loiselle (Mme Poulin), Lionel Villeneuve (Jos Poulin), Monique Mercure (Alexandrine)

**7.8B6. Attribution and conjectures.** Make notes on creators as instructed in 1.8B6.

**7.8B7. Edition.** Make notes relating to the edition as instructed in 1.8B7.

The series was updated in 1993 to reflect the evolution of computer technology

An abridged version was released in 1982

**7.8B8. Date(s) of creation, including publication, distribution, etc.** Make notes on dates as instructed in 1.8B8.

The answer print was first approved January 22, 1971 but for legal and political reasons the NFB delayed the release for six years

Recorded on May 24, 1978 for broadcast of June 24, 1978

**7.8B8a. Date(s) of accumulation.** Make notes as instructed in 1.8B8a.

**7.8B9. Physical description.** Make notes relating to the physical description as instructed in 1.8B9.

Track 1 : English sound track; track 2 : French dubbed sound track; track 3 : voice-over commentary by the film's director

Series also contains 5 videocassettes (02:30:00), 2 optical discs (00:30:12) and 1 film loop (00:03:00)

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The original sound elements include both double-perforated and single-perforated stock

Make notes to distinguish between different generations of material.

Reference videocassette recorded from the internegative and optical sound track

Preservation master printed from original A/B rolls and 16mm magnetic final mix

**7.8B9a. Physical condition.** Make notes on the physical condition of the unit being described, including any containers and/or labels as instructed in 1.8B9a.

Perforations damaged during earlier projections

Magnetic tape wrinkled

Colour fading

Some oxydization of the aluminum layer

Part of the film is overexposed

Poor sound quality

Make notes when the unit being described is incomplete.

Lacks last 15 min. of program

Item comprised of reels 3-7 of 10

Episodes 8 and 10 of 12 are missing

**7.8B9b. Conservation.** Make notes on any specific conservation treatment as instructed in 1.8B9b.

Perforations have been repaired

Cleaned ultrasonically

**7.8B9c. Accompanying material.** Make notes on accompanying material as instructed in 1.8B9c.

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Issued with a pamphlet (11 p. : ill. ; 30 x 30 cm)

Accompagné de photographies et d'un guide pédagogique

**7.8B10. Publisher's series.** Make notes on important details of publisher's series as instructed in 1.8B10.

**7.8B11. Alpha-numeric designations.** Make a note of any important numbers borne by the unit as instructed in 1.8B11.

**7.8B12. Immediate source of acquisition.** Record the donor or source of acquisition as instructed in 1.8B12.

Donated by Evelyn Cherry

Acquis directement du créateur en novembre 1979

**7.8B13. Arrangement.** Make notes on the arrangement as instructed in 1.8B13.

**7.8B14. Language.** Make notes on the language as instructed in 1.8B14.

Japanese film dubbed into English and subtitled in French

Il existe un mix final espagnol seulement. Aucune copie finale n'a été produite

**7.8B15. Originals and reproductions**

**7.8B15a. Location of originals.** Make notes on the location of the original material as instructed in 1.8B15a.

Original recording held by television station CFTO

Original printing elements held by Archives nationales du Québec

**7.8B15b. Availability of other formats.** Make notes on the availability of other formats as instructed in 1.8B15b.

## MOVING IMAGES

Available as a videocassette reference copy

**7.8B16. Restrictions on access, use, reproduction, and publication.** Make notes as instructed in 1.8B16.

Restricted: Donor's written permission required to view

Restricted: Donor agreement requires closure until 1998

La copie de consultation sera disponible après restauration de l'original

Reproduction limitée à des fins de consultation

Restricted: Donor permission required for public screening

Restricted: Copyright held by the donor until June 6, 2000

L'autorisation du donateur est requise pour toute télédiffusion avant 2025

Restricted: Re-sale is forbidden without written permission of the donor's estate

**7.8B17. Finding aids.** Make notes on finding aids as instructed in 1.8B17.

Notes descriptives rédigées par René Blanchet sur ses films

Complete filmography of Evelyn Cherry's productions is available

Donor's list of interviewees available

**7.8B18. Associated material.** Make notes on associated material as instructed in 1.8B18.

**7.8B19. Accruals.** Make notes as instructed in 1.8B19.

Transferred from the National Film Board of Canada annually since 1981

**7.8B20. Related group of records in different fonds.** Make notes regarding related groups of records as instructed in 1.8B20.

## MOVING IMAGES

**7.8B20a. Related groups of records within the same fonds.** Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

**7.8B21. General note.** Use this note to record any other descriptive information considered important as instructed in 1.8B21.

Legal and physical custody of this fonds is governed by an agreement (dated 1987-08-12) between the Canadian Broadcasting Corporation and the Provincial Archives of British Columbia

Le film a été tourné à Montréal et à Sarasota (Floride)

### 7.9. STANDARD NUMBER AREA

Contents:

- 7.9A. Preliminary rule
- 7.9B. Standard number

#### 7.9A. Preliminary rule

##### 7.9A1. Scope

See 1.9A1.

##### 7.9A2. Punctuation

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

**7.9B. Standard number.** See 1.9B.



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# SOUND RECORDINGS

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## *Contents*

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### 8.9 STANDARD NUMBER AREA

- 8.9A Preliminary rule
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## SOUND RECORDINGS

### 8.0 GENERAL RULES

#### 8.0A. Preliminary rule

**8.0A1. Scope.** Sound recordings are defined as any media on which sound has been recorded and may be played back. The rules in this chapter may be used to describe sound recordings which constitute a fonds or a part thereof. For multiple media fonds, see chapter 2. For film sound track, see chapter 7.

**8.0A2. Multilevel description.** For instructions on the use of multilevel description for preparing descriptions of a fonds and its parts, see 1.0A2.

#### 8.0B. Sources of information

**8.0B1. Chief source of information.** The chief sources of information for sound records are as follows<sup>1</sup>:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all of the material in the file, including including the material accompanying it;
4. for an item, prefer in this order,
  - (a) the item itself, including any labels, etc., that are permanently affixed to the item or a container that is an integral part of the item;
  - (b) the container itself (e.g., a box);
  - (c) accompanying material (e.g., lyrics).

**8.0B2. Prescribed sources of information.** The prescribed source(s) of information for each area of description of sound records is set out below. Enclose information taken from outside the prescribed source(s) in square brackets unless instructed to do otherwise in specific rules.

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<sup>1</sup> For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source for that level.

## SOUND RECORDINGS

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Date(s) of creation, including publication, distribution, broadcast, etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information
Archival description	Any source
Note(s)	Any source
Standard number	Any source

### **8.0C. Punctuation**

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

### **8.0D. Levels of detail in the description**

For the levels of details see 1.0D.

### **8.0E. Language and script of the description**

See 1.0E.

### **8.0F. Inaccuracies**

See 1.0F.

### **8.0G. Accents and other diacritical marks**

See 1.0G.

## SOUND RECORDINGS

### 8.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

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- 8.1A. Preliminary rule
- 8.1B. Title proper
- 8.1C. General material designation
- 8.1D. Parallel titles
- 8.1E. Other title information
- 8.1F. Statements of responsibility

#### 8.1A. Preliminary rule

##### 8.1A1. Scope

See 1.1A1.

##### 8.1A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

#### 8.1B. Title proper

**8.1B1. Formal title proper.** At all levels of description, transcribe a formal title proper as instructed in 1.1B1.

If the name of a broadcast series forms an integral part of the formal title proper, transcribe it in the following order, separated by a comma: broadcast series, episode, part, individual or segment title. For radio broadcasts that do not have episode titles, but have only number designations, transcribe the number as the episode title. For broadcasts that have no episode title, number or other descriptor, do not supply one.

Hornby collection, Arthur Erickson, the early years  
(*Broadcast series, episode title*)

Radio-Lacordaire, no 1, frères étrangers  
(*Broadcast series, number designation, episode title*)

## SOUND RECORDINGS

**8.1B2. Supplied title proper.** At all levels of description, if no formal title appears prominently in or on the chief source of information, compose a brief descriptive title as instructed in 1.1B2-1.1B4.

**8.1B3. Supplied title proper for a fonds.** When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

**8.1B4. Supplied title proper for a part of a fonds (e.g., series, file, item).** When describing a part of a fonds, e.g., a series, file, or item, which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.

Speeches on the constitution

Oral history

Chansons, poèmes et entrevues de Sarah Fischer

Émissions radiophoniques, entrevues et annonces publicitaires

For news broadcasts, record the name of the originating network or the call letters of the originating station followed by the word "news". For a station, add its location. If appropriate, include the time as part of the title.

CKSO news – Sudbury, Ont.

CBC news – 6:30 p.m. feed

**8.1C. Optional addition. General material designation**

**8.1C1.** At all levels of description, give immediately following the title proper, the general material designation *sound recording* as instructed in 1.1C.

**8.1D. Parallel titles**

**8.1D1.** Transcribe parallel titles as instructed in 1.1D.

Living radio = Radio vivante

Pan-American Institute of Geography and History Conference on Records Management = Conférence sur la gestion des documents de l'Institut panaméricain de géographie et d'histoire

## SOUND RECORDINGS

The sound of Man and his World = Échos de Terre des Hommes

### 8.1E. Other title information

**8.1E1.** Transcribe other title information as instructed in 1.1E.

National school broadcasts, Lester B. Pearson : [production element]  
(A speech given by Lester B. Pearson on education was inserted in this broadcast)

### 8.1F. Statements of responsibility

**8.1F1.** Transcribe explicit statements of responsibility appearing in conjunction with a formal title proper as instructed in 1.1F.

Transcribe statements of responsibility relating to those persons and bodies credited with participation in the original production who are considered to be of major importance, and who have some degree of overall responsibility for it.<sup>2</sup>

Ideas, Eldorado on ice : a journey through Quebec fiction / series produced. by Damiano Pierro and Jane Lewis ; series host, Lister Sinclair ; writer, Geoff Hancock ; narrator, Marie-Josée Thériault

Littérature au pluriel / réalisateur, Gilles Archambault ; animateur, Wilfred Lemoine

James Mutchmor / interviewed by Marjorie Robinson  
(*Oral history interview forms the Frontier College fonds*)

If, in the addition of the name of a group, ensemble, company, etc., the individual group members are named in the chief source of information, record those names in a note if considered important. See 8.8B5.

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<sup>2</sup> Examples of important functions that indicate some degree of overall responsibility for the sound recording *include but are not limited to*: production and co-production entities, sponsors, persons credited with functions such as director, producer, executive producer, writer, interviewer, composer, narrator, host, script, moderator, anchorperson, reporter, announcer.

## SOUND RECORDINGS

### 8.2. EDITION AREA

Contents:

- 8.2A. Preliminary rule
- 8.2B. Edition statement
- 8.2C. Statements of responsibility relating to the edition

#### 8.2A. Preliminary rule

##### 8.2A1 Scope

See 1.2A1.

##### 8.2A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

#### 8.2B. Edition statement

8.2B1. Give an edition statement as instructed in 1.2B.

English version

#### 8.2C. Statements of responsibility relating to the edition

8.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, as instructed in 1.2C.

### 8.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:

- 8.3A. Preliminary rule

#### 8.3A. Preliminary rule

This area is not used for sound recordings.



## SOUND RECORDINGS

### **8.4. DATE(S) OF CREATION, INCLUDING BROADCAST, PUBLICATION, DISTRIBUTION, ETC., AREA**

Contents:

- 8.4A. Preliminary rule
- 8.4B. Date(s) of creation
- 8.4C. Place of broadcast, publication, distribution, etc.
- 8.4D. Name of broadcaster, publisher, distributor, etc.
- 8.4E. Statement of function of broadcaster, publisher, distributor, etc.
- 8.4F. Date of broadcast, publication, distribution, etc.
- 8.4G. Place of manufacture, name of manufacturer, date of manufacture

#### **8.4A. Preliminary rule**

##### **8.4A1. Scope**

See 1.4A1.

##### **8.4A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of broadcast, publication, distribution, etc., by a semicolon.

Precede the name of a broadcaster, publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a broadcaster, publisher, distributor, etc., in square brackets.

Precede the date of broadcast, publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, dates) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

**8.4A3.** In presenting information in the dates of creation, including broadcast, publication, distribution, etc., area, follow the instructions set out in 1.4A3-1.4A4.

#### **8.4B. Date(s) of creation**

**8.4B1.** At all levels of description, give the date(s) of creation (i.e., the date(s) of recording) of the unit being described as instructed in 1.4B. Do not give date(s) of creation for sound recordings that are broadcast, published or distributed. See rule 8.4F.

## SOUND RECORDINGS

12 January 1954

### **8.4C. Place of broadcast<sup>3</sup>, publication, distribution, etc.**

**8.4C1.** Transcribe the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

Vancouver, B.C.

### **8.4D. Name of broadcaster, publisher, distributor, etc.**

**8.4D1.** Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

Toronto : A & M Records of Canada

**8.4D2.** If the unit being described bears both the name of the publishing company and the name of a sub-division of that company or a trade name or brand name used by that company, record the name of the sub-division, trade name, or brand name as the name of the publisher.

London : Ace of Clubs  
(*Audio disc label reads:* Decca Record Company / Ace of Clubs)

If, however, a trade name appears to be the name of a publisher's series rather than of a publishing sub-division, record it as a publisher's series (see 8.6). In case of doubt, treat the name as a publisher's series title.

London : Disney Productions ... – (Disney storyteller)  
(*Audio disc label reads:* Disney storyteller. Walt Disney Productions)

---

<sup>3</sup> A broadcast sound recording is 1) a sound recording that has been prepared as the source for a broadcast; 2) a recording made by a radio station at the time of transmission; 3) a recording of a received radio transmission. A sound recording that has been used as an "insert" during a radio programme (e.g., a published sound recording) is not a broadcast sound recording unless it was specifically prepared as the source for a broadcast. However, a recording that was made by a radio station at the time of broadcast and that includes such inserts is a broadcast sound recording. Likewise, a recording of a received broadcast which includes inserts is also a broadcast sound recording.

## SOUND RECORDINGS

### **8.4E. *Optional addition.* Statement of function of broadcaster, publisher, distributor, etc.**

**8.4E1.** Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

Toronto : A & M Records of Canada [distributor]

### **8.4F. Date of broadcast, publication, distribution, etc.<sup>4</sup>**

**8.4F1.** Give the date of publication, distribution, etc., of the unit being described as instructed in 1.4F.

11 Nov. 1948

*Note:* Disc label indicates that this program was recorded on Nov. 3, 1948, for delayed broadcast via CKFI (Fort Francis, Ont.)

[ca. 1980]

**8.4F2.** If the date(s) of the original recording of a broadcast or published sound recording(s) is known give it in a note (see 8.8B7).

*Note:* Recorded at Studio 3, Toronto, 1964 09 26  
(Date of publication, etc., is 1965)

### **8.4G. Place of manufacture, name of manufacturer, date of manufacture**

**8.4G1.** Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

---

<sup>4</sup> For broadcast sound recordings, record the date of the initial broadcast as the date of broadcast. If considered important, record other dates (e.g., date(s) of original recording, production date(s), or rebroadcast date(s)) in the Note area. If a date of broadcast is recorded, do not record the date of publication, distribution, etc., nor any information about publishers, distributors or manufacturers.

## SOUND RECORDINGS

### 8.5. PHYSICAL DESCRIPTION AREA

Contents:

- 8.5A. Preliminary rule
- 8.5B. Extent of descriptive unit (including specific material designation)
- 8.5C. Other physical details
- 8.5D. Dimensions
- 8.5E. Accompanying material

#### 8.5A. Preliminary rule

##### 8.5A1. Scope

See 1.5A1

##### 8.5A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each occurrence of this area by a full stop, space, dash, space *or* start a new paragraph.<sup>5</sup>

Precede other physical details by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

**8.5A3.** In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

#### 8.5B. Extent of descriptive unit (including specific material designation)

**8.5B1** At all levels of description, record the extent of the unit being described by giving the number of physical units in arabic numerals followed by one of the specific material designations given below.<sup>6</sup>

---

<sup>5</sup> This punctuation is repeated for each physical description.

<sup>6</sup> This list of specific material designations is based on the physical carrier of the unit being described, i.e., the material or object which contains, supports or presents the sound recording. Institutions are encouraged to use the recommended list. However, if an institution chooses not to use this list it should, nevertheless, establish a policy regarding specific material designations.

## SOUND RECORDINGS

*Optionally*, if the general material designation is used, omit audio from the specific material designation unless it is needed to make the designation understandable (as with *audio videocassette*)

audio cartridge  
audio cassette  
audio compact disc  
audio disc  
audio reel  
audio videocassette  
cylinder recording  
[instrument] roll  
wire recording

12 audio cassettes

2 audio discs

4 cylinder recordings

Use [*instrument*] roll, as appropriate, for rolls.

2 piano rolls

*Optionally*, if the parts of the unit being described are numerous and the exact number cannot be readily ascertained, give an approximate number.

ca. 200 audio cassettes

*Optionally*, record the number of containers or the linear extent or cubic measurement followed by the phrase *of sound recordings*. If the general material designation is used, omit the phrase *of sound recordings*.

10 boxes of sound recordings

6 m of sound recordings

**8.5B2.** When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation for each special class of material.

---

The following source may be useful in defining additional specific material designations: "Audio Preservation: a Planning Study" (Association for Recorded Sound Collections, Associated Audio Archives Committee, 1988).

## SOUND RECORDINGS

**8.5B3.** When the unit being described contains parts that fall into more than three special classes of material, give the physical extent plus the specific material designation of the most predominant special class of material followed by the phrase *and other sound recordings* and describe the remaining material in a note (see 8.8B9). Omit other physical details and dimensions.

103 audio cassettes (ca. 120 hrs.) and other sound recordings

*Note:* Series also contains: 12 audio reels, 7 audio discs, 4 wire recordings

*Optionally,* give the physical extent, including the specific material designation and duration for each special class of material.

**8.5B4. Accruals.** When accruals are expected, give the physical extent as instructed in 1.5B4.

225 audio reels (ca. 30 min. each)

*Note:* Accruals are expected

**8.5B5. Duration.** Always give the playing time of the unit being described. If the precise duration is not known, estimate it.

2 audio discs (1 hr., 20 min.)

1 audio cassette (ca. 40 min.)

### 8.5C. Other physical details

**8.5C1.** At all levels of description, identify any physical details<sup>7</sup> other than extent or dimensions, if known and considered important. Give other physical details in the order set out here:

---

<sup>7</sup> Table of Technical Specifications and Industry Norms for Sound Recordings\*

This table indicates which specifications apply to each type of sound recordings. Specifications which are applicable are marked A, those which are not applicable are marked N/A. If there is a norm for a specification and type of recording it follows letter A.

## SOUND RECORDINGS

physical composition  
 playing speed  
 recording method  
 groove characteristics  
 number and configuration of tracks  
 number of sound channels  
 equalization and/or noise reduction systems

**8.5C2. Physical composition.** Give the physical composition of the base or sound carrier layer (i.e., the substance from which the carrier or that part of it which actually holds the message is manufactured) of the physical unit as follows:

i) *Audio tapes.* Give the physical composition of the tape, e.g., *ferric oxide, chrome, dioxide, metal particle coated, cellulose acetate.*

7 audio cassettes (3 hrs. 30 min.) : chrome dioxide

1 audio cartridge (20 min.) : cellulose acetate

ii) *Audio discs.* Give the physical composition of the disc, e.g., *shellac, vinyl, aluminum.*

10 audio discs (ca. 50 min.) : vinyl

iii) *Audio videocassette.* Give the physical composition of the tape, e.g., *polyester.*

1 audio videocassette (30 min.) : polyester

iv) *Cylinder recordings.* Give the physical composition of the cylinder, e.g., *brown wax, celluloid.*

3 cylinder recordings (ca. 6 min.) : brown wax

Specifications	Analogue disc 78 rpm	Disc other speeds	Digital disc	Reel	Cassette	Cartridge
Speed	A	A	1.4m/s	A	A:4.75 cm/s	A:9.5 cm/s
Recording method	A:electric	A:electric	N/A	N/A	N/A	N/A
Groove direction	A:lateral	A:lateral	N/A	N/A	N/A	N/A
Groove size	A:course	A:micro	N/A	N/A	N/A	N/A
No. of tracks	N/A	N/A	N/A	A	A	A:S
Track configuration	N/A	N/A	N/A	A:alternate	N/A	N/A
No. of sound channels	A:mono	A	A	A	A	A:stereo
Equalisation system	N/A	N/A	N/A	A	A	A:50ps
Noise reduction system	N/A	N/A	N/A	A	A	A

\*Source: *International Federation of Library Associations and Institutions, ISBD (NBM) : International Standard Bibliographic Description for Non-Book Materials*, revised ed., 1987.

## SOUND RECORDINGS

**8.5C3. Playing speed.** Give the playing speed of the physical unit as follows:

i) *Audio (cassettes and reels)*. Give the playing speed of an analog tape in centimetres per second (cm/sec).<sup>8</sup>

1 audio reel (30 min.) : 19 cm/sec.

ii) *Audio discs*. Give the playing speed of an analog disc in revolutions per minute (rpm).

1 audio disc (30 min.) : analog, 33 1/3 rpm

iii) *Cylinder recordings*. Give the playing speed of a cylinder recording in revolutions per minute (rpm).

1 cylinder recording (2 min.) : 160 rpm

iv) *Wire recordings*. Give the playing speed of wire recordings in centimetres per second.

3 wire recordings (ca. 6 min.) : 19 cm/sec.

**8.5C4. Recording method.** Give information about the way in which the sound is recorded. If the sound recording was made "instantaneously" (i.e., on the spot) give the term *instantaneous*. If the recording method was acoustic rather than electric, give the term *acoustic*. Give the recording system used for audio videocassettes. If the sound is recorded digitally (rather than as an analog recording) give the term *digital*. Information about more than one recording method may be given.

1 audio disc (30 min.) : electrical

2 audio discs (1 hr.) : instantaneous, acoustic

10 audio cassettes (ca. 10 hrs.) : digital

2 cylinder recordings (4 min.) : electrical

**8.5C5. Groove characteristic.** Give information about the direction of the groove cut and its size. If the groove cut is vertical rather than lateral give the term *vertical cut*. If the groove size characteristic of an audio disc is not standard give it as *coarse groove* or

---

<sup>8</sup> Note: 19 cm/sec. = 7 ½ ips; 9.5 cm/sec. = 3 ¾ ips; 4.75 cm/sec. = 1 7/8 ips.



## SOUND RECORDINGS

*microgroove*.<sup>9</sup> For cylinder recordings, specify one of the following groove characteristics: *coarse groove* (100 grooves per inch<sup>10</sup>), *microgroove* (200 grooves per inch<sup>11</sup>), and other.

1 audio disc (12 min.) : 33 1/3 rpm, coarse groove

1 audio disc (7 min.) : analog, 78 rpm, microgroove

1 cylinder recording (2 min.) : 160 rpm, microgroove

**8.5C6. Number and configuration of tracks.** For audio tapes, give the number of tracks, unless the number of tracks is standard for the unit being described. If necessary, give the track configuration.

1 audio tape reel (60 min.) : 2 track

2 audio tape reels (30 min.) : 4 track, adjacent

**8.5C7. Number of sound channels.** Give information about the number of sound channels using one or more of the following terms as appropriate: mono, stereo, quad.<sup>12</sup>

1 audio disc (56 min.) : 33 1/3 rpm, mono., stereo

1 audio reel (ca. 60 min.) : 19 cm/sec., 2 track, mono

**8.5C8. Equalization and/or noise reduction system(s).** Give information about equalization and/or noise reduction systems.

1 audio cassette (30 min.) : Dolby

---

<sup>9</sup> Standard and non-standard groove characteristics are as follows:

Playing speed	Standard:	Non-standard:
78 rpm	coarse	micro, transcription, other (specify)
45 rpm	micro	other (specify)
33 1/3 rpm	micro	coarse, transcription, other (specify)
16 2/3 rpm	micro	coarse, transcription, other (specify)

<sup>10</sup> For example, Edison 2-minute cylinders.

<sup>11</sup> For example, Edison 4-minute cylinders.

<sup>12</sup> Use *mono*. for 1 channel; *stereo*. for 2 channels; *quad*. for 4 channels. If the unit being described indicates "hi-fi", use *stereo*.

## SOUND RECORDINGS

### 8.5D. Dimensions

**8.5D1.** If appropriate, at all levels of description, give the dimensions for each unit being described as set out in the following rules. If the sound recordings differ in size, either give the dimension of the smallest or smaller and the largest or larger, separated by a hyphen or give the dimension of the largest followed by the words *or smaller*.

i) *Audio cartridge*. Give the width of the tape, if other than the standard width (0.7 cm), to the next highest 0.1 centimetre, and the dimensions of the cartridge, if they are other than the standard dimensions (13.5 x 20 x 2 cm), to the next highest 0.5 centimetre.

1 audio cartridge (20 min.) : 9.5 cm/sec., mono. ; 1.3 cm

ii) *Audio cassettes*. Give the width of the tape, if other than the standard width (0.4 cm), to the next highest 0.1 centimetre, and the dimensions of the cassette, if they are other than the standard dimensions (10 x 6.5 x 1.2 cm), to the next highest 0.5 centimetre.

1 audio cassette (30 min.) : 4.75 cm/sec., 2 tracks, stereo ; 0.7 cm

iii) *Audio discs*. Give the diameter of a disc in centimetres to the next highest 0.5 centimetre. If there are several discs with varying diameters, give the range of diameters.

3 audio discs (1 hr.) : 78 rpm ; 28-32 cm

1 audio disc (18 min.) : 33 1/3 rpm, stereo. ; 30 cm

7 audio discs (56 min.) : 78 rpm ; 41 cm or smaller

iv) *Cylinder recordings*. Give the dimensions in 0.1 centimetres which differ from the standard sizes.<sup>13</sup> Give the dimensions in the order: outside diameter, inside diameters at edge<sup>14</sup> and run-off<sup>15</sup>, and length.

1 cylinder recording (2 min.) : 160 rpm, microgroove ; 5.5 cm x (4.7-4.4 cm) x 10.6 cm

---

<sup>13</sup> The standard sizes for cylinder recordings are as follows:

5.5 cm	Outside diameter
4.7 cm	Inside diameter at edge
4.4 cm	Inside diameter a run-off
10.5-10.8 cm	Length

<sup>14</sup> Edge is the end of the larger inside diameter.

<sup>15</sup> Run-off is the end of the smaller inside diameter.

## SOUND RECORDINGS

1 cylinder recording (2 min.) : 160 rpm, coarse groove ; 12.5 cm

v) *Audio reels*. Give the width of the tape, if other than the standard width (0.7 cm), to the next highest 0.1 centimetre, and the diameter of the reel to the next highest 0.5 centimetre.

vi) *[Instrument] rolls*. Give the width of the roll to the next highest 0.5 centimetre.

vii) *Wire recordings*. Give the diameter and width of the spool to the next highest 0.5 centimetre.

1 wire reel (8 min.) : 19 cm/sec. ; on spool 13 x 2 cm ; 4 mils

### 8.5E. Accompanying material

8.5E1. Give the type of accompanying material as instructed in 1.5E. See also 8.8B9c.

1 audio disc (7 min.) : 78 rpm ; 30 cm + 1 pamphlet

## 8.6. PUBLISHER'S SERIES AREA

Contents:

8.6A. Preliminary rule

8.6B. Publisher's series statement

### 8.6A. Preliminary rule

#### 8.6A1. Scope

See 1.6A1.

#### 8.6A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series by a semicolon.

## SOUND RECORDINGS

### **8.6B. Publisher's series statement**

**8.6B1.** Give the publisher's series statement as instructed in 1.6B1.

Ethnic folkways library ; FE4122

## **8.7. ARCHIVAL DESCRIPTION AREA**

Contents:

- 8.7A. Preliminary rule
- 8.7B. Administrative history / Biographical sketch
- 8.7C. Custodial history
- 8.7D. Scope and content

### **8.7A. Preliminary rule**

#### **8.7A1. Scope**

See 1.7A1.

#### **8.7A2. Punctuation**

Precede each element of description with a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate the introductory wording of an element of description from the main content of a note by a colon followed but not preceded by a space.

**8.7A3. Form of presentation of information.** Follow the instructions set out in 1.7A4.

**8.7A4. Citations in the archival description area.** Follow the instructions set out in 1.7A5.

### **8.7B. Administrative history / Biographical sketch**

**8.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

Aural History (later Aural History Programme) became the oral history programme of the Provincial Archives of British Columbia in 1974 when the

## SOUND RECORDINGS

Archives took over many of the functions and all of the archival holdings of Reynoldston Research and Studies. Over the next six years, the programme evolved into a sound, film and video archives. It became the Sound and Moving Image Division in 1980

### **8.7B2. Biographical sketch.** Give a concise biographical sketch as instructed in 1.7B2.

Imbert Orchard (1909-1991), educator and broadcaster, was born Robert Henslow Orchard in Brockville, Ontario, and received his early education in Ontario before continuing at Harrow School and Cambridge University in England. After graduation, Orchard returned to Ontario and pursued a varied career that included teaching, theatre and local history. After service in WWII, he taught theatre at the University of Alberta. Between 1961 and 1974 he was a radio producer for CBC Vancouver. He was best known for his several series of programs on the history of British Columbia that featured edited oral history field recordings. Orchard recorded over 900 oral history interviews and produced approximately 300 radio programs in several series including the well-known "Living Memory" (1961-63). About 1970 he changed his name to Imbert Orchard. He was a founding member of the Canadian Oral History Association, established in 1974

Born in 1882, Louis Stephen St-Laurent studied in Sherbrooke and Quebec City and in 1905 was admitted to the bar in Quebec City, where he pursued a career as a lawyer. In 1941, he succeeded Ernest Lapointe as Minister of Justice and Attorney General in the Cabinet of William Lyon Mackenzie King. In 1942, he became the MP for the riding of Quebec East, which he represented until 1958. He was leader of the Liberal Party of Canada and Prime Minister from 1946 to 1960. From that time until his death in 1973, he practised law in Quebec City

### **8.7C. Custodial history.** Give the custodial history as instructed in 1.7C.

Removed from the CBC Vancouver offices by Imbert Orchard, ca. 1973. Stored temporarily at the City of Vancouver Archives and deposited at the Provincial Archives of British Columbia in late 1974. Legal owner is Canadian Broadcasting Corporation

## SOUND RECORDINGS

**8.7D. Scope and content.** Give the scope and content as instructed in 1.7D.

Series consists of more than 900 oral history interviews recorded by Orchard for use as new materials for radio programs. The interviews cover pioneer life in every region of British Columbia and focus on the period 1870-1914

*(Scope and content for a series in the Imbert Orchard fonds.)*

### 8.8. NOTE AREA

Contents:

8.8A. Preliminary rule

8.8B. Notes

#### 8.8A. Preliminary rule

##### 8.8A1. Scope

See 1.8A1.

##### 8.8A2. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each note.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

##### 8.8A3. Form of presentation of notes.

See 1.8A4.

##### 8.8A4. Notes relating to reproduced material.

See 1.8A5.

#### 8.8B. Notes

Make notes as instructed in 1.8B and the following sub-rules.

**8.8B1. Variations in title.** Make notes on variations in the title as instructed as instructed in 1.8B1.

## SOUND RECORDINGS

Previously known as CBC-Imbert Orchard collection  
(*Title proper of the fonds is Canadian Broadcasting Corporation fonds*)

**8.8B2. Source of supplied title proper.** Indicate the source of a supplied title proper as instructed in 1.8B2.

Title based on content of recording

Title from another copy of the recording

**8.8B3. Parallel titles and other title information.** Make notes on parallel titles and other title information as instructed 1.8B3.

If the unit being described was identified in the other title information as a production element, make notes on the particular type of production element.

: [production elements]

*Note:* Narration and music tracks and master mix

**8.8B4. Continuation of title.** Complete the transcription of the formal title proper and/or other title information as instructed 1.8B4.

Liberal Party of Canada : workshop on the quality of life...

*Note:* Title continues... housing, aboriginal peoples, and rural issues

**8.8B5. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility as instructed in 1.8B5.

Field recording by Ean Stephen

Cover photo by Barry Casson

Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification.

*Note:* Fred Hendrick, Bass

*Note:* The Brothers Forbes are John and Larrie Forbes

(*Statement of responsibility is: The Brothers Forbes*)

**8.8B6. Attribution and conjectures.** Make notes on creators as instructed in 1.8B6.

## SOUND RECORDINGS

**8.8B7. Edition.** Make notes relating to the edition as instructed in 1.8B7.

Re-issue of: Caedom TC 1125 (1952)

**8.8B8. Date(s) of creation, including broadcast, publication, distribution, etc.** Make notes on dates as instructed in 1.8B8.

Rebroadcast on 1947 07 29

**8.8B8a. Date(s) of accumulation.** Make notes as instructed in 1.8B8a.

**8.8B9. Physical description.** Make notes relating to the physical description as instructed in 1.8B9.

Impressed on rectangular surface 20 x 20 cm

Reproduced from inner to outer grooves

Recorded with clip-on microphone

Recorded on 1 side of 1 audio disc

Make notes to distinguish between different generations of material.

Copy from an original loaned by ...

**8.8B9a. Physical condition.** Make notes on the physical condition of the unit being described, including any containers and/or labels as instructed in 1.8B9a.

Fungus growth impairs playback

Rejected cuts scratched through by operator

Recorded with a constant audible hum

Speed varies due to weak batteries at time of original recording

"Pre-echo" due to print-through

**8.8B9b. Conservation.** Make notes on any specific conservation treatment as instructed in 1.8B9b.



## SOUND RECORDINGS

**8.8B9c. Accompanying material.** Make notes on accompanying material as instructed in 1.8B9c.

Issued with a pamphlet (11 p. : ill. ; 30 x 30 cm)

**8.8B10. Publisher's series.** Make notes on important details of publisher's series as instructed in 1.8B10.

Publisher's series title on container: Ethnic folkways records  
(*Container bears a variant form of the publisher's series title*)

**8.8B11. Alpha-numeric designations.** Make a note of any important numbers borne by the unit as instructed in 1.8B11.

Orchard inventory CB23

**8.8B12. Immediate source of acquisition.** Record the donor or source of acquisition as instructed in 1.8B12.

Donated by the Atnarko Valley Historical Society, 1984

Source: Unknown

**8.8B13. Arrangement.** Make notes on the arrangement as instructed in 1.8B13.

Received in no apparent order, the interviews were arranged in alphabetical order by surname of interviewee

**8.8B14. Language.** Make notes on the language as instructed in 1.8B14.

Interviews Yeddish; songs in Russian

**8.8B15. Originals and reproductions**

**8.8B15a. Location of originals.** Make notes on the location of the original material as instructed in 1.8B15a.

Original recordings held by Tom Hood, Vancouver

Original recording held by radio station CKWX

## SOUND RECORDINGS

**8.8B15b. Availability of other formats.** Make notes on the availability of other formats as instructed in 1.8B15b.

Available as a cassette reference copy (2791:3)

**8.8B16. Restrictions on access, use, reproduction and publication.** Make notes as instructed in 1.8B16.

Restricted: donor permission required for broadcast before 1998

**8.8B17. Finding aids.** Make notes on finding aids as instructed in 1.8B17.

Inventory with title index available

Donor's list of interviewees available

**8.8B18. Associated material.** Make notes on associated material as instructed in 1.8B18.

Additional recordings from CBC Vancouver are held by CBC Program Archives (Toronto) and by the National Archives of Canada (Ottawa)

**8.8B19. Accruals.** Make notes as instructed in 1.8B19.

**8.8B20. Related groups of records in different fonds.** Make notes regarding related groups of records as instructed in 1.8B20.

**8.8B20a. Related groups of records within the same fonds.** Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

**8.8B21. General note.** Use this note to record any other descriptive information considered important as instructed in 1.8B21.

Legal and physical custody of this fonds is governed by an agreement (dated 1987 08 12) between the Canadian Broadcasting Corporation and the Provincial Archives of British Columbia

Autographed on the front cover by Paul Robeson

## SOUND RECORDINGS

### **8.9. STANDARD NUMBER AREA**

Contents:

- 8.9A. Preliminary rule
- 8.9B. Standard number

#### **8.9A. Preliminary rule**

##### **8.9A1. Scope**

See 1.9A1.

##### **8.9A2. Punctuation**

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

##### **8.9B. Standard number.** See 1.9B.



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# RECORDS IN ELECTRONIC FORM

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## *Contents*

### 9.0 GENERAL RULES

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- 9.1B Title proper
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- 9.7A Preliminary rule
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### 9.9 STANDARD NUMBER AREA

- 9.9A Preliminary rule
- 9.9B Standard number

## RECORDS IN ELECTRONIC FORM

### 9.0. GENERAL RULES

#### 9.0A. Preliminary rule

**9.0A1. Scope.** The rules in this chapter cover the description of digitally borne or digitized records that are encoded for manipulation by computer, consisting of data (e.g., text, images) and/or programs, and system documentation.<sup>1</sup> The rules in this chapter may be used to describe records in electronic form which constitute a fonds or a part thereof.

The rules, however, are not intended to apply to virtual records or electronic transmissions which do not result in a computer file residing in a permanent or semi-permanent addressable location. Nor are the rules intended to apply to firmware, such as programs residing in permanent memory in calculators or programmable toys.

Use these rules in conjunction with the chapter(s) dealing with the broad class(es) of material relating to the intellectual form of the unit being described. For multiple media fonds, see chapter 2.

#### 9.0A2. Multilevel description

For instructions on the use of multilevel description for preparing descriptions of a fonds and its parts, see 1.0A2.

#### 9.0B. Sources of information

**9.0B1. Chief source of information.** The chief sources of information for records in electronic form are as follows <sup>2</sup>:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, prefer in this order,
  - a) sources internal to the file (e.g., title screen, main menu, internal label(s) or other identifying information);
  - b) system documentation produced by the agency or person(s) responsible for creating, compiling, editing, or producing the records in electronic form in the file;

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<sup>1</sup> If the institution has itself produced a digitized copy of the unit being described, it may choose either to indicate the availability of the copy in the descriptive entry for the unit being described as instructed, or prepare a separate descriptive entry for the copy.

<sup>2</sup> For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source for that level.

## RECORDS IN ELECTRONIC FORM

- c) other sources (including information on the physical carrier or its container, issued by the creator, publisher, distributor, etc.). Prefer any permanently affixed paper, plastic, etc., label that is added by the publisher, distributor, etc. of the file, as opposed to those added locally, and as opposed to the container itself, which may have data embossed or printed on it.
4. For an item, prefer in this order,
- a) sources internal to the item (e.g., title screen, main menu, internal label(s) or other identifying information);
  - b) system documentation produced by the agency or person(s) responsible for creating, compiling, editing, or producing the records in electronic form in the item;
  - c) other sources (including information on the physical carrier or its container, issued by the creator, publisher, distributor, etc.). Prefer any permanently affixed paper, plastic, etc., label that is added by the publisher, distributor, etc. of the item, as opposed to those added locally, and as opposed to the container itself, which may have data embossed or printed on it.

**9.0B2. Prescribed sources of information.** The prescribed source(s) of information for each area of description of the record in electronic form is set out below. Enclose information taken from outside the prescribed source(s) in square brackets unless instructed to do otherwise in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Date(s) of creation, including publication, distribution, etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information
Archival description	Any source



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Note(s) Any source

Standard number Any source

### **9.0C. Punctuation**

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

### **9.0D. Levels of detail in the description**

See 1.0D and the .0D rules in the relevant media chapters.

### **9.0E. Language and script of the description**

See 1.0E.

### **9.0F. Inaccuracies**

See 1.0F.

### **9.0G. Accents and other diacritical marks**

See 1.0G.

## **9.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

Contents:

- 9.1A. Preliminary rule
- 9.1B. Title proper
- 9.1C. General material designation
- 9.1D. Parallel titles
- 9.1E. Other title information
- 9.1F. Statements of responsibility

### **9.1A. Preliminary rule**

#### **9.1A1. Scope**

See 1.1A1.

## RECORDS IN ELECTRONIC FORM

### **9.1A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Enclose the general material designation qualifier in parentheses.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

### **9.1B. Title proper**

**9.1B1. Formal title proper.** At all levels of description, transcribe a formal title proper as instructed in 1.1B1.

Canadian Identification Centre report system

Taxpayer master assessment system

1971 census boundaries- 1:50,000 (coverage 000)

1986 CARTLIB

Chambers of the Chief Justice, National Judicial Institute, meetings from 1993 to 1998

Do not treat a data file name or computer file name as a title proper. If desired, record a data file name or computer file name, including its extension, in a note (see 9.8B2).

**9.1B2. Supplied title proper.** At all levels of description, if no formal title proper appears prominently in or on the chief source of information, supply a title as instructed in 1.1B2-1.1B4.

**9.1B3. Supplied title proper for a fonds.** When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

Fonds Antonio Lamer

Trade Negotiation Office fonds

## RECORDS IN ELECTRONIC FORM

**9.1B4. Supplied title proper for a part of a fonds (e.g., series, file, item).** When describing a part of a fonds, e.g., a series, file, or item, which lacks a formal title proper, supply a title as instructed in 1.1B4.

Submissions to the National Transportation Agency Review Commission  
(*Supplied title for the series*)

1871 census files by district  
(*Supplied title for the series*)

### **9.1C. *Optional addition.* General material designation.**

**9.1C1.** At all levels of description, immediately following the title proper, give the appropriate general material designation as instructed in 1.1C1. Add the qualifier *electronic* as instructed in 1.1C4.

[cartographic material (electronic)]  
[textual record (electronic)]  
[textual record (some electronic)]

### **9.1D. Parallel titles**

**9.1D1.** Transcribe parallel titles as instructed in 1.1D.

### **9.1E. Other title information**

**9.1E1.** Give other title information as instructed in 1.1E.

### **9.1F. Statements of responsibility**

**9.1F1.** Transcribe explicit statements of responsibility as instructed in 1.1F.

## **9.2. EDITION AREA**

Contents:

- 9.2A. Preliminary rule
- 9.2B. Edition statement
- 9.2C. Statements of responsibility relating to the edition

## RECORDS IN ELECTRONIC FORM

### **9.2A. Preliminary rule**

#### **9.2A1. Scope**

See 1.2A1

#### **9.2A2. Punctuation**

For instructions on the use of spaces before or after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

### **9.2B. Edition statement**

**9.2B1.** Give the edition statement as instructed in 1.2B.

Rev. ed.

1998 version

### **9.2C. Statements of responsibility relating to the edition**

**9.2C1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions, as instructed in 1.2C.

## **9.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA**

Contents:

9.3A Preliminary rule

### **9.3A. Preliminary rule**

This area is not used for records in electronic form.

## RECORDS IN ELECTRONIC FORM

### 9.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC.

Contents:

- 9.4A. Preliminary rule
- 9.4B. Date(s) of creation
- 9.4C. Place of publication, distribution, etc.
- 9.4D. Name of publisher, distributor, etc.
- 9.4E. Statement of function of publisher, distributor, etc.
- 9.4F. Date of publication, distribution, etc.
- 9.4G. Place of manufacture, name of manufacturer, date of manufacture

#### 9.4A. Preliminary rule

##### 9.4A1. Scope.

See 1.4A1.

##### 9.4A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of the manufacturer by a colon.

Precede the date of manufacture by a comma.

**9.4A3.** In presenting information in the dates of creation, including distribution, publication, etc., area, follow the instructions set out in 1.4A3-1.4A7.

#### 9.4B. Date(s) of creation

**9.4B1.** At all levels of description, give the dates of creation for the unit being described as instructed in 1.4B.

1988-1994

[Digitized 1980]

## RECORDS IN ELECTRONIC FORM

Digitized 1992-1993 (originally created 1965-1990)

### **9.4C. Place of publication, distribution, etc.**

**9.4C1.** Transcribe the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

### **9.4D. Name of publisher, distributor, etc.**

**9.4D1.** Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D. Give information about person(s) or institution(s) responsible for the scanning, inputting, digitizing, or funding in a note (see 9.8B9).

### **9.4E. *Optional addition.* Statement of function of publisher, distributor, etc.**

**9.4E1.** Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

Ottawa, Ont. : Statistics Canada [producer] ; Toronto, Ont. : Data Library Service, University of Toronto [distributor]

### **9.4F. Date of publication, distribution, etc.**

**9.4F1.** Give the date of publication, distribution, etc., of the unit being described as instructed in 1.4F.

### **9.4G. Place of manufacture, name of manufacturer, date of manufacture**

**9.4G1.** Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

## **9.5. PHYSICAL DESCRIPTION AREA**

Contents:

- 9.5A. Preliminary rule
- 9.5B. Extent of descriptive unit (including specific material designation)
- 9.5C. Other physical details
- 9.5D. Dimensions
- 9.5E. Accompanying material

## RECORDS IN ELECTRONIC FORM

### 9.5A. Preliminary rule

#### 9.5A1. Scope

See 1.5A1.

#### 9.5A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each physical description by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details (i.e., other than extent or dimensions) by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

**9.5A3.** In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

### 9.5B. Extent of descriptive unit

**9.5B1.** At all levels of description, record the extent of the unit being described by giving the number of units in arabic numerals followed by the specific material designation. Use terms found in subrule .5B in the relevant chapter of part I. If none of these terms is appropriate, use conventional terminology. If appropriate, add a qualifying word or phrase in parentheses to describe the type of computer or data file.

6 photographs (tiff)

1 sound recording (mp3)

**9.5B2.** *Optionally*, give the digital extent (e.g., bytes, kilobytes, megabytes, terabytes) of the unit being described in arabic numerals. Follow the digital extent with a phrase containing an appropriate specific material designation, if this does not duplicate the general material designation. If a further measure of extent is required add such information in parentheses after the primary statement of extent.

5 GB of photographs

## RECORDS IN ELECTRONIC FORM

2 TB (3 maps)

**9.5B3.** *Optionally*, give the number of physical carriers. If a further measure of extent is required, give, as appropriate, the extent, digital extent, number of computer records, images, documents, etc., and/or the specific material designation in parentheses after the primary statement of extent. Use conventional terminology to record the specific format of the physical carrier. *Optionally*, use one of the following terms as appropriate:

computer cartridge  
computer cassette

computer disk  
computer reel

2 CD-ROMs (textual records)

1 zip disk (96 MB)

1 computer disk

Give a trade name or other similar specification in a note (see 9.8B10).

**9.5B4.** When the unit being described contains parts that fall into three or fewer special classes of material, give the extent for each special class of material.

184 remote-sensing images. — 6 photographs (tiff). — 1 sound recording (mp3)

11 MB of textual records. — 5 MB of photographs. — 2 MB of drawings

**9.5B5.** When the unit being described contains parts that fall into more than three special classes of material, follow the instructions in 1.5B3.

2.4 MB of textual records and other material

**9.5B6.** If the unit being described contains system documentation in another physical form (e.g., paper) or other material, consult the .5 rules in the chapter that deals with that class of material.

2 GB of textual records. — 20 cm of textual records



## RECORDS IN ELECTRONIC FORM

### 9.5C. Other physical details

**9.5C1.** If the unit being described is encoded to produce sound, give *sd.* If the unit being described is encoded to display in two or more colours, give *col.*

1 TB of cartographic material : col.

1 computer disc : sd., col.

Give details of the requirements for the production of sound or the display of colour in a note (see 9.8B1a).

**9.5C2.** *Optionally*, for published material retained on its original carrier, give the physical characteristics, if readily available and if they are considered to be important, e.g.,

number of sides used  
recording density (e.g., number of bits per inch (*bpi*),  
single, double)  
sectoring  
storage capacity  
tracks

1 computer disk : sd., col., single sided, single density, soft sectored

2 computer reels : 6250 bpi

### 9.5D. Dimensions

**9.5D1.** If the option at 9.5B3 is applied, give the physical dimensions for the physical carrier(s).<sup>3</sup>

1 computer disk ; 9 x 9 cm

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<sup>3</sup> The dimensions of several physical carriers are provided below.

8 x 6 cm	for 8 mm EXABYTE cassettes
9 x 9 cm	for 3.5" diskettes
14 x 14 cm	for 5.25" diskettes
21 x 21 cm	for 8" diskettes
26 cm (diam.)	for 10" reels
31 cm (diam.)	for 12" reels
11 x 12 cm	for 3480 and 3490 cartridges
10 x 15 cm	for DC600 cartridges

## RECORDS IN ELECTRONIC FORM

### **9.5E. Accompanying material**

**9.5E1.** Give details of accompanying material as instructed in 1.5E1. Do not treat system documentation as accompanying material (see 9.7D2h).

5 GB of photographs : col. + 1 poster

15 MB (1 map) : col. + 1 pamphlet

### **9.6. PUBLISHER'S SERIES AREA**

Contents:

9.6A. Preliminary rule

9.6B. Publisher's series statement

#### **9.6A. Preliminary rule**

##### **9.6A1. Scope**

See 1.6A1.

##### **9.6A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series or subseries by a semicolon.

#### **9.6B. Publisher's series statement**

**9.6B1.** Transcribe the publisher's series statement as instructed in 1.6.

Survey of consumer finances

General social surveys = Enquêtes sociales générales

Public use microdata files / Statistics Canada

## RECORDS IN ELECTRONIC FORM

General social surveys : cumulative files / [conducted by] National Opinion Research Center, University of Chicago

General social surveys ; cycle 4

CIPO polls ; no. 815-1A

### 9.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 9.7A. Preliminary rule
- 9.7B. Administrative history / Biographical sketch
- 9.7C. Custodial history
- 9.7D. Scope and content and system description

#### 9.7A. Preliminary rule

##### 9.7A1. Scope

See 1.7A1.

##### 9.7A2. Punctuation

Precede each element of description with a full stop, space, dash, space or start a new paragraph for each element of description.

Separate introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

##### 9.7A3. Form of presentation of information

Follow the instructions set out in 1.7A4.

##### 9.7A4. Citations in the archival description area.

Follow the instructions set out in 1.7A5.

#### 9.7B. Administrative history/Biographical sketch

**9.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

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Statistics Canada's roots can be traced back to the establishment in 1847 of the Board of Registration and Statistics which became part of the Bureau of Agriculture in 1855. At Confederation, responsibility for census and statistics was placed under the Department of Agriculture where it remained until 1918. In that year, the Dominion Bureau of Statistics (Statistics Canada since 1971) was created as a central statistics gathering agency. The main functions of Statistics Canada include the compilation, analysis, and publication of statistical data relative to the commercial, industrial, financial, social, and general condition of the people, and the regular undertaking of a census of population and agriculture in Canada

*(Administrative history for the Statistics Canada fonds)*

The Census Operations Division was formed in 1978-1979, consolidating activities which had previously been performed in a number of divisions, primarily Census Field. It is one of 20 Divisions of Statistics Canada involved in the collection and processing of the quinquennial census of population and housing. The mandate of the Division is to provide planning and management infrastructure, budgeting, and play a lead role in the processing and dissemination of the census of population and housing

*(Administrative history for a series forming part of the Statistics Canada fonds)*

**9.7B2. Biographical sketch.** Give a concise biographical sketch as instructed in 1.7B2.

Dr. Rosalie Bertell was born at Buffalo, New York, in 1929. She received a doctorate in mathematics, with a specialty in biometrics, from the Catholic University of America, Washington, D.C. (Biometrics is the science of mathematical predictions of medical phenomenon). She is a member of the Grey Nuns of the Sacred Heart.

Since 1969, she has studied cancer and birth defects, especially as they relate to low level radiation exposure and has been a research consultant in biometry, with specialty in public health aspects of exposure to ionizing radiation. She was the Senior Cancer Research Scientist, Tri-State Leukemia Survey at Roswell Park Memorial Institute, Buffalo, N.Y., 1970 to 1978 and was instrumental in founding the Ministry of Concern for Public Health in Buffalo, N.Y. in 1978.

Coming to Canada in 1980, she became an Energy and Public Health Specialist with the Jesuit Centre for Social Faith and Justice, Toronto, 1980 to 1984. She founded the non-profit International Institute of Concern for Public Health and served as its Director of Research and Director of the Board, from 1984 to 1987 and as president from 1987 to 1994. The institute provided scientific and technical assistance to government agencies, citizens' groups and labour unions relating to environmental hazards as well as a scientific

## RECORDS IN ELECTRONIC FORM

publication on environmental hazards. Dr. Bertell was appointed to the Scientific Advisory Board on the Great Lakes of the International Joint Commission, 1991-1995, and to the International Joint Commission's Nuclear Task Force in 1995. She was a consultant with the United States Nuclear Regulatory Commission and the United States Environmental Protection Agency. She currently serves on Advisory Boards to the Great Lakes Health Effects Program of Health Canada, the Ontario Environmental Assessment Board, Global Education Associates (New York) and the NGO Disarmament Committee at the United Nations.

She advocates stricter safeguards and better monitoring of health for nuclear workers and the general public, a phase out of nuclear technology for weapons or power generation, waste isolation rather than disposal, standardized international monitoring of environmental and human health, and protection of the biosphere from genotoxic damage.

Dr. Bertell has published extensively in her field including the book "No immediate danger: prognosis for a radioactive earth", which was first published in 1985, and is editor-in-chief of the periodical, International Perspectives in Public Health.

*(Biographical sketch for the Rosalie Bertell fonds)*

Né à Montréal le 8 juillet 1933, le juge en chef Antonio Lamer fait ses études au collège Saint-Laurent (1952) et à l'Université de Montréal où il obtient un diplôme en droit en 1956. Admis au Barreau du Québec en 1957, il pratique le droit en particulier avec Cutler, Lamer, Bellemare et Associés.

Entre 1957 et 1969, il est professeur agrégé à la Faculté de droit de l'Université de Montréal, chargé de cours en criminologie et fonde l'Association des avocats de la défense de la province de Québec, tout en occupant plusieurs postes avec le Barreau canadien, dont celui de président national de la section de la justice criminelle. Il est conseiller spécial du ministre de la justice du Québec en matière de réorganisation des tribunaux. Il est aussi membre du conseil de discipline du Barreau du Québec et du conseil d'administration de l'école de formation professionnelle du Barreau et, pendant de nombreuses années, membre du conseil d'administration du Barreau d'assistance judiciaire du Barreau de Montréal.

Le 19 décembre 1969, il est nommé juge à la Cour supérieure et à la Cour du Banc de la Reine (juridiction criminelle) de la province de Québec. À compter du mois de décembre 1971, il est nommé vice-président de la Commission de la réforme du droit au Canada et en devient le président en avril 1976. Au cours du mois de juin 1974, il accède à la présidence de la Société de criminologie du Québec et siège au conseil d'administration de la Fondation canadienne des droits de l'homme.

Il est nommé juge à la Cour d'appel du Québec le 17 mars 1978, juge puisné à la Cour suprême du Canada le 28 mars 1980 et il devient juge en Chef de cette même Cour le 1er juillet 1990. Parallèlement, il préside le

## RECORDS IN ELECTRONIC FORM

Conseil canadien de la magistrature, le Conseil d'administration de l'Institut national de la magistrature et le Conseil consultatif de l'Ordre du Canada.

Au cours de sa carrière, il a reçu plusieurs décorations honorifiques dont des doctorats honoris causa des universités de Montréal, Moncton, Ottawa et Toronto. Il fut nommé commandeur de l'Ordre de Saint-Jean en 1991 et lieutenant-colonel honoraire du 62e Régiment d'artillerie de Campagne de Shawinigan en 1993

*(Biographical sketch for the Antonio Lamer fonds)*

**9.7C. Custodial history.** Give the custodial history as instructed in 1.7C.

**9.7D. Scope and content and system description**

**9.7D1. Scope and content.** Give the scope and content of the unit being described, as instructed in 1.7D. Include a summary of data elements or data element categories, where applicable.

Subseries consists of the Commercial Licensing System (CLS) database, an online registry system, containing information on the following: vessels which are licensed to harvest commercial species of fish; persons who own commercial licences; persons who hold person-type commercial fishing licences; revenue generated by the sale of licences; historical information on vessels, persons, and licences. The major functions performed by the system include: issuance of licences; registration of new commercial vessels; recording reports of change of ownership of a vessel; transfer of licence eligibility from one person to another; updating person and vessel information; updating vessel inspection expiry dates; reporting on persons, vessels and licences and; accounting for all revenue received

*(Scope and content for a subseries in the Department of Fisheries and Oceans fonds)*

**9.7D2. System description.** Where significant to an understanding of the unit being described, provide a description of the information, office, or other data management system in which the records in electronic form were created. The System description should be placed at the level for which it is common to all of the material being described (see 1.0A2d). Describe the essential characteristics, hardware and software requirements of the system. Include here information that describes the requirements, capabilities, limitations, design, operation and maintenance of the creator's original system. Include the elements essential to understanding the unit being described, or provide references to other sources in which this information is given. Give current system requirements for access as instructed in 9.8B1.

## RECORDS IN ELECTRONIC FORM

The System description may be given in a narrative or in a formatted note. Give the elements specified in 9.7D2a through 9.7D2j in any appropriate order.

During its active life, the Commercial Licensing System (CLS) database was an Ingres database, running on in-house VAX equipment. The system was cumulative, i.e., data was added as required but none was deleted. For the location of the metadata of the electronic system and the records within it, consult the computer file list for subseries. Metadata files are marked with an asterisk. For the location of printed documentation, consult the archivist (*Subseries level system description*)

System description: IBM PC; 64K; colour card; 2 disk drives

**9.7D2a. System name and developer.** Give the name of the information, office, or other data management system, and the name(s) of the person(s) and/or office(s) responsible for the development of the system, including version number, creation or implementation date, and other relevant details.

**9.7D2b. Hardware.** Give details of the hardware on which the system operated, including manufacturer and serial number, types and capabilities of peripherals significant to the creation of the records, both input and output devices, including internal modifications.

**9.7D2c. Operating system.** Give details of the name, version, and distributor of the operating system, as well as whether or not local modifications had been made to it.

**9.7D2d. Network or multi-user configuration.** Give the name, version, and distributor, if applicable, of the network architecture and software. For non-networked multi-user systems, give relevant details of the configuration, e.g., distribution of hardwired terminals, dial-up capabilities, etc.

**9.7D2e. System security and access.** Give details of system security provisions, name, version, and distributor of security software if applicable, who had access to the system, capabilities of categories of user account groups, etc. Give also details of system's ability to provide levels of protection to specific databases, computer files or data elements.

## RECORDS IN ELECTRONIC FORM

**9.7D2f. Programming language.** Give details of the programming environment in which the software operated, the language(s), and if significant, the compiler(s) with which the software was written and compiled.

**9.7D2g. Software/application capabilities.** Give details of major functionalities, including data input, management, and output capabilities. Include word processing, database management, spread-sheet, statistical, electronic mail, data quality management, and other relevant capabilities. Give details of capability of producing and managing metadata.

Include de facto or international standards used. Include, where applicable, technical specifications or limitations, such as memory size and requirements, interactive or batch processing capability, record-length limitations, etc.

Describe, where applicable, user interfaces for inputs and outputs, such as report generation capabilities, whether templates or views are pre-defined or user-defined, ability of users to customize their environment, etc.

**9.7D2h. System documentation.** Give the scope of the system documentation available, including presence or absence of up-to-date system and software manuals, on-line help screens, etc. Include known variances between the records and the documentation itself.

**9.7D2i. System milestones.** Where applicable, give a summary of major events affecting the design and operation of the system. This may include facts, such as the dates of design, implementation, conversion, and changes in record formats or access procedures. Include details of event-specific hardware and software environments.

**9.7D2j. Location of system software.** Where applicable, give a description of where and how the software component(s) of the system are preserved, including availability of source code, programming commentary, and/or other documentation.

### 9.8. NOTE AREA

Contents:

9.8A. Preliminary rule

9.8B. Notes

#### 9.8A. Preliminary rule



## RECORDS IN ELECTRONIC FORM

### **9.8A1. Scope**

See 1.8A1.

### **9.8A2. Punctuation**

Precede each note by a full stop, space, dash, space *or* start a new paragraph.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

### **9.8A3. Form of presentation of notes**

See 1.8A4.

### **9.8A4. Notes relating to reproduced material**

See 1.8A5.

**9.8B. Notes.** Make notes in the order in which they are given here. However, give a particular note first when it has been decided that note is of primary importance.

**9.8B1a. System requirements for access.** Make a note on the technical requirements for access. Give the following characteristics in any appropriate order: make and model of the computer(s) on which the records are designed to run; amount of memory required; name of the operating system; software requirements; kind and characteristics of any required or recommended peripherals; hardware (internal modifications).

System requirements: 48K RAM, Apple Disk II with controller, col. monitor  
*(Computer file requires colour monitor for display)*

System requirements: RTI Series 500 CD-ROM DataDrive  
*(File is available on CD-ROM)*

**9.8B1b. Remote access.** If the unit being described is available via remote access, make a note indicating relevant information needed to access it. If appropriate, give mode of access, site, and path, Uniform Resource Locator (URL), or other international standard designation for this information.

<http://ftp.rpi.edu/pub/communications/internet-cmc.html>

## RECORDS IN ELECTRONIC FORM

**9.8B2. Variations in title.** Make notes on variant titles as instructed in 1.8B1.

Commonly known as: Quality of life surveys  
(*Title proper is Social change in Canada*)

Title on paper copy of system documentation: User guide

*Optionally*, transcribe a data set name or a computer file name if it differs from the title proper. Include here locally assigned computer file or data set names.

File name: ONT86CD.SAS

**9.8B3. Source of title proper.** Always give the source of the title proper.

Title from manual

Title from the content of the records

Title from codebook

Title from external label

Title from correspondence by creator of the file

Title from printout

**9.8B4. Parallel titles and other title information.** Make notes on parallel titles and other title information as instructed in 1.8B3.

**9.8B5. Continuation of title.** Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

**9.8B6. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility as instructed in 1.8B5. Also make notes on persons or bodies connected with the unit being described and not already named in the description.

**9.8B7. Attributions and conjectures.** Make notes on authors to whom the unit being described has been attributed as instructed in 1.8B6.

## RECORDS IN ELECTRONIC FORM

**9.8B8. Edition.** Make notes relating to the edition as instructed in 1.8B7. Give details of minor changes which do not constitute a new edition, if considered significant.

Anonymized edition created by University of British Columbia Data Library

**9.8B9. Date(s) of creation, including publication, distribution, etc.** Make notes on dates and other details of publication, distribution, etc., as instructed in 1.8B8.

User's manual distributed by the American Political Science Association, Washington, D.C.

**9.8B9a. Date(s) of accumulation.** Make notes relating to date(s) of accumulation of the unit being described as instructed in 1.8B8a.

**9.8B10. Physical description.** Make notes relating to the physical description of the unit being described as instructed in 1.8B9. Indicate the type of file, e.g., data, document, image, program, and/or number of computer records, images, documents, etc., if this information is known and has not been given elsewhere in the description.

Computer files 5 through 37, comprising ca. 500 ft. of 2400 ft. magnetic tape, IBM-standard label, EBCDIC, 6250 bpi  
*(Computer files 1 through 4, and 38 on, in this example, belong to different fonds and are entirely unrelated to the unit being described, but are stored on the same magnetic tape for economy of storage.)*

The number of records varies with each sub-system (i.e. table) with the largest consisting of 194,264 records or about 12 MB

Give a general statement, if the information is readily available, on the structure of the data (raster, vector, or both).

Includes both raster and vector data of varying scales and resolution

Vector file

If known, give the resolution of vector images that have been digitized from a cartographic item (e.g., every 2 mm). For raster images, provide a statement about the area that each raster represents (e.g., 5 m x 5 m). If known, give the vertical resolution for three-dimensional items.

## RECORDS IN ELECTRONIC FORM

**9.8B10a. Physical condition.** Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

**9.8B10b. Conservation.** Make notes on any specific conservation treatment as instructed in 1.8B9b. Give details of digitization or logical reformatting of the unit being described since its transfer to archival custody. Indicate the location of any relevant documentation.

Computer files migrated by the National Archives of Canada from original word-processing software (MICOM) to WordPerfect, version 4.2 to maintain readability of data. Technical specifications of the migration are filed with the printed documentation

**9.8B10c. Accompanying material.** Make notes on accompanying material as instructed in 1.8B9c.

**9.8B11. Publisher's series.** Make notes on important details of publisher's series as instructed in 1.8B10.

**9.8B12. Alpha-numeric designations.** Make notes of any important numbers borne by the unit being described as instructed in 1.8B11.

ISR study no. 256

**9.8B13. Immediate source of acquisition.** Make notes on the immediate source of acquisition as instructed in 1.8B12.

**9.8B14. Arrangement.** Make notes on the arrangement as instructed in 1.8B13.

When the records were transferred to the Archives, the computer files were arranged in subdirectories which reflect the original work stations from which they came.

**9.8B15. Language.** Make notes on the language of the unit being described as instructed in 1.8B14.

**9.8B16. Originals and reproductions.**

## RECORDS IN ELECTRONIC FORM

**9.8B16a. Location of originals.** Make notes on the location of originals as instructed in 1.8B15a.

**9.8B16b. Availability of other formats.** Make notes on the availability of other formats as instructed in 1.8B15b.

Also available in printed form and in microform

Issued also for IBM PC and PC-compatible hardware

**9.8B17. Restrictions on access, use, reproduction, and publication.** Make notes on restrictions as instructed in 1.8B16.

Restricted: Contains respondents' name and telephone numbers. Must be anonymized before dissemination

A signed research agreement with Ontario Ministry of Health must be obtained before access can be provided

Data not to be released before July 1, 1999

Permission to view does not include the right to obtain copies of documents. Explicit permission to make copies of documents must be obtained from the donor

Researchers must sign an undertaking that they will not reveal information about living persons without their written consent

Publication of secondary analysis based on these data require prior approval of Statistics Canada

**9.8B18. Finding aids.** Make notes on finding aids as instructed in 1.8B17.

KWIC index to 1945-1965 polls available in Canadian social science data catalog / Institute for Behavioural Research, York University. 1974

The finding aid is a descriptive list of directories and computer files filed in alphabetical, chronological or numerical order

**9.8B19. Associated material.** Make notes on associated material as instructed in 1.8B18.

## RECORDS IN ELECTRONIC FORM

Master microdata records located in Statistics Canada

**9.8B20. Accruals.** Make notes on accruals as instructed in 1.8B19.

**9.8B21. Related groups of records in different fonds.** Make notes regarding related groups of records as instructed in 1.8B20.

**9.8B21a. Related groups of records within the same fonds.** Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

**9.8B22. General note.** Use this note to record any other descriptive information considered important as instructed in 1.8B21.

### 9.9. STANDARD NUMBER AREA

Contents:

9.9A. Preliminary rule

9.9B. Standard number

#### 9.9A. Preliminary rule

##### 9.9A1. Scope

See 1.9A1.

##### 9.9A2. Punctuation

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

#### 9.9B. Standard number

See 1.9B.

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(*ISSN for Arachnet electronic journal on virtual culture*)

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# RECORDS ON MICROFORM

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## RECORDS ON MICROFORM

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## RECORDS ON MICROFORM

### 10.0 GENERAL RULES

#### 10.0A. Preliminary rule

**10.0A1. Scope.** The rules in this chapter cover the description of archival material on microform which constitute a fonds or a part thereof. Microforms include microfilms, microfiches, microopaques, and aperture cards. Use these rules in conjunction with the chapter(s) dealing with the broad class(es) of material relating to the intellectual form of the unit being described.<sup>1</sup>

**10.0A2 Multilevel description.** For instructions on the use of multilevel description for preparing descriptions of a fonds and its parts, see 1.0A2.

#### 10.0B. Sources of information

**10.0B1. Chief source of information.** The chief source of information for the description of records on microform is the same as the chief source for the class of material in reproduced form. Consult the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

**10.0B2. Prescribed sources of information.** The prescribed source(s) of information for each area of the description of records on microform is the same as the prescribed source for the class of material in reproduced form. Consult the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

#### 10.0C. Punctuation

Consult the .0C rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

#### 10.0D. Levels of detail in the description

Consult the .0D rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

#### 10.0E. Language and script of the description

Consult the .0E rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

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<sup>1</sup> If the institution has itself produced a copy of the unit being described, it may choose either to indicate the availability of the copy in the descriptive entry for the unit being described as instructed, or prepare a separate descriptive entry for the copy.

## RECORDS ON MICROFORM

### **10.0F. Inaccuracies**

Consult the .0F rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

### **10.0G. Accents and other diacritical marks**

Consult the .0G rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

## **10.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA**

Contents:

- 10.1A. Preliminary rule
- 10.1B. Title proper
- 10.1C. General material designation

### **10.1A. Preliminary rule**

#### **10.1A1. Scope**

See 1.1A1.

#### **10.1A2. Punctuation**

Consult the .1A2 rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

### **10.1B. Title proper**

**10.1B1. Formal title proper.** Consult the .1B1 rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

**10.1B2. Supplied title proper.** Consult the .1B2-.1B4 rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

**10.1C. *Optional addition. General material designation.*** At all levels of description, immediately following the title proper, give the general material designation as instructed in 1.1C. Add the qualifier *microform* as instructed in 1.1C4.

Canada Department of Transport fonds [textual record (microform)]

## RECORDS ON MICROFORM

### 10.2 EDITION AREA

#### Contents:

- 10.2A. Preliminary rule
- 10.2B. Edition statement
- 10.2C. Statements of responsibility relating to the edition

#### 10.2A. Preliminary rule

**10.2A1. Scope.** Use this area only in item level description to transcribe an edition statement as instructed in 1.2A. Also consult the .2A rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

#### 10.2A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

#### 10.2B. Edition statement

**10.2B1.** Transcribe an edition statement as instructed in 1.2B1. Also consult the .2B rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

#### 10.2C. Statements of responsibility relating to the edition

**10.2C1.** Transcribe a statement of responsibility relating to an edition as instructed in 1.2C. Also consult the .2C rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

### 10.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

#### Contents:

- 10.3A. Preliminary rule

## RECORDS ON MICROFORM

**10.3A. Preliminary rule.** For instructions regarding this area consult the .3 rules of the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

### 10.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 10.4A. Preliminary rule
- 10.4B. Date(s) of creation

#### 10.4A. Preliminary rule

**10.4A1. Scope.** Record in this area only the dates of creation of the microform. Record in a note (see 10.8B1) details of creation, publication, distribution, etc. relating to the intellectual form of the material on microform. Also consult the .4B rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

#### 10.4A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

#### 10.4B. Date(s) of creation

**10.4B1.** At all levels of description, give the dates of creation of the unit being described as instructed in 1.4B. Also consult 1.1E7 and the .4B rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

### 10.5. PHYSICAL DESCRIPTION AREA

Contents:

- 10.5A. Preliminary rule
- 10.5B. Extent of descriptive unit (including specific material designation)
- 10.5C. Other physical details
- 10.5D. Dimensions

## RECORDS ON MICROFORM

### 10.5A. Preliminary rule

#### 10.5A1 Scope

See 1.5A. This area covers the physical description of records on microform. Provide information about the physical details of material on the microform in a note. See 10.8B2.

#### 10.5A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each occurrence of this area either by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details (i.e., other than extent and dimensions) by a colon.

Precede dimensions by a semicolon.

### 10.5B. Extent of descriptive unit (including specific material designation)

**10.5B1.** Record the extent of the microform for the unit being described in arabic numerals and one of the following terms as appropriate:

aperture card  
microfiche  
microfilm  
microopaque

Add *cartridge*, *cassette*, or *reel*, as appropriate, to *microfilm*. Add *cassette*, if appropriate, to *microfiche*.

If appropriate, follow the extent with a phrase indicating the special class of material, if this does not duplicate the GMD.

3 microfilm reels of textual records

**10.5B2. *Optional addition.*** If a further measurement of extent is required, add such information in parentheses after the primary statement of extent.

45 microfiches of cartographic materials (100 maps)  
1 microfilm reel (250 photographs)  
1 microfiche (55 fr.)

## RECORDS ON MICROFORM

### 10.5C. Other physical details

**10.5C1.** If a microform is negative, indicate this.

1 microfilm reel : negative, silver halide

### 10.5D. Dimensions

**10.5D1.** If appropriate, at all levels of description, give the dimensions of a microform as set out in the following rules. Give a fraction of a centimetre as the next whole centimetre up.

**10.5D2. Aperture card.** Give the height x width of an aperture card mount in centimetres.

20 aperture cards ; 9 x 19 cm

**10.5D3. Microfiche.** If the dimensions of a microfiche are other than 10.5 x 14.8 cm., give the height x width in centimetres.

1 microfiche ; 12 x 17 cm

15 microfiches ; 11 x 15 cm – 12 x 17 cm

**10.5D4. Microfilm.** Give the width of a microfilm in millimetres.

1 microfilm reel ; 16 mm

1 microfilm cartridge ; 35 mm

**10.5D5. Microopaque.** Give the height x width of a microopaque in centimetres.

5 microopaques ; 8 x 13 cm

## 10.6. PUBLISHER'S SERIES AREA

Contents:

10.6A. Preliminary rule

## RECORDS ON MICROFORM

**10.6A. Preliminary rule.** This area is not used for describing records on microform. Record in a note information about a publisher's series in its original form.

### 10.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 10.7A. Preliminary rule
- 10.7B. Administrative history / Biographical sketch
- 10.7C. Custodial history
- 10.7D. Scope and content

#### 10.7A. Preliminary rule

##### 10.7A1. Scope

See 1.7A1.

##### 10.7A2. Punctuation

Precede each element of description by a full stop, space, dash, space or start a new paragraph for each element of description.

Separate introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

**10.7A3. Form of presentation of information.** Follow the instructions set out in 1.7A4.

**10.7A4. Citations in the archival description area.** Follow the instructions set out in 1.7A5.

#### 10.7B. Administrative history / Biographical sketch

**10.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

**10.7B2. Biographical sketch.** Give a concise biographical sketch as instructed in 1.7B2.

## RECORDS ON MICROFORM

**10.7C. Custodial history.** Give the history of the custody of the unit being described as it existed in its original<sup>2</sup> form before its copying to microform, the details of its copying to microform, and the custody of the microform thereafter. If the originals were destroyed, record the date and authority for their destruction, insofar as they can be ascertained.

Letterpress copies were microfilmed in 1958. The original letterpress copies were destroyed due to their illegibility

Microfilmed by the Department. Originals were destroyed by the National Archives in accordance with the Department's approved Appraisal and Disposition Schedule in 1982

**10.7D. Scope and content.** Give the scope and content as instructed in 1.7D.

### 10.8. NOTE AREA

Contents:

10.8A. Preliminary rule

10.8B. Notes

#### 10.8A. Preliminary rule

**10.8A1. Scope.** See 1.8A1. Also consult the .8B rules of the chapters dealing with the broad classes of material for the unit being described.

#### 10.8A2. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

#### 10.8B. Notes

Make notes as instructed in 1.8B and in the following sub-rules. Also consult the .8B rules of the chapters dealing with the broad classes of material for the unit being described.

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<sup>2</sup> The meaning of the original in this context is "a complete and finished document..." See the definition of original (1), Appendix D.



## RECORDS ON MICROFORM

**10.8B1. Dates of creation, including publication, distribution, etc.** Make notes on date(s) of creation, including publication, distribution, etc., as instructed in 1.8B8. The vendor or institution responsible for the production of the microform of the unit being described, and where it was microformed, may also be included.

Toronto : University of Toronto Press, 1992

Hull : M. Brouard, 1904

Microfilmed in 1992 by Commonwealth Microfilms Inc. for the Provincial Archives

Microfilmed in 1981 by the National Archives and distributed through its diffusion programme

**10.8B2. Physical description.** Make notes relating to the physical description of the unit being described as instructed in 1.8B9. Give the following notes on the physical description of the microform as appropriate.

**Reduction ratio.** Give the reduction ratio if it is outside the 16x-30x range. Use one of the following terms:

low reduction (for less than 16x)  
high reduction (for 31x-60x)  
very high reduction (for 61x-90x)  
ultra high reduction (for over 90x\*)

For ultra high reduction give also the specific ratio (e.g., *Ultra high reduction, \*150x*).

**Reader.** Give the name of the reader on which a cassette or cartridge microfilm is to be used if it affects the use of the item.

For Information Design reader

**Film.** Give details of the nature of the film.

Silver based film

**Other physical details.** Make notes on other important physical details that are not included in the physical description area.

Image printed on thin paper

## RECORDS ON MICROFORM

If appropriate, give the physical description of the material in its original form in a note. Consult the .5 rules of the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

**10.8B3. Originals and reproductions.** Make notes on the creation of the reproductions as instructed in 1.8B15.

### 10.9. STANDARD NUMBER AREA

Contents:

10.9A. Preliminary rule

#### **10.9A Preliminary rule**

This area is not used for records on microform. For records on microform that are published, distributed, etc., see rule 1.9.

# OBJECTS

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## *Contents*

### 11.0 GENERAL RULES

- 11.0A Preliminary rule
- 11.0B Sources of information
- 11.0C Punctuation
- 11.0D Levels of detail in the description
- 11.0E Language and script of the description
- 11.0F Inaccuracies
- 11.0G Accents and other diacritical marks

### 11.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

- 11.1A Preliminary rule
- 11.1B Title proper
- 11.1C General material designation
- 11.1D Parallel titles
- 11.1E Other title information
- 11.1F Statements of responsibility

### 11.2 EDITION AREA

- 11.2A Preliminary rule
- 11.2B Edition statement
- 11.2C Statements of responsibility relating to the edition

### 11.3 CLASS OF MATERIAL SPECIFIC DETAILS AREA

- 11.3A Preliminary rule

## OBJECTS

### 11.4 DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

- 11.4A Preliminary rule
- 11.4B Date(s) of creation
- 11.4C Place of publication, distribution, etc.
- 11.4D Name of publisher, distributor, etc.
- 11.4E Statement of function of publisher, distributor, etc.
- 11.4F Date of publication, distribution, etc.
- 11.4G Place of manufacture, name of manufacturer, date of manufacture

### 11.5 PHYSICAL DESCRIPTION AREA

- 11.5A Preliminary rule
- 11.5B Extent of descriptive unit (including specific material designation)
- 11.5C Other physical details
- 11.5D Dimensions
- 11.5E Accompanying material

### 11.6 PUBLISHER'S SERIES AREA

- 11.6A Preliminary rule
- 11.6B Publisher's series statement

### 11.7 ARCHIVAL DESCRIPTION AREA

- 11.7A Preliminary rule
- 11.7B Administrative history/Biographical sketch
- 11.7C Custodial history
- 11.7D Scope and content

### 11.8 NOTE AREA

- 11.8A Preliminary rule
- 11.8B Notes

### 11.9 STANDARD NUMBER AREA

- 11.9A Preliminary rule
- 11.9B Standard number

## OBJECTS

### 11.0. GENERAL RULES

#### 11.0A. Preliminary rule

##### 11.0A1. Scope.

The rules in this chapter may be used to describe objects that constitute a fonds or a part thereof as instructed in 1.0A1. An object is defined as a three-dimensional record. Man-made objects include furniture, clothing, tools and equipment, art objects, toys, ceremonial artefacts, etc. Naturally occurring objects include objects comprised of inorganic materials (such as stone or mineral samples, etc.), and objects comprised of organic materials, including animal materials (such as bone, hair, shell, etc.), or plant materials (such as bark, leaves, flowers, etc.).

For multiple media fonds, see Chapter 2. For three-dimensional cartographic material, e.g., globes and models, see Chapter 5. For three-dimensional architectural records, e.g., models, see Chapter 6. For records which fall within the scope of other chapters but which are intellectually related to a particular object (e.g., sketches of a medal, etc., created as part of the design process), consult the rules in the chapter appropriate to the unit being described in conjunction with the rules in this chapter when necessary.

#### 11.0B. Sources of information

**11.0B1. Chief source of information.** The chief sources of information for objects are as follows<sup>1</sup>

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all of the material in the file, including the container;
4. for an item, the item itself together with any accompanying textual material and the container, case or stand issued by the publisher or manufacturer. Prefer information found on the object itself (including any permanently affixed labels) to information found on the accompanying textual material or on a container.

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<sup>1</sup> For all levels of description other than the item (fonds, series, file ) the chief source of information for a sub-division is the same as the chief source for that level.

## OBJECTS

### **11.0B2. Prescribed sources of information.**

The prescribed source(s) of information for each area of description of objects is set out below. Enclose information taken from outside the prescribed source(s) in square brackets, unless otherwise instructed in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Date(s) of creation, including publication, distribution, etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information
Archival description	Any source
Note(s)	Any source
Standard number	Any source

### **11.0C. Punctuation**

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

### **11.0D. Levels of detail in the description**

See 1.0D.

### **11.0E. Language and script of the description**

See 1.0E.

### **11.0F. Inaccuracies**

See 1.0F.

### **11.0G. Accents and other diacritical marks**

See 1.0G.

## OBJECTS

### 11.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

#### Contents:

- 11.1A. Preliminary rule
- 11.1B. Title proper
- 11.1C. General material designation
- 11.1D. Parallel titles
- 11.1E. Other title information
- 11.1F. Statements of responsibility

#### 11.1A. Preliminary rule

##### 11.1A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Enclose the general material designation qualifier in parentheses.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

#### 11.1B. Title proper

**11.1B1. Formal title proper.** At all levels of description, transcribe a formal title proper as instructed in 1.1B1.

**11.1B2. Supplied title proper.** At all levels of description, if no formal title proper appears prominently in or on the chief source of information, supply a title as instructed in 1.1B2-1.1B4.

**11.1B3. Supplied title proper for a fonds.** When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

**11.1B4. Supplied title proper for a part of a fonds (e.g., series, file, item).** When describing a part of a fonds, e.g., a series, file, or item, which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.

## OBJECTS

Banner of the Nova Scotia Loyalists

Bust of Dr. Norman Bethune

North West Canada medal, 1885

*Note:* Title from: *British battles and medals* / by L.L. Gordon. 5th ed. rev. / by Edward C. Joslin. London : Spink & Son, 1979. P. 197-198

Where appropriate, include as part of the supplied title proper a word or phrase stating the subject of the piece, the name of the person or event, etc., commemorated; the name of the person or body in whose honour the object is awarded; the name of the office issuing the object; or the name of the owner of the object.

Royal William memorial plaque

### **11.1C. *Optional addition.* General material designation**

**11.1C1.** At all levels of description, immediately following the title proper, give the appropriate general material designation<sup>2</sup> as instructed in 1.1C.

Seal of Frontenac [object]

### **11.1D. Parallel titles**

**11.1D1.** Transcribe parallel titles as instructed in 1.1D.

Tarot cards [GMD] = L'ancien tarot

Paysage terrestre [GMD] = Earth landscape

*Note:* Title from: *In the round : contemporary art medals of the world*. London : Fidem, 1992. P. 25

### **11.1E. Other title information**

**11.1E1.** Give other title information as instructed in 1.1E.

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<sup>2</sup> Use the GMD *object* for the material falling within the scope of this chapter.



## OBJECTS

**11.1E2.** When describing objects which include attachments, e.g., bars, rosettes, stars, oak leaves, etc., supply a brief statement as other title information, in the language of the formal or supplied title proper. Include, as appropriate, the number of such attachments.

### **11.1F. Statements of responsibility**

**11.1F1.** Transcribe statements relating to persons or bodies responsible for the creation of the item as instructed in 1.1F.

## **11.2. EDITION AREA**

Contents:

11.2A. Preliminary rule

11.2B. Edition statement

11.2C. Statements of responsibility relating to the edition

### **11.2A. Preliminary rule**

#### **11.2A1. Scope.**

See 1.2A1.

#### **11.2A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

### **11.2B. Edition statement**

**11.2B1.** Give the edition statement as instructed in 1.2B.

### **11.2C. Statements of responsibility relating to the edition**

**11.2C1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions, as instructed in 1.2C.

## OBJECTS

### 11.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:

11.3A. Preliminary rule

#### 11.3A. Preliminary rule

This area is not used for objects.

### 11.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

11.4A. Preliminary rule

11.4B. Date(s) of creation

11.4C. Place of publication, distribution, etc.

11.4D. Name of publisher, distributor, etc.

11.4E. Statement of function of publisher, distributor, etc.

11.4F. Date of publication, distribution, etc.

11.4G. Place of manufacture, name of manufacturer, date of manufacture

#### 11.4A. Preliminary rule

##### 11.4A1. Scope.

For man-made objects, record the elements of the date(s) of creation, including publication, distribution, etc. area as instructed in 1.4A1. For naturally occurring objects, do not record a place of date of publication, distribution, etc. or the name of a publisher, distributor, etc.

##### 11.4A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede predominant dates by a comma.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

## OBJECTS

**11.4A3.** In presenting information in the dates of creation, including publication, distribution, etc., area, follow the instructions set out in 1.4A3-1.4A7.

### **11.4B. Date(s) of creation**

**11.4B1.** At all levels of description, give the date(s) of creation for the unit being described as instructed in 1.4B. For objects that are published, distributed, etc., see rules 11.4C - 11.4G.

1951

[ca. 1642]

### **11.4C. Place of publication, distribution, etc.**

**11.4C1.** Give the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

Ottawa

### **11.4D. Name of publisher, distributor, etc.**

**11.4D1.** Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

### **11.4E. *Optional addition.* Statement of function of publisher, distributor, etc.**

**11.4E1.** Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

### **11.4F. Date of publication, distribution, etc.**

**11.4F1.** Give the date of publication, distribution, etc., as instructed in 1.4F.

### **11.4G. Place of manufacture, name of manufacturer, date of manufacture**

**11.4G1.** Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

## OBJECTS

1990 (Montreal : Fonderie Alain Morel)

### 11.5. PHYSICAL DESCRIPTION AREA

Contents:

- 11.5A. Preliminary rule
- 11.5B. Extent of descriptive unit (including specific material designation)
- 11.5C. Other physical details
- 11.5D. Dimensions
- 11.5E. Accompanying material

#### 11.5A. Preliminary rule

##### 11.5A1. Scope

See 1.5A1.

##### 11.5A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.<sup>3</sup>

Precede other physical details by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

**11.5A3.** In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

#### 11.5B. Extent of descriptive unit (including specific material designation)

**11.5B1.** At all levels of description, record the extent of the unit being described by giving the number of physical units in arabic numerals followed by the specific material

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<sup>3</sup> This punctuation is repeated for each physical description.

## OBJECTS

designation. A specific material designation term should be formed as concisely and utilized as consistently as possible<sup>4</sup>.

5 campaign buttons

3 quilts

2 communion tokens

1 sculpture

6 pennants

*Optionally*, If the parts of the unit being described are very numerous and the exact number cannot be readily ascertained, give an approximate number.

ca. 1,000 badges

*Optionally*, record the number of containers or volumes, or the linear extent followed by the phrase *of objects*. If the general material designation is used (see 11.1C), omit the phrase *of objects*.

3 boxes of objects

2 m of objects

**11.5B2.** *Optional addition.* If a further measure of extent is required, add such information in parentheses after the primary statement of extent.

2 boxes of objects (ca. 500 buttons, 7 medallions)

**11.5B3.** When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation, for each special class of material.

2 sculptures. – 4 plaques. – 2 ribbons

*Optional addition.* If more detail is desired, give a separate and complete physical description for each special class of material.

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<sup>4</sup> Institutions are encouraged to establish a policy regarding the nomenclature used for specific material designations.

## OBJECTS

**11.5B4.** When the unit being described contains parts that fall into more than three special classes of material, follow the instructions in 1.5B3.

55 plaques and other material

*Note:* Also includes 18 badges, 14 medals, 7 medallions and 5 ribbons.

**11.5B5. Accruals.** For material described at an aggregate level of description, e.g., an open fonds or series, give the extent including the specific material designation as instructed in 1.5B4. See also 1.8B19.

15 plates

*Note:* Further accruals are expected

### **11.5C. Other physical details**

**11.5C1.** At all levels of description, identify any physical details other than extent or dimensions, if known and considered important. Give other physical details in any appropriate order.

**11.5C2. Material.** When appropriate, give the material(s) of which the object is made. If the material(s) cannot be named concisely, either omit the statement or give it in a note.

1 medal : ceramic plated with bronze

1 statue : marble

2 paperweights : glass

1 quilt : cotton

**11.5C3. Production method.** If applicable, give here specifications of the process(es) used or method of production, e.g., casting, by which the physical unit(s) being described were created. Give further details regarding the production phase(s) in the scope and content (see 11.7D.).

1 tapestry : wool, machine woven

1 medal : bronze, art cast

## OBJECTS

**11.5C4. Colour.** Give the colour characteristics of the unit being described, as appropriate. Also provide the colour characteristics of supports if considered important. Give *col.* for multicoloured objects, or name the colour(s) of the object if it is in three or fewer colours. Multiple colours may be described in a note (see 11.8B10). Give *b&w* for black and white objects.

1 bowl : porcelain, blue and white

1 paperweight : glass, col.

**11.5C5. Support.** Give details regarding the support(s) or mounting(s) of the unit being described.

1 sculpture : bronze, on marble stand

1 plaque : cast aluminum, mounted on wood base

1 medal : white metal, loop

1 model : wood and plaster, col., mounted on cardboard

**11.5C6. Relief.** Give an indication of the degree of relief (other than incising for lettering or outlines) on the unit being described, if considered important.

1 medallion : cast bronze, bas relief

**11.5C7. Shape.** Give the shape if it is unusual for the type of object being described (e.g., give the shape of a medallic object if other than a circle), *or* if considered important. Describe the shape as concisely as possible. If this is not possible, describe the shape in a note.

1 medal : cast bronze, heart shape

1 medal : aluminium, rectangle

(Note: Consists of five thin rectangular bars which swivel on an off-centre post)

**11.5C8. Multiple materials, production, etc.** When multiple materials, production processes, etc., are identified, name each, with the predominant material, process, etc.,

## OBJECTS

if any, named first. These terms may be freely combined with the use of conjunctions and prepositions as necessary.

1 medal : cast bronze, struck

When multiple materials, processes, etc., are known to have been applied but are unidentified, or are too numerous to enumerate, use the terms *various materials*, *multiple processes*, or other phrase, as appropriate, and give the details in a note (see 11.8B10).

*Alternatively*, when such details are numerous or complex, give them in a note (see 11.8B10).

### 11.5D. Dimensions

**11.5D1.** Give the dimensions of the physical unit(s) in centimetres or millimetres as appropriate. Give the dimensions in the form height x width x depth. If necessary, add a word to indicate which dimension is being given. The side for height and the sides for width and depth are determined with reference to the position in which the unit(s) of description would be viewed. For circular shapes, give the diameter, followed by the abbreviation *in diam.* For other shapes, give the dimensions measured at the greatest points, in the form height x width x depth, or major and minor axes, as most appropriate.

1 sculpture : polished bronze ; 110 cm high

1 lithographic stone : 22 x 32 x 5 cm

1 medal : gold ; 50 mm in diam.

**11.5D2.** If the object is mounted on a support or held within a special container, etc., give the dimensions of the support or container either after the dimensions of the object or as the only dimensions. Add a word or phrase to indicate the container, support, etc., or to distinguish the dimensions of the object from those of the container, support, etc.

1 medallion : bronze ; 4 cm. in diam. mounted on stand 6 x 6 cm.

1 sculpture : marble ; in case 20 x 10 x 10 cm.

**11.5D3. Multiple dimensions in aggregate levels of description.** When material described at an aggregate level of description, e.g., fonds, series, file, consists of physical units of two different sizes, give both. If the material being described consists of physical units of more than two sizes, give the dimensions of the largest unit followed by the words *or smaller*.



## OBJECTS

### **11.5E. Accompanying material**

**11.5E1.** Give details of accompanying material as instructed in 1.5E1.

### **11.6. PUBLISHER'S SERIES AREA**

Contents:

11.6A. Preliminary rule

11.6B. Publisher's series statement

#### **11.6A. Preliminary rule**

##### **11.6A1. Scope.**

See 1.6A1.

##### **11.6A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series or subseries by a semicolon.

#### **11.6B. Publisher's series statement**

**11.6B1.** Transcribe the publisher's series statement as instructed in 1.6.

### **11.7. ARCHIVAL DESCRIPTION AREA**

Contents:

11.7A. Preliminary rule

11.7B. Administrative history/Biographical sketch

11.7C. Custodial history

11.7D. Scope and content

## OBJECTS

### **1.7A. Preliminary rule**

#### **11.7A1. Scope**

See 1.7A1.

#### **11.7A2. Punctuation**

Precede each element of description with a full stop, space, dash, space or start a new paragraph for each element of description.

Separate introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

**11.7A3. Form of presentation of information.** Follow the instructions set out in 1.7A4.

**11.7A4. Citations in the archival description area.** Follow the instructions set out in 1.7A5.

### **11.7B. Administrative history/Biographical sketch**

**11.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

**11.7B2. Biographical sketch.** Give a concise biographical sketch as instructed in 1.7B2.

**11.7C. Custodial history.** Give the custodial history as instructed in 1.7C.

**11.7D. Scope and content.** Give information about the scope and the internal structure of or arrangement of the records and about the contents of the unit being described as instructed in 1.7D.

## **11.8. NOTE AREA**

Contents:

11.8A. Preliminary rule

11.8B. Notes

## OBJECTS

### **11.8A. Preliminary rule**

#### **11.8A1. Scope.**

See 1.8A1.

#### **11.8A2. Punctuation**

Precede each note by a full stop, space, dash, space or start a new paragraph.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

#### **11.8A3. Form of presentation of notes**

See 1.8A4.

#### **11.8A4. Notes relating to reproduced material**

See 1.8A5.

**11.8B. Notes.** Make notes as instructed in 1.8B and the following subrules.

**11.8B1. Variations in title.** Make notes on variant titles as instructed in 1.8B1.

**11.8B2. Source of supplied title proper.** Indicate the source of a supplied title proper as instructed in 1.8B2.

**11.8B3. Parallel titles and other title information.** Make notes on parallel titles and other title information as instructed in 1.8B3.

**11.8B4. Continuation of title.** Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

**11.8B5. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility as instructed in 1.8B5.

**11.8B6. Attributions and conjectures.** Make notes on authors to whom the unit being described has been attributed as instructed in 1.8B6.

## OBJECTS

**11.8B7. Signatures and inscriptions.** Transcribe all signatures not included in the statement of responsibility, inscriptions, monograms, etc., found on the item according to 1.0C, 1.0E-1.0G, and Appendix A. Specify the location where the signature(s), inscription(s), etc., appear. If the inscription is in a non-roman alphabet, make a note indicating the script used. Indicate missing text by the mark of omission (e.g., when the object is damaged).

Inscribed on obverse, lower right: JB

Obverse inscriptions in Russian Cyrillic script

**11.8B8. Edition.** Make notes relating to the edition as instructed in 1.8B7. Give details of minor changes which do not constitute a new edition, if considered important.

**11.8B9. Date(s) of creation, including publication, distribution, etc.** Make notes on dates and other details of publication, distribution, etc., as instructed in 1.8B8.

**11.8B9a. Date(s) of accumulation.** Make notes relating to date(s) of accumulation as instructed in 1.8B8a.

**11.8B10. Physical description.** Make notes relating to the physical description of the unit being described as instructed in 1.8B9.

Impression deep and complete but slightly blurred.

Attached with pink silk laces.

Stone weighs approximately 7 kilograms.

**11.8B10a. Physical condition.** Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

Edge of seal lost.

Seal cracked.

**11.8B10b. Conservation.** Make notes on conservation work performed as instructed in 1.8B9b.

## OBJECTS

**11.8B10c. Accompanying material.** Make notes on accompanying material as instructed in 1.8B9c.

Accompanied by a letter from the artist explaining the symbolism of the collage.

**11.8B11. Publisher's series.** Make notes on important details of publisher's series as instructed in 1.8B10.

**11.8B12. Alpha-numeric designations.** Make notes of any important numbers borne by the unit being described as instructed in 1.8B11.

**11.8B13. Immediate source of acquisition.** Make notes on the immediate source of acquisition as instructed in 1.8B12.

**11.8B14. Arrangement.** Make notes on the arrangement as instructed in 1.8B13.

**11.8B15. Language.** Make notes on the language of the unit being described as instructed in 1.8B14.

**11.8B16. Originals and reproductions.**

**11.8B16a. Location of originals.** Make notes on the location of originals as instructed in 1.8B15a.

**11.8B16b. Availability of other formats.** Make notes on the availability of other formats as instructed in 1.8B15b.

**11.8B17. Restrictions on access, use, reproduction, and publication.** Make notes on restrictions as instructed in 1.8B16.

**11.8B18. Finding aids.** Make notes on finding aids as instructed in 1.8B17.

## OBJECTS

**11.8B19. Associated material.** Make notes on associated material as instructed in 1.8B18.

A print from the stone is in the Ganong Collection, New Brunswick Museum.

**11.8B20. Accruals.** Make notes on accruals as instructed in 1.8B19.

**11.8B21. Related groups of records in different fonds.** Make notes regarding related groups of records as instructed in 1.8B20.

**11.8B21a. Related groups of records within the same fonds.** Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

**11.8B22. References to published works.** Provide references to published works containing a description of the unit. As appropriate, cite catalogues or other standard sources that classify or otherwise help identify the material being described. Make this note in a standard and abbreviated form.

**11.8B23. General note.** Use this note to record any other descriptive information considered important as instructed in 1.8B21.

## 11.9. STANDARD NUMBER AREA

Contents:

- 11.9A. Preliminary rule
- 11.9B. Standard number

### 11.9A. Preliminary rule

#### 11.9A1. Scope

See 1.9A1.

#### 11.9A2. Punctuation

Precede this area by a full stop, space, dash, space or start a new paragraph.

## OBJECTS

### **11.9B. Standard number**

See 1.9B.





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## PHILATELIC RECORDS

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- 12.0C Punctuation
- 12.0D Levels of detail in the description
- 12.0E Language and script of the description
- 12.0F Inaccuracies
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#### 12.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

- 12.1A Preliminary rule
- 12.1B Title proper
- 12.1C General material designation
- 12.1D Parallel titles
- 12.1E Other title information
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#### 12.2 EDITION AREA

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## PHILATELIC RECORDS

### 12.4 DATE(S) OF CREATION, INCLUDING DISTRIBUTION, PUBLICATION, ETC., AREA

- 12.4A Preliminary rule
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- 12.4C Place of publication, distribution, etc.
- 12.4D Name of publisher, distributor, etc.
- 12.4E Statement of function of publisher, distributor, etc.
- 12.4F Date of publication, distribution, etc.
- 12.4G Place of manufacture, name of manufacturer, date of manufacture

### 12.5 PHYSICAL DESCRIPTION AREA

- 12.5A Preliminary rule
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- 12.5C Other physical details
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### 12.6 PUBLISHER'S SERIES AREA

- 12.6A Preliminary rule
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- 12.6D Other title information of publisher's series
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### 12.7 ARCHIVAL DESCRIPTION AREA

- 12.7A Preliminary rule
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### 12.9 STANDARD NUMBER AREA

- 12.9A Preliminary rule
- 12.9B Standard number

## PHILATELIC RECORDS

### 12.0. GENERAL RULES

#### 12.0A. Preliminary rule

**12.0A1. Scope.** Philatelic records are defined as:

- 1) postage stamps, postal stationery, or other material created and/or used to signify pre-payment or payment due for postal services
- 2) stamps or labels resembling the material described above, but which have no postal value
- 3) cancellations or other markings created and/or used by a postal administration to show evidence of postal usage
- 4) material bearing one or more of the items described above.

These records include postage stamps, postal stationery items, postal covers, revenue stamps, labels, international reply coupons, and postal markings. Also included in the scope of this chapter are the printed pre-production materials created as part of the design process for the philatelic products.

The rules in this chapter may be used to describe issued or unissued philatelic records which constitute a fonds or a part thereof.

For records falling within the scope of other chapters but presenting philatelic information (e.g., pictures or photographs of a stamp created as part of the design process), consult the rules in this chapter in conjunction with those of the chapter appropriate to the records.

For multilevel description of philatelic records, see also chapter 1. For multiple media fonds, see chapter 2.

#### 12.0B. Sources of information

**12.0B1. Chief source of information.** The chief sources of information for philatelic records are as follows<sup>1</sup>:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all of the material in the file, including the container;
4. for an item, prefer in this order, information found (a) on the item itself, or (b) on the container.

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<sup>1</sup> For all levels of description other than the file and item (fonds, series) the chief source of information for a sub-division is the same as the chief source for that level.

## PHILATELIC RECORDS

**12.0B2. Prescribed sources of information.** The prescribed source(s) of information for each area of description of philatelic records is set out below. Enclose information taken from outside the prescribed source(s) in square brackets, unless otherwise instructed in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Issue data	Chief source of information
Date(s) of creation, including publication, distribution etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information, information published by the publisher, creator, etc.
Archival description	Any source
Note(s)	Any source
Standard number	Any source

### **12.0C. Punctuation**

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

### **12.0D. Levels of detail in the description**

See 1.0D.

### **12.0E. Language and script of the description**

See 1.0E.

### **12.0F. Inaccuracies**

See 1.0F.

### **12.0G. Accents and other diacritical marks**

## PHILATELIC RECORDS

See 1.0G.

### 12.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 12.1A. Preliminary rule
- 12.1B. Title proper
- 12.1C. General material designation
- 12.1D. Parallel titles
- 12.1E. Other title information
- 12.1F. Statements of responsibility

#### 12.1A. Preliminary rule

##### 12.1A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

#### 12.1B. Title proper

**12.1B1. Formal title proper.** Transcribe a formal title proper as instructed in 1.1B1 and in the following subrules.

Caribou

Alexander Graham Bell, 1847-1947

**12.1B1a.** At the item level, do not transcribe a statement of the denomination, the name of the issuing jurisdiction, and/or the term *postage* (or its equivalent in another language) as part of the formal title proper unless this text is an integral part of the formal title proper (i.e., connected by grammatical construction).

## PHILATELIC RECORDS

Laurier

*Appears on the original as:*

Laurier

postes/postage

**Canada 2**

If there is no formal title proper, do not record the denomination, the name of the issuing jurisdiction, and/or the term *postage* (or its equivalent in another language) as the formal title proper. Instead, supply a title according to the rules in 12.1B2.

**12.1B1b.** If a letter, word, or number appears only once but the design of the chief source of information makes it clear that it is intended to be read more than once, repeat the letter, word or number without the use of square brackets.

1668, voyage of the Nonsuch = 1668, voyage du Nonsuch

*Appears on the original as:*

**1668**

VOYAGE OF THE

VOYAGE DU **NONSUCH**

**12.1B2. Supplied title proper.** At all levels of description, if no formal title proper appears prominently in or on the chief source of information for the unit being described, supply a title as instructed in 1.1B2-1.1B4.

**12.1B3. Supplied title proper for a fonds.** When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

British American Bank Note Company fonds

**12.1B4. Supplied title proper for parts of a fonds (e.g., series, file, item).** When describing a part of a fonds, e.g. a series, file, or item, which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.

Proofs and essays

*(Series forms part of the British American Bank Note Company fonds)*

Where appropriate, include as part of the supplied title proper a word or brief phrase indicating the main subject content of the unit being described.

Bluenose stamp proofs

## PHILATELIC RECORDS

**12.1B5. Title on another copy, etc.** When an item lacks a formal title proper and a title is known to exist on another copy, edition, version, or different state of the item, use the title from that source as a supplied title proper if it is appropriate. Give the source of the title in a note (see 12.8B2).

H.M. Queen Elizabeth II, coronation

*Note:* Title taken from the marginal inscription of a full pane of the same issue

*(Title proper for a single stamp)*

### **12.1C. Optional addition. General material designation**

**12.1C1.** At all levels of description, immediately following the title proper, give the general material designation *philatelic record*, as instructed in 1.1C.

John G. Diefenbaker, 1895-1979 [philatelic record]

### **12.1D. Parallel titles**

**12.1D1.** Transcribe parallel titles as instructed in 1.1D.

Hand-drawn cart [GMD] = Petite charrette

International Philatelic Youth Exhibition, 1982 [GMD] = L'exposition philatélique mondiale de la jeunesse, 1982

Tall ships visit, 1984 [GMD] = Visite des grands voiliers, 1984

### **12.1E. Other title information**

**12.1E1.** Transcribe other title information as instructed in 1.1E.

### **12.1F. Statements of responsibility**

Apply these rules at the item level. At the series and file levels, for material published or issued as a unit, use these rules only when the statement of responsibility applies to all of the items in the unit being described.

## PHILATELIC RECORDS

**12.1F1.** Transcribe explicit statements of responsibility as instructed in 1.1F.

Aaron R. Mosher / design, Roger Hill  
*(a pane of stamps with the statement of responsibility in the marginal inscription)*

### **12.2. EDITION AREA**

Contents:

- 12.2A. Preliminary rule
- 12.2B. Edition statement
- 12.2C. Statements of responsibility relating to the edition

#### **12.2A. Preliminary rule**

**12.2A1. Scope.** Use this area at the item level to record statements relating to versions, editions or states of philatelic records. At the series and file levels, for material published or issued as a unit, use this area only when all of the items are of the same edition or state.

#### **12.2A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash. Precede each subsequent statement of responsibility by a semicolon.

#### **12.2B. Edition statement**

**12.2B1.** Give the edition statement as instructed in 1.2B.

Plate no. 1

3rd proving

#### **12.2C. Statements of responsibility relating to the edition**

**12.2C1.** Transcribe a statement of responsibility relating to one or more editions but not to all editions of the unit being described as instructed in 1.2C.



## PHILATELIC RECORDS

### 12.3. ISSUE DATA AREA

Contents:

- 12.3A. Preliminary rule
- 12.3B. Issuing jurisdiction
- 12.3C. Denomination
- 12.3D. Units containing material from two or more issuing jurisdictions

#### 12.3A. Preliminary rule

**12.3A1. Scope.** Apply these rules to philatelic records at all levels of description.

#### 12.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each occurrence of this area by a full stop, space, dash, space.

Precede the denomination by a colon.

**12.3A3. Language and script of the description.** Give all elements in the language and script of the institution providing the description. An original statement of the issuing jurisdiction or denomination may be transcribed in a note (see 12.8B9).

**12.3A4.** This area is repeatable.

#### 12.3B. Issuing jurisdiction

**12.3B1.** Give the name of the jurisdiction (e.g., government) responsible for issuing the philatelic records. If the unit contains parts issued by different jurisdictions, follow the instructions in 12.3D.

Canada

Spain

Newfoundland

#### 12.3C. Denomination

**12.3C1.** For all units possessing a denomination (e.g., postage stamps, revenue stamps, postal stationery items), give the denomination in a standardized format, recording the denomination number in arabic numerals followed by the name of the currency unit. Include a denomination statement even if the denomination is already recorded as part of the title proper or other title information.

## PHILATELIC RECORDS

Nova Scotia : 10 cents

Newfoundland : 5 pence

Canada : [43 cents]

**12.3C2.** If three or fewer denominations are present, record the denominations separated by commas.

Vancouver Island : 5 cents, 10 cents

**12.3C3.** If more than three denominations are present, give the predominant denomination followed by the phrase *and other denominations*. Further details about the denominations may be given in a note (see 12.8B9).

Canada : 43 cents and other denominations

If no denomination predominates, use the phrase *various denominations*.

Newfoundland : various denominations

**12.3C4. Equivalent denominations in different currencies.** All levels of description, if the equivalent denomination is given in two or more currencies on the same unit, record the denomination, as outlined above, using the currency of the issuing jurisdiction. Record the denomination(s) in the other currency (or currencies) in a note (see 12.8B9).

Canada : 7½ pence

*Note:* Denomination also given in British currency as 6 pence sterling

### **12.3D. Units containing material from two or more issuing jurisdictions**

**12.3D1.** If the unit being described contains material relating to two or three issuing jurisdictions, use a separate occurrence of this area for each issuing jurisdiction.

Canada : 5 cents. — United States : 20 cents

## PHILATELIC RECORDS

**12.3D2.** If there are more than three issuing jurisdictions, give the predominant jurisdiction followed by the phrase *and other jurisdictions* and the denomination as instructed in 12.3C. Further details about the jurisdictions may be given in a note (see 12.8B9).

United Kingdom and other jurisdictions : various denominations

If no issuing jurisdiction predominates, use the phrase *various jurisdictions*.

### **12.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION ETC., AREA**

Contents:

- 12.4A. Preliminary rule
- 12.4B. Date(s) of creation
- 12.4C. Place of publication, distribution etc.
- 12.4D. Name of publisher, distributor, etc.
- 12.4E. Statement of function of publisher, distributor etc.
- 12.4F. Date publication, distribution etc.
- 12.4G. Place of manufacture, name of manufacturer, date of manufacture

#### **12.4A. Preliminary rule**

##### **12.4A1. Scope.**

See 1.4A1.

At the series and file levels, record *only* the date(s) of creation if all the material in the unit being described is unpublished, or if there is a mix of published and unpublished material, or if all the material is published but not as a series or set. If all the material in the unit being described belongs to the same published series or set, record the information about the place, name, and date(s) of publishing, distributing or, manufacturing, etc., activities.

##### **12.4A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

## PHILATELIC RECORDS

**12.4A3.** In presenting information in the dates of creation, including publication, distribution, etc., area, follow the instructions set out in 1.4A3-1.4A7.

### **12.4B. Date(s) of creation**

**12.4B1.** Give the date(s) of creation for the unit being described as instructed in 1.4B.

1897

20 Mar. 1949

1939-1994, predominant 1953-1994

1912-1989

*Note:* Very little material is available for the period 1930-1935.

[ca. 1967]

### **12.4C. Place of publication, distribution, etc.**

**12.4C1.** Transcribe the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

Ottawa

### **12.4D. Name of publisher, distributor, etc.**

**12.4D1.** Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

[Ottawa] : Canada Post Corporation

### **12.4E. *Optional addition.* Statement of function of publisher, distributor, etc.**

**12.4E1.** Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

### **12.4F. Date of publication<sup>2</sup>, distribution, etc.**

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<sup>2</sup> The date of issue is the publication date.

## PHILATELIC RECORDS

**12.4F1.** Give the date of publication, distribution, etc., in the fullest form available (e.g., day, month, year) as instructed in 1.4F.

8 Nov. 1993

### **12.4G. Place of manufacture, name of manufacturer, date of manufacture**

**12.4G1.** Give the place of manufacture, name of manufacturer and/or date of manufacture of the unit being described as instructed in 1.4G.

[Ottawa : Canada Post Corporation, 1 Sept. 1987] (Canadian Bank Note Co.)

## **12.5. PHYSICAL DESCRIPTION AREA**

Contents:

- 12.5A. Preliminary rule
- 12.5B. Extent of descriptive unit (including specific material designation)
- 12.5C. Other physical details
- 12.5D. Dimensions
- 12.5E. Accompanying material

### **12.5A. Preliminary rule**

#### **12.5A1. Scope**

See 1.5A1.

#### **12.5A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede each occurrence of this area by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

**12.5A3.** In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

## PHILATELIC RECORDS

### 12.5B. Extent of descriptive unit (including specific material designation)

**12.5B1.** At all levels of description, record the extent of the unit being described by giving the number of the physical units that comprise it followed by the specific material designation. Use arabic numerals to record the number of physical units. A selective list of recommended specific material designations is given below.<sup>3</sup>

international reply coupon  
label  
postage stamp  
postage stamp booklet  
postal cover  
postal marking  
postal stationery item  
revenue stamp

15 postal stationery items

1 postal marking

351 postage stamps

*Optionally*, if the parts of the unit being described are very numerous and the exact number cannot be readily ascertained, give an approximate number.

ca. 5,000 postage stamps

*Optionally*, record the number of containers or volumes, or the linear extent, or the cubic measurement followed by the phrase *of philatelic records*. If the general material designation is used (see 12.1C), omit the phrase *of philatelic records*. Express the linear or cubic extent using the metric system of measurement (see 1.5A4).

3 albums of philatelic records

12 cm of philatelic records

**12.5B2. Collective unit designation.** *Alternatively*, if the physical parts that comprise the unit being described are themselves composed of more than one component (e.g., sheets of 50 postage stamps), record the number of collective units followed by the collective unit

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<sup>3</sup> Institutions are encouraged to use the recommended list. If, for whatever reason, an institution chooses not to follow the list given here it should, nevertheless, establish a policy regarding the nomenclature used for specific material designations.

## PHILATELIC RECORDS

designation. Use arabic numerals to record the number of collective units. A list of recommended collective unit designations is given below.<sup>4</sup>

block  
pair  
pane  
sheet  
strip

Unless a further measure of extent is recorded (see 12.5B3), follow the number of collective units and the collective unit designation by the preposition *of* and the applicable specific material designation.

5 blocks of revenue stamps

**12.5B3.** *Optional addition.* If a further measure of extent is required, add such information in parentheses after the specific material designation, collective unit designation, or other term of measurement.

0.3 m of philatelic records (176 postal covers, 42 postal stationery items)

1 album (219 postal markings)

3 panes (150 postage stamps)

1 block (3 labels)

**12.5B4.** When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation or collective unit designation, for each special class of material.

15 postal covers. — 1 postal marking

48 panes of postage stamps. — 12 postage stamp booklets. — 4 postal stationery items

*Optional addition.* If more detail is desired, give a separate and complete physical description for each special class of material.

27 postage stamps : die proofs, steel engraving ; 26 x 42 mm or smaller, on support 22 x 14 cm or smaller. — 1 postal cover ; 12 x 19 cm

---

<sup>4</sup> Institutions are encouraged to use the recommended list. If, for whatever reason, an institution chooses not to follow the list given here it should, nevertheless, establish a policy regarding the nomenclature used for collective unit designations.

## PHILATELIC RECORDS

**12.5B5.** When the unit being described contains parts that fall into more than three special classes of material, give the physical extent and the specific material designation of the most predominant followed by the phrase *and other philatelic records* and describe the remaining material in a note (see 12.8B12).

10 postal stationery items and other philatelic records

*Note:* Also includes 7 postal covers, 5 postage stamps, and 3 blocks of postage stamps.

**12.5B6. Accruals.** For material described at an aggregate level of description, e.g., described at the level of a fonds or series, give the extent including the specific material designation if applicable as instructed in 1.5B4. See also 12.8B23.

4 m of philatelic records

*Note:* Further accruals are expected.

philatelic records

*Note:* Since 1989, ca. 5,000 philatelic records have been transferred to the archives every year.

### 12.5C. Other physical details

**12.5C1.** At all levels of description, identify any physical details other than extent or dimensions, as appropriate and if readily ascertainable. Where practicable, follow the order set out below:

production phase

layout, format

medium, base or support, process, method of reproduction

watermark

colour

perforations, gum, luminescence or tagging

3 revenue stamps : die proofs, steel engravings on india paper, black

6 postal stationery items : envelopes, lithographs, red and blue

1 postage stamp : photolithograph on Harrison paper, 4 col., perf.

13

*Alternatively,* give such information in the Scope and content (see 12.7D) or in a note (see 12.8B12).



## PHILATELIC RECORDS

**12.5C2. Production phase.** For unissued or unpublished philatelic records, include here specifications of the production phase(s) represented by the material (e.g., essay, proof, die proof, plate proof).<sup>5</sup>

14 postal stationery items : proofs

2 labels : die proofs, steel engravings, red

1 postage stamp : essay, steel engraving, black brown

Give further details regarding the production phase(s) in the Scope and content (see 12.7D).

**12.5C3. Layout, format.** Describe the layout or format of the philatelic unit if it is not indicated or implied in another area. As appropriate, use terms such as: coil, souvenir sheet, booklet, aerogramme, postal card, envelope, stick 'n tick, se-tenant, tête-bêche, squared circle cancel, duplex cancel, etc.

3 panes of postage stamps : se-tenant

54 postage stamps : some coil

10 postal markings : squared circle cancels

**12.5C4. Medium, support, process, etc.** Give details regarding the medium, base or support, process, method of reproduction or other similar technical specifications. Include trade names if considered significant.

1 label : proof, steel engraving on india paper

6 panes of postage stamps : lithographs on Harrison paper

**12.5C4a. Multiple techniques, processes, etc.** When multiple techniques, processes, etc., are identified, name each, with the predominant technique, process, etc., if any, named first. These terms may be freely combined with the use of conjunctions and prepositions as necessary.

100 postage stamps : lithographs and steel engravings

1 postal stationery item: embossed lithograph on wove paper

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<sup>5</sup> Institutions are encouraged to establish a list of nomenclature to be used for describing the production phase.

## PHILATELIC RECORDS

When multiple techniques, processes, etc., are known to have been applied but are unidentified, or are too numerous to enumerate, use the terms *various media*, *multiple processes*, or other phrase, as appropriate and give the details in a note (see 12.8B12).

64 postal covers : multiple processes

**12.5C5. Watermark.** Note the presence of a watermark in a general way and give the details in a note (see 12.8B12).

1 postage stamp : photolithograph on watermarked paper

**12.5C6. Colour.** Give the colour characteristics of the unit being described, as appropriate. Also provide the colour characteristics of supports if considered important.

15 postal markings : black

2 labels : steel engraving, red

2 postal stationery items : envelopes, lithographs in blue and green on cream paper

*Optionally*, if more than 3 colours are used, indicate the number of colours used followed by the abbreviation *col.*

1 postage stamp : lithograph, 5 col.

**12.5C7. Perforation, gum, luminescence or tagging.** Give information about the perforation (e.g., number, type), gum, luminescence or tagging if these elements are present on the unit. List only those elements common to the entire unit. Use the abbreviation *perf.* and a standard perforation gauge measurement to indicate the number of perforations, where appropriate.

1 pair of postage stamps : steel engraving on laid paper, orange-red, imperforate

6 blocks (24 postage stamps) : photolithographs, carmine rose, perf. 12, dextrine gum

1 postal stationery item : envelope, lithograph, sepia, tagged

### 12.5D. Dimensions

## PHILATELIC RECORDS

**12.5D1.** Record the dimensions of the entire sheet, support, etc.<sup>6</sup>, of the physical unit(s) being described. Give the dimensions of square or rectilinear physical units in the form height x width. The side for height and the side for width are determined with reference to the position in which the philatelic record(s) would be viewed. For circular shapes, give the diameter, followed by the abbreviation *diam.* in parentheses. For oval shapes, give the major and minor axes, followed in parentheses by the word *oval*. Give the dimensions of irregular shapes, measured at the greatest points, in the form height x width, diameter, or major and minor axes, as most appropriate, followed by the abbreviation *irreg.* in parentheses. If appropriate, add a word or phrase which describes the shape. Give the dimensions of containers (see 12.5B1) in the form height x width x depth.

1 label : lithograph ; 40 x 65 mm

7 postal stationery items : aerogrammes, lithographs, red and blue ;  
33 x 18 cm (irreg.)

1 postage stamp : die proof, steel engraving ; 33 x 22 mm (triangle)

**12.5D2. Image dimensions.** *Optional addition.* Give the size of the image followed by the size of the sheet, support, etc., specified as such if:

a) the size of either dimension of the image area of the physical unit(s) is less than half the same dimension of its sheet, support, etc.,

or b) if there is substantial additional information on the sheet (e.g., text).

1 postage stamp : proof, lithograph, 4 col. ; 26 x 32 mm on sheet  
67 x 48 cm

*Alternatively,* give the size of the sheet, support, etc., specified as such, preceded by the size of the image if different from the former.

1 postage stamp : die proof, steel engraving ; 33 x 22 mm on  
support 40 x 31 mm

**12.5D3. Multiple dimensions in aggregate levels of description.** When material described at an aggregate level of description, e.g., fonds, series, file, consists of physical units of two different sizes, give both. If the material being described consists of physical units of more than two sizes, the dimensions of the largest are given followed by the words *or smaller*.

12 postage stamp booklets ; 10 x 8 cm and 5 x 7 cm

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<sup>6</sup> In measuring the dimensions of the sheet, support, etc., do not include a mat, frame, or other mount or container. If the mat, frame, container, etc., cannot be removed or is an integral part of the unit being described, follow the instructions in 12.5D6.

## PHILATELIC RECORDS

10 postage stamps : steel engravings, lithographs ; 37 x 25 mm  
or smaller

ca. 750 postal covers ; 20 x 27 cm or smaller

*Alternatively*, give the smallest and the largest size, separated by a hyphen.

44 sheets of postage stamps : proofs, lithographs, 6 col. ; 33 x  
21 cm-70 x 50 cm

*Optionally*, add to the dimensions statement, the predominant sizes or the range of predominant sizes enclosed in parentheses.

21 sheets of postage stamps : proofs, lithographs, 4 col. ; 66 x  
44 cm or smaller (most 26 x 23 cm)

**12.5D4. Unit(s) of measurement.** Record the dimensions of the physical unit(s) in centimetres rounded up to the next whole centimetre. If the item measures less than 5 centimetres in height, width, or diameter, give the dimensions in millimetres.

13 postal covers ; 17 x 11 cm

1 postage stamp : steel engraving ; 21 x 33 mm

*Alternatively*, give the dimensions in centimetres to the nearest millimetre. Record whole numbers decimally.

1 postage stamp booklet ; 15.2 x 8.0 cm

6 postal covers ; 16.4 x 10.6 cm

1 postage stamp : die proof, steel engraving in green on india  
paper ; 21 x 17 mm on support 7.9 x 6.1 cm

**12.5D5. Folded or rolled items.** When a physical unit is designed to be folded or rolled, give the dimensions of the primary support and add the dimensions when folded or rolled. Precede the second dimension statement by the words *folding to*, *rolling to*, *folded to*, or *rolled to* as appropriate, depending on whether the physical unit is stored flat or in a folded or rolled format. Add in parentheses the abbreviation *diam.* following the dimension which has been rolled. If the materials are too fragile or too numerous to be measured flat, record only the dimensions when folded or rolled.

1 postal stationery item : aerogramme, offset lithograph, 6 col. ;  
32.1 x 21.0 cm folded to 9.7 x 18.0 cm

## PHILATELIC RECORDS

1 strip (200 postage stamps) : coil, steel engraving, red ; rolled to 35 mm (diam.) x 50 mm

*Optional addition*, when a physical unit is kept folded or rolled, whether so designed or not, give the dimensions of the primary support and add the dimensions when folded or rolled, specified as such.

1 sheet (200 postage stamps) : plate proof ; 30 x 46 cm folded to 15 x 23 cm

**12.5D6. Sight measurements and framed items.** When a part of the unit being described is not visible because of a non-removable mat, frame, or other integral container or mounting, give the sight measurements followed by the word *sight* in parentheses. *Optionally*, add the dimensions of the mat, frame, etc., specified as such.

1 pane (50 postage stamps): lithography ; 21 x 27 cm (sight) in mat 26 x 31 cm  
(*Window mat and backing are glued together*)

### 12.5E. Accompanying material

**12.5E1.** Give details of accompanying material as instructed in 1.5E.

25 labels : lithographs on self-adhesive paper ; 8.9 x 11.2 cm + 1 instruction sheet

## 12.6. PUBLISHER'S SERIES AREA

Contents:

- 12.6A. Preliminary rule
- 12.6B. Title proper of publisher's series
- 12.6C. Parallel titles of publisher's series
- 12.6D. Other title information of publisher's series
- 12.6E. Statements of responsibility relating to publisher's series
- 12.6F. Numbering within publisher's series

### 12.6A. Preliminary rule

## PHILATELIC RECORDS

**12.6A1. Scope.** Use this area only for describing an item belonging to a publisher's series. Do not record here information about an archival series.<sup>7</sup>

### **12.6A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series by a semicolon.

### **12.6B. Title proper of publisher's series**

**12.6B1.** Transcribe a formal title proper of a publisher's series as instructed in 12.1B1.

Masterpieces of Canadian art

Canada 92

### **12.6C. Parallel title of publisher's series**

**12.6C1.** Transcribe parallel titles of a publisher's series as instructed in 12.1D.

Canada's river heritage = Fleuves et rivières du patrimoine  
canadien

### **12.6D. Other title information of publisher's series**

**12.6D1.** Transcribe other title information of a publisher's series as instructed in 12.1E and only if considered necessary for identifying the publisher's series.

Christmas, 1982 : nativity scenes

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<sup>7</sup> For the distinction between publisher's series and archival series, see the glossary.

## PHILATELIC RECORDS

### **12.6E. Statements of responsibility relating to publisher's series**

**12.6E1.** Transcribe explicit statements of responsibility appearing in conjunction with the publisher's series title only if they are considered necessary for identifying the publisher's series. Follow the instructions in 12.1F when transcribing a statement of responsibility relating to a publisher's series.

Queen Elizabeth II regular issue / designed by Ernst Roch

### **12.6F. Numbering within publisher's series**

**12.6F1.** See 1.6F.

Canadian history in postage stamps ; series 2 = Histoire du Canada en timbre-poste ; 2eme [sic] série

## **12.7. ARCHIVAL DESCRIPTION AREA**

Contents:

- 12.7A. Preliminary rule
- 12.7B. Administrative history/Biographical sketch
- 12.7C. Custodial history
- 12.7D. Scope and content

### **12.7A. Preliminary rule**

#### **12.7A1. Scope**

See 1.7A1.

#### **12.7A2. Punctuation**

Precede each element of description with a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate the introductory wording of an element of description from the content of a note by a colon followed but not preceded by a space.

**12.7A3.** In presenting information in the archival description area, follow the instructions set out in 1.7A3-1.7A5.

## PHILATELIC RECORDS

### **12.7B. Administrative history/Biographical sketch**

#### **12.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

The British American Bank Note Company Limited was founded in 1866. It specialized in security printing for government and private industry. Over its history, the company printed stamps, bank notes, passports, securities, bank stationery, lottery tickets, as well as other printed matter. The British American Bank Note Company also designed many of the products it printed. As well, it was involved in the research and development of methods to guard against counterfeiting.

The company was formed from two groups of printers, one headed by George Bull Burland and the other by W.C. Smillie. The British American Bank Note Company later absorbed two smaller printers, the Dominion Bank Note Company and the Canada Bank Note Company.

In 1984, the British American Bank Note Company became a wholly owned subsidiary of BCE Inc. As part of the sale of BCE PubliTech in 1988, the business was transferred to Quebecor Printing Inc. It was subsequently known as the BA Banknote Division of Quebecor Printing Inc.

#### **12.7B2. Biographical sketch.** Give a concise biographical sketch as instructed in 1.7B2.

Major Richard (Dick) Kenneth Malott was born in Kingsville, Ont. on 31 Oct. 1927. He married Dorothy Payne on 28 Feb. 1953. They have one son, Douglas.

Dick Malott attended the University of Western Ontario, London, Ont. from 1946 to 1950, obtaining a Bachelor of Arts (Honours History). In 1965 he obtained a Master of Science Degree in Logistics and Computers at the United States Air Force Institute of Technology at Wright-Patterson Air Force Base, Dayton, Ohio.

Malott joined the RCAF in 1950. During his career in the RCAF/Canadian Forces, he served in Nova Scotia, Ontario, England, Sardinia, the United States and Vietnam. In 1974, he retired from the Canadian Forces to become the Chief Curator of Collections at the Canadian War Museum, Ottawa, Ont. Malott retired from the Canadian War Museum in 1992.

Dick Malott's main hobby is aerophilately. He specializes in Canadian pioneer and semi-official air mail flown envelopes, and interrupted (crash) covers. He has been active in many philatelic societies and has written extensively about aerophilately. His collections have won gold medals at national and international exhibitions. In 1992, he established Malott Aerophilatelic and Militaria Consultant Services.



## PHILATELIC RECORDS

**12.7C. Custodial history.** Give the custodial history as instructed in 1.7C.

These documents were given to F.E. Eaton by their creator, Andrej Frodel. Mr. Eaton subsequently donated them to the National Postal Museum. In 1988, the material was transferred to the Canadian Postal Archives program within the National Archives of Canada.

**12.7D. Scope and content.** Give information about the scope and the internal structure or arrangement of the records, and about the contents of the unit being described as instructed in 1.7D.

Fonds consists of issued stamps and proof material printed by the British American Bank Note Company. The bulk of the records contain material created for definitive, commemorative, postage due, air mail, air mail special delivery, special delivery, and post card issues for the Post Office Department. These records were apparently retained by the printer as samples to document its work. The material is arranged into two parts: one containing plate proofs of philatelic items, the other containing issued stamps and related documentation.

Series consists of a presentation album containing single images from plate proofs of stamps, plate essays of unissued stamp designs, and plate proofs of post cards. Most of the material was printed for Canada's Post Office Department.

### **12.8. NOTE AREA**

Contents:

- 12.8A. Preliminary rule
- 12.8B. Notes

#### **12.8A. Preliminary rule**

##### **12.8A1. Scope.**

See 1.8A1.

## PHILATELIC RECORDS

### **12.8A2. Punctuation**

Precede each note by a full stop, space, dash, space *or* start a new paragraph.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

**12.8A3.** In presenting information in the note area, follow the instructions set out in 1.8A4-1.8A5.

### **12.8B. Notes**

Make notes as instructed in 1.8B and the following subrules.

**12.8B1. Variations in title.** Make notes on variant titles as instructed in 1.8B1.

Traditionally known as: Imperial penny postage  
(*Title proper is Xmas 1898*)

**12.8B2. Source of supplied title proper.** Indicate the source of a supplied title proper as instructed in 1.8B2.

Title taken from the official bulletin for the issued stamp  
(*Supplied title for an untitled die proof created in the stamp design process*)

**12.8B3. Parallel titles and other title information.** Make notes on parallel titles and other title information as instructed in 1.8B3.

**12.8B4. Continuation of title.** Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

Title continues: ... passing over the first carrier of ocean mail  
(*Title proper: Vickers Vimy leaving St. John's with first transatlantic air mail*)

**12.8B5. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility as instructed in 1.8B5. Give the creator after whose original work the unit being described has been made, if known and not already recorded in the description.

Designer and engraver Yves Baril

After a photograph by Yousuf Karsh

**12.8B6. Attributions and conjectures.** Make notes on authors to whom the unit being described has been attributed, as instructed in 1.8B6.

Engraving attributed to Alfred Jones

## PHILATELIC RECORDS

**12.8B7. Signatures and inscriptions.** Make notes on signatures, inscriptions, or marks, monograms, etc. If important, indicate where such signatures and inscriptions appear. Do not record the actual signature if it has already been transcribed in the description.

Inscribed in pencil, recto: Proof after softening plate and hammering out Apr 10/35

Instructions to the engraver inscribed in pencil on recto

Inscriptions in side margins at the four corners of the pane record the printer name, plate number, names of designers

**12.8B8. Edition.** Make notes relating to the edition as instructed in 1.8B7.

Issue combines plate 1 of the frame and plate 2 of the vignette

**12.8B9. Issue data.** Make notes on information relating to the issuing jurisdiction or the denomination that is not already included in the philatelic issue data area.

Includes postage stamp issues from 36 Universal Postal Union member countries

Includes all the issued denominations for the series plus material relating to the unissued 4¢ denomination

**12.8B10. Date(s) of creation, including publication, distribution, etc.** Make notes on dates and other details of creation, publication, distribution, etc., as instructed in 1.8B8.

First issued in 1851

**12.8B11. Generation.** Make notes to distinguish between different generations of material.

Post-contemporary "proofs" pulled from printing plate of stamp issued in 1857  
(*Date of creation: 1930*)

**12.8B12. Physical description.** Make notes on important physical details that are not already included in the physical description area. See also 1.8B9.

Plate blocks mounted in set on card

Colour uneven on proof

Lathework along lower margin of proof sheets

## PHILATELIC RECORDS

Proof sheets are punch cancelled

Postage stamp is watermarked "E.&G." (For E. & G. Bothwell Cluta Mills)

**12.8B12a. Markings.** Make notes on postal markings, cancellations, handstamps, imprints, etc.

Cancellation: "day of issue/jour d'émission"; location: Ottawa  
Canada; date: 81-11-24

American Bank Note Co. engraving department date stamp on  
verso

**12.8B12b. Physical condition.** Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

Creases through the centre column of stamps

Colour faded on stamp

**12.8B12c. Conservation.** Make notes on conservation work performed as instructed in 1.8B9b.

Removed from original mount and cleaned

Adhesive hinges removed from verso

**12.8B12d. Accompanying material.** Make notes on accompanying material as instructed in 1.8B9c.

Accompanied by a souvenir booklet

**12.8B13. Publisher's series.** Make notes on the publisher's series as instructed in 1.8B10.

Title in official bulletin: 1988 Olympic Winter Games  
(*Series title on stamps:* Calgary 1988)

**12.8B14. Alpha-numeric designations.** Make a note of any important numbers borne by the unit as instructed in 1.8B11.

Die number: X-G-588

**12.8B15. Immediate source of acquisition.** Make notes on the immediate source of acquisition as instructed in 1.8B12.

Acquired from the Vincent Graves Green Philatelic Research  
Foundation

## PHILATELIC RECORDS

**12.8B16. Arrangement.** Make notes on the arrangement as instructed in 1.8B13.

Material arranged by the archives into sequential order by issue date

**12.8B17. Language.** Make notes on the language of the unit being described as instructed in 1.8B14.

Text on booklet cover in French only

**12.8B18. Location of originals.** Make notes on the location of originals and reproductions as instructed in 1.8B15a.

**12.8B19. Availability of other formats.** Make notes on the availability of other formats as instructed in 1.8B15b.

Selected photographic reproductions available

**12.8B20. Restrictions on access, use, reproduction, and publication.** Make notes on restrictions as instructed in 1.8B16.

Restricted: Permission of the donor required for access, use, or reproduction

Access and use subject to review under the Access to Information and Privacy act

No reproduction without the written permission of Canada Post

**12.8B21. Finding aids.** Make notes on finding aids as instructed in 1.8B17.

Inventory list available

Finding aid: Pritchard-Andrews Limited collection of proof impression books. 33 v. Canadian Postal Archives finding aids: CPA-13, CPA-15, CPA-19, CPA-27

**12.8B22. Associated material.** Make notes on associated material as instructed in 1.8B18.

Original steel hammer used to make the postmarks is located at the National Postal Museum of the Canadian Museum of Civilization, Hull, Quebec

## PHILATELIC RECORDS

**12.8B23. Accruals.** Make notes on accruals as instructed in 1.8B19.

Issued material is transferred semi-annually to the archives. Pre-production material no longer required for production purposes is transferred approximately once a year

**12.8B24. Related groups of records in different funds.** Make notes regarding related groups of records in different funds as instructed in 1.8B20. Also give this information at the file or item level of description if significant.

Other revenue material is located in the American Bank Note Company funds

**12.8B24a. Related groups of records within the same funds.** Make notes regarding related groups of records within the same funds as instructed in 1.8B20a.

**12.8B25. References to published works.** Provide references to published works containing a description of the unit. As appropriate, cite philatelic catalogues or other standard sources that classify (e.g., by stamp issue) or otherwise help identify the material being described. Make this note in a standard and abbreviated form.

Described in: The essays and proofs of British North America / Kenneth Minuse and Robert H. Pratt. Federalsburg, Md. : Sissons Publications, 1970. p. 47

Catalogue reference: The Canadian revenue stamp catalogue / E.S.J. van Dam. Toronto : Unitrade Press, 1991. FPS3

**12.8B26. General note.** Use this note to record any other descriptive information considered important as instructed in 1.8B21.

### 12.9. STANDARD NUMBER AREA

Contents:

- 12.9A. Preliminary rule
- 12.9B. Standard number

#### 12.9A. Preliminary rule

##### 12.9A1. Scope.

See 1.9A1.

##### 12.9A2. Punctuation

## PHILATELIC RECORDS

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

### **12.9B. Standard number**

**12.9B1.** See 1.9B.

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# DISCRETE ITEMS

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### 13.10 EXAMPLES

## 13.0. GENERAL RULES

### 13.0A. Preliminary rule

**13.0A1. Scope.** The rules in this chapter may be used to describe discrete items as instructed in 1.0A1. A discrete item is defined as an item that is not part of a larger body of material (e.g., a fonds or collection). Examples of discrete items include: a textual record such as a single letter, diary, or logbook; graphic material such as a single photograph, postcard, or drawing; cartographic material such as a map or atlas; or an object such as a sculpture or medal.

These rules form the basis for a single descriptive record for material(s) in any physical form. Use these rules in conjunction with the chapter(s) dealing with the broad class(es) of material relating to the intellectual form of the unit being described.

Archives most often consist of aggregations of materials and are managed as such. However, repositories do acquire materials that do not form a part of a larger fonds, collection or series. Context of creation, accumulation and use may or may not be known. Where provenance is known, no other materials of the same provenance may be held by the repository. Alternately provenance may be unknown and the material(s) acquired on the basis of another attribute. For this reason, the rules in this chapter accommodate the presentation of any information that may help to situate material(s) contextually.

### 13.0B. Sources of information

**13.0B1. Chief source of information.** For the chief source of information for discrete items, consult the item-level .0B1 rules of the chapter(s) dealing with the broad class(es) of material relating to the intellectual form of the unit being described.

**13.0B2. Prescribed sources of information.** Areas of description used for discrete items are presented in 1.0B2.

For the prescribed source(s) of information for each area of description, consult the .0B2 rules of the chapter(s) dealing with the broad class(es) of material relating to the intellectual form of the unit being described.

Enclose information taken from outside the prescribed source(s) in square brackets, unless otherwise instructed in specific rules.

### 13.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

**13.0D. Levels of detail in the description.** See 1.0D.

**13.0E. Language and script of the description.** See 1.0E.

**13.0F. Inaccuracies.** See 1.0F.

**13.0G. Accents and other diacritical marks.** See 1.0G.

**13.0H. Examples.** See 0.12. A selection of full-length example descriptions has been prepared using the rules in this chapter (see 13.10). The partial examples presented on a rule-by-rule basis in this chapter have been synthesized to form complete descriptions. The inclusion of full-length examples illustrates the application of the rules in the creation of complete descriptive records. The examples are intended to illustrate, but not prescribe, various possible outputs.

## **13.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

Contents:

- 13.1A. Preliminary rule
- 13.1B. Title proper
- 13.1C. General material designation
- 13.1D. Parallel titles
- 13.1E. Other title information
- 13.1F. Statements of responsibility

### **13.1A. Preliminary rule**

#### **13.1A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Enclose the qualifier(s) to the general material designation in parentheses.

Separate general material designation terms with a comma.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

### **13.1B. Title proper**

**13.1B1. Formal title proper.** Transcribe a formal title proper as instructed in 1.B and 1.1B1. Also consult the .1B1 rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

**13.1B2. Supplied title proper.** If no formal title proper appears prominently in or on the chief source of information, supply a title as instructed in 1.1B2 and 1.1B4.

Fragment of a parchment roll recording payments by the Lords of the Treasury to Thomas Barclay and Henry Drummond

Davidson County (N.C.) physician's account book

**13.1C. *Optional addition.* General material designation**

**13.1C1.** Immediately following the title proper, give the appropriate general material designation as instructed in 1.1C.

**13.1D. Parallel titles**

**13.1D1.** Transcribe parallel titles as instructed in 1.1D.

**13.1E. Other title information**

**13.1E1.** Give other title information as instructed in 1.1E. Also consult the .1E rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

**13.1F. Statements of responsibility**

**13.1F1.** Transcribe explicit statements relating to persons or bodies responsible for the creation of the item as instructed in 1.1F. Also consult the .1F rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

**13.2. EDITION AREA**

Contents:

13.2A. Preliminary rule

13.2B. Edition statement

13.2C. Statements of responsibility relating to the edition

**13.2A. Preliminary rule**

**13.2A1. Scope.** See 1.2A1.

**13.2A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see

1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

### **13.2B. Edition statement**

**13.2B1.** Give the edition statement as instructed in 1.2B. To determine the source of information presented in this area, consult the .0B rules in the chapters dealing with the broad classes of materials relating to the intellectual form of the unit being described.

### **13.2C. Statements of responsibility relating to the edition**

**13.2C1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions, as instructed in 1.2C.

## **13.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA**

Contents:

13.3A. Preliminary rule

### **13.3A. Preliminary rule**

For instructions regarding this area consult the .3 rules of the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

## **13.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA**

Contents:

13.4A. Preliminary rule

13.4B. Date(s) of creation

13.4C. Place of publication, distribution, etc.

13.4D. Name of publisher, distributor, etc.

13.4E. Statement of function of publisher, distributor, etc.

13.4F. Date of publication, distribution, etc.

13.4G. Place of manufacture, name of manufacturer, date of manufacture

### **13.4A. Preliminary rule**

**13.4A1. Scope.** See 1.4A1. Also consult the .4A1 rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

### **13.4A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

**13.4A3.** In presenting information in the dates of creation, including publication, distribution, etc., area, follow the instructions set out in 1.4A3-1.4A7.

### **13.4B. Date(s) of creation**

**13.4B1.** Give the date(s) of creation for the unit being described as instructed in 1.4B. Also consult the .4B rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described. For discrete items that are published, distributed, etc., see rules 13.4C - 13.4G.

1782

1835-1839

### **13.4C. Place of publication, distribution, etc.**

**13.4C1.** Give the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

### **13.4D. Name of publisher, distributor, etc.**

**13.4D1.** Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D. Also consult the .4D rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

### **13.4E. *Optional addition.* Statement of function of publisher, distributor, etc.**

**13.4E1.** Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

### **13.4F. Date of publication, distribution, etc.**

**13.4F1.** Give the date of publication, distribution, etc., as instructed in 1.4F. Also consult the .4F rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

**13.4G. Place of manufacture, name of manufacturer, date of manufacture**

**13.4G1.** Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

**13.5. PHYSICAL DESCRIPTION AREA**

Contents:

- 13.5A. Preliminary rule
- 13.5B. Extent of descriptive unit (including specific material designation)
- 13.5C. Other physical details
- 13.5D. Dimensions
- 13.5E. Accompanying material

**13.5A. Preliminary rule**

**13.5A1. Scope.** See 1.5A1.

**13.5A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each physical description by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details (i.e., other than extent or dimensions) by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

**13.5A3.** In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.



### **13.5B. Extent of descriptive unit (including specific material designation)**

**13.5B1.** Record the extent of the unit being described as instructed in 1.5B. Also consult the .5B rules in the chapter(s) dealing with the broad class(es) of material to which the unit being described belongs.

3 p.

1 v.

### **13.5C. Other physical details**

**13.5C1.** Give any physical details other than extent or dimensions, if known and considered important, as instructed in 1.5C1. Also consult the .5C rules in the chapter(s) dealing with the broad class(es) of material to which the unit being described belongs.

### **13.5D. Dimensions**

**13.5D1.** Give the dimensions of the physical unit(s) as instructed in 1.5D1 and the .5D rules in the chapter(s) dealing with the broad class(es) of material to which the unit being described belongs.

### **13.5E. Accompanying material**

**13.5E1.** Give details of accompanying material as instructed in 1.5E1. Also consult the .5E rules in the chapter(s) dealing with the broad class(es) of material to which the unit being described belongs.

## **13.6. PUBLISHER'S SERIES AREA**

Contents:

13.6A. Preliminary rule

13.6B. Publisher's series statement

### **13.6A. Preliminary rule**

**13.6A1. Scope.** See 1.6A1.

### **13.6A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space or start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.  
Precede the first statement of responsibility by a diagonal slash.  
Precede each subsequent statement of responsibility by a semicolon.  
Precede the numbering within a publisher's series or subseries by a semicolon.

### **13.6B. Publisher's series statement**

**13.6B1.** Transcribe the publisher's series statement as instructed in 1.6. Also consult the .6 rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

## **13.7. ARCHIVAL DESCRIPTION AREA**

Contents:

- 13.7A. Preliminary rule
- 13.7B. Administrative history / Biographical sketch
- 13.7C. Custodial history
- 13.7D. Scope and content

### **13.7A. Preliminary rule**

**13.7A1. Scope.** See 1.7A1.

#### **13.7A2. Punctuation**

Precede each element of description with a full stop, space, dash, space or start a new paragraph for each element of description.

Separate introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

**13.7A3. Form of presentation of information.** In presenting information in the archival description area, follow the instructions set out in 1.7A3-1.7A5.

### **13.7B. Administrative history / Biographical sketch**

**13.7B1. Administrative history.** If provenance is known, give a concise administrative history as instructed in 1.7B1. In cases of unknown provenance, do not use this element.

The Conseil d'État du roi was a body through which the king of France illuminated his actions, and declared his will through ârrets, provisions, ordinances, letters patent and other acts issued by his person  
(*Administrative history for discrete item with known provenance*)

Do not use this element to record information about the corporate body chiefly responsible for the intellectual or artistic content of the unit being described. For the presentation of this information, see 13.8B5, 13.8B6 or 13.8B20.

**13.7B2. Biographical sketch.** If provenance is known, give a concise biographical sketch as instructed in 1.7B2. In cases of unknown provenance, do not use this element.

Abraham Wiens (1830-1900) was born in the Mennonite Settlement at Molotschna, in the Ukraine. In 1860 he became one of the founders of the secessionist Mennonite Brethern and moved with them to Kuban in the Caucasus. His grandson Abraham Wiens (1887-1965) and his wife Katherina Heinrichs (1889-1930) emigrated to Canada in 1925 with six of their children and settled in Manitoba  
*(Biographical sketch for discrete item with known provenance)*

Do not use this element to record information about the person chiefly responsible for the intellectual or artistic content of the unit being described. For the presentation of this information see 13.8B5, 13.8B6 or 13.8B20.

**13.7C. Custodial history.** Give the custodial history as instructed in 1.7C.

The watercolour was sent to the National Archives of Canada by British art dealer Michael Graham-Stewart from whom was also acquired a work by Catherine Reynolds. The dealer does not have further information on the chain of custody of this work

**13.7D. Scope and content.** Give information about the scope and the internal structure of or arrangement of the material and about the contents of the unit being described as instructed in 1.7D4. Also consult the .7D rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

Item is a fragment of a parchment roll, recording the payment by the Lords of the Treasury to Thomas Barclay and Henry Drummond, contractors, of money advanced to deputy paymasters of the forces at New York, Quebec, Halifax and Boston, for pay issued 1769-1770, and for expenses involved in the transfer of funds and for exchange, 1782

Account book of an unidentified Davidson County N.C. physician. Details provided in the accounts are generally sparse, often providing only the date and cost. The volume records little information about procedures performed or medications dispensed. During the 1860's, almost half of the account book was used as a scrapbook to compile newspaper clippings, poetry, and household tips

## 13.8. NOTE AREA

Contents:

13.8A. Preliminary rule

13.8B. Notes

### 13.8A. Preliminary rule

**13.8A1. Scope.** See 1.8A1.

### 13.8A2. Punctuation

Precede each note by a full stop, space, dash, space or start a new paragraph.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

**13.8A3. Form of presentation of notes.** See 1.8A4.

**13.8A4. Notes relating to reproduced material.** See 1.8A5.

**13.8B. Notes.** Make notes as instructed in 1.8B. Also consult the .8 rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

**13.8B1. Variations in title.** Make notes on variant titles as instructed in 1.8B1.

Formerly known as Anonymous account book (physician's), 1835-1839

**13.8B2. Source of supplied title proper.** Indicate the source of a supplied title proper as instructed in 1.8B2.

**13.8B3. Parallel titles and other title information.** Make notes on parallel titles and other title information as instructed in 1.8B3.

**13.8B4. Continuation of title.** Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

...navigation for connecting the Atlantic and Pacific Oceans  
(*Continuation of title:* Map showing the route by road and...)

**13.8B5. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility as instructed in 1.8B5.

Illegible signature in lower left corner

The unknown author identifies himself as D.B.L. on page 206 and on occasion as L

**13.8B6. Attributions and conjectures.** Make notes on authors to whom the unit being described has been attributed as instructed in 1.8B6.

Unknown artist, believed to be active in the late 19<sup>th</sup> century

Watercolour may have been painted by British admiralty topographer Henry Wolsey Bayfield (1795-1885). Bayfield, a native of Hull, Yorkshire, entered the Royal Navy in 1806. His appointment as Admiralty Surveyor in British North America in June of 1817, began a forty-year career of that involved plotting a sizeable portion of the Great Lakes, namely Lakes Erie, Huron and Superior and their connecting waters. Bayfield also surveyed the Gulf of St. Lawrence, Strait of Belle Isle, and the islands in the Gulf (Anticosti, Magdalens, and Sable), as well as much of the coastal areas of the Maritime provinces. He resided at Québec from 1827 to 1841, and thereafter at Charlottetown, P.E.I. There is no information from either the source of the acquisition or the watercolour itself to further substantiate this attribution

**13.8B7 Edition.** Make notes relating to the edition as instructed in 1.8B7.

A similar version of this watercolour, by Catherine Reynolds, is in the collection of the Fort Malden National Historic Site. Their version is a watercolour in sepia tones of the same subject and view; however, their copy does not include some of the architectural and foliage details, the small children playing with the land, and the boats on Lake Erie in the distance

**13.8B8 Date(s) of creation, including publication, distribution, etc.** Make notes on dates and other details of publication, distribution, etc., as instructed in 1.8B8.

Date of situation based on completion of the C.P.R. in November 1885

**13.8B9 Physical description.** Make notes relating to the physical description of the unit being described as instructed in 1.8B9.

**13.8B9a Physical condition.** Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

**13.8B9b Conservation.** Make notes on conservation work performed as instructed in 1.8B9b.

**13.8B9c. Accompanying material.** Make notes on accompanying material as instructed in 1.8B9c.

To accompany: Report on the exploration of the country between Lake Superior and the Red River Settlement and between the latter place and the Assiniboine and Saskatchewan / by S.J. Dawson Toronto : J. Lovell, 1859; and Rapport sur l'exploration de la contrée située entre le lac Superieur et la colonie de la Riviere Rouge et entre ce dernier endroit et les rivières Assiniboine et Saskatchewan / par S.J. Dawson Toronto : J. Lovell, 1859

**13.8B10. Publisher's series.** Make notes on important details of publisher's series as instructed in 1.8B10.

**13.8B11. Alpha-numeric designations.** Make notes of any important numbers borne by the unit being described as instructed in 1.8B11.

**13.8B12. Immediate source of acquisition.** Make notes on the immediate source of acquisition as instructed in 1.8B12.

Acquired at auction, Ritchies Auctioneers and Appraisers, 388 King Street East, Toronto, On., sale number 651, on 7 March 2002

**13.8B13. Arrangement.** Make notes on the arrangement as instructed in 1.8B13.

**13.8B14. Language.** Make notes on the language of the unit being described as instructed in 1.8B14.

Text in Mi'kmaq, predominantly in hieroglyphics with some Romanized notations

**13.8B15. Originals and reproductions.**

**13.8B15a. Location of originals.** Make notes on the location of originals as instructed in 1.8B15a.

The originals are held by the British Library, London, England

**13.8B15b. Availability of other formats.** Make notes on the availability of other formats as instructed in 1.8B15b.

Also available on microfilm, reel C-4848

**13.8B16. Restrictions on access, use, reproduction, and publication.** Make notes on restrictions as instructed in 1.8B16.

Box 1 contains the original document and is not available for consultation by researchers. Instead, consult the photocopies located in Box 2

Copyright rests with the estate of Frederick B. Taylor until the year 2037

**13.8B17. Finding aids.** Make notes on finding aids as instructed in 1.8B17.

No finding aid available

**13.8B18. Associated material.** Make notes on associated material as instructed in 1.8B18.

See also, the Royal Ontario Museum's stylistically similar watercolour by William Edgar entitled "Celebration on Halifax common of the Coronation of Queen Victoria, 28 June 1838"

**13.8B19. Related groups of records external to the unit being described.** Make notes regarding related groups of records as instructed in 1.8B20.

For further information on Walter O'Hara's career and family, see the papers of his grandson, F.C.T. O'Hara, Deputy Minister of Trade and Commerce at Ottawa, (MG30, E104), his son Robert (MG55/29, 46), and his daughter Gertrude (MG22, A14)

**13.8B20. General note.** Use this note to record any other descriptive information considered important as instructed in 1.8B21.

The illustrations were included in the Archives Canada Microfiches (#4) series and have been provided with a catalogue containing the artist's biography, a bibliography and a detailed descriptive entry for each item

## 13.9. STANDARD NUMBER AREA

Contents:

- 13.9A. Preliminary rule
- 13.9B. Standard number

### 13.9A. Preliminary rule

**13.9A1. Scope.** See 1.9A1. Also consult the .9 rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

### 13.9A2. Punctuation

Precede this area by a full stop, space, dash, space or start a new paragraph.

**13.9B. Standard number.** See 1.9B.

## 13.10. EXAMPLES

**13.10.1.** The application of the rules in this chapter do not prescribe any particular output. The presentation of particular finding aids is a matter of institutional policy and will depend on the type and purpose of the finding aid being prepared and on the institution's descriptive system. This section contains examples of complete descriptive records intended to illustrate, but not prescribe, various possible outputs.

Fragment of a parchment roll recording payments by the Lords of the Treasury to Thomas Barclay and Henry Drummond [textual record]. – 1782. – 3 p.

Item is a fragment of a parchment roll, recording the payment by the Lords of the Treasury to Thomas Barclay and Henry Drummond, contractors, of money advanced to deputy paymasters of the forces at New York, Quebec, Halifax and Boston, for pay issued 1769-1770, and for expenses involved in the transfer of funds and for exchange, 1782

Davidson County (N.C.) physician's account book [textual record]. – 1835-1839. – 1 v.

Account book of an unidentified Davidson County N.C. physician. Details provided in the accounts are generally sparse, often providing only the date and cost. The volume records little information about procedures performed or medications dispensed. During the 1860's, almost half of the account book was used as a scrapbook to compile newspaper clippings, poetry, and household tips

Formerly known as Anonymous account book (physician's), 1835-1839







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# CHOICE OF ACCESS POINTS

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## *Contents*

### 21.0 GENERAL RULES

- 21.0A Preliminary rule
- 21.0A1 Scope
- 21.0A2 Access points and multilevel description
- 21.0A3 Provenance, author and other non-subject access points
- 21.0B Sources for choosing access points
- 21.0C Form of examples
- 21.0D Designation of relationship

### *PROVENANCE ACCESS POINTS*

### 21.1 GENERAL RULE

### 21.2 PROVENANCE ACCESS POINT(S) AT THE FONDS LEVEL

- 21.2A One person, corporate body, or family as creator
- 21.2B More than one person, or family as creator
- 21.2C Creator whose name has changed

### 21.3 PROVENANCE ACCESS POINT(S) AT THE SERIES LEVEL

- 21.3A One person, corporate body, or family as creator
- 21.3B More than one person, corporate body, or family as creator
- 21.3C Creator whose name has changed

### 21.4 ACCESS POINT(S) AT THE DISCRETE ITEM LEVEL

## CHOICE OF ACCESS POINTS

- 21.4A One person, corporate body, or family as creator
- 21.4B More than one person, corporate body, or family as creator
- 21.4C Creator whose name has changed

### *AUTHOR ACCESS POINTS*

- 21.5 GENERAL RULE
- 21.6 AUTHOR ACCESS POINTS(S) AT THE SERIES AND FILE LEVELS
- 21.7 AUTHOR ACCESS POINT(S) AT THE ITEM LEVEL

### *OTHER NON-SUBJECT ACCESS POINTS*

- 21.8 GENERAL RULE
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- 21.10 TITLE AS ACCESS POINT
- 21.11 NAME OF A PERSON HOLDING AN OFFICE
- 21.12 NAME OF AN OFFICE HELD BY A PERSON
- 21.13 NAMES OF PERSONS COMPRISING A FAMILY

## CHOICE OF ACCESS POINTS

### **21.0. GENERAL RULES**

#### **21.0A. Preliminary rule**

##### **21.0A1. Scope**

The rules in this chapter are used to determine the choice of non-subject access points by which an archival description is identified and searched.

These access points are generally the names of persons, families, or corporate bodies having some responsibility for the creation and/or accumulation and use, or intellectual or artistic content of the unit being described.

##### **21.0A2. Access points and multilevel description**

For all levels of description, use the rules in this chapter to determine the choice of access points for an archival description. Proceed from the highest level of description and move toward lower levels, where applicable. Normally, do not repeat an access point at lower levels of description when that access point has been chosen at a higher level. The rules give instruction on the choice of provenance access points, author access points, and other non-subject access points.

##### **21.0A3. Provenance, author and other non-subject access points**

Provenance access points provide access to the name of the person(s), family (ies), or corporate body (bodies) responsible for the creation and/or accumulation and use of the unit being described.

Author access points provide access to the name of the person(s), corporate body(ies) responsible for the form and intellectual or artistic content of the unit being described, if different from the creator of that unit.

Other access points may be chosen to provide access to the name(s) of custodians, offices held by a person, persons holding office, persons comprising a family, and to title.

##### **21.0B. Sources for choosing access points**

Choose provenance, author and other non-subject access points from the archival description, as appropriate. All access points must be apparent from the archival description to which they relate.

##### **21.0C. Form of examples**

Illustrative examples are given without showing their form. Establish the standardized form of access points as instructed in chapters 22 to 24.

## CHOICE OF ACCESS POINTS

### **21.0D. *Optional addition.* Designation of relationship**

Give the relationship between the unit being described and the person, family or corporate body chosen as the access points by adding an appropriate designation of this relationship.

, provenance

, author

, custodian

## ***PROVENANCE ACCESS POINTS***

### **21.1. GENERAL RULE**

In a multilevel description, make an access point(s) for the name(s) of the creator of the unit being described at the highest level (e.g., fonds, series, or collection). Make an access point(s) for the name(s) of the creator of a series if the name(s) of the creator of the series is different from the name of the creator of the unit at the highest level.

Make an access point(s) for the name(s) of the creator of a discrete item where provenance is known.

### **21.2. PROVENANCE ACCESS POINT(S) AT THE FONDS OR COLLECTION LEVEL**

#### **21.2A. One person, corporate body, or family as creator**

Make an access point for the name identified in the title proper.

Leanna Rutherford fonds  
(*Make provenance access point for Leanna Rutherford*)

George Frederick Bowen fonds  
(*Make provenance access point for George Frederick Bowen*)

Montreal Water and Power Company fonds  
(*Make provenance access point for Montreal Water and Power Company*)

Canadian Joker Society fonds  
(*Make provenance access point for Canadian Joker Society*)

## CHOICE OF ACCESS POINTS

Nova Scotia Royal Commission on Health Care fonds  
(*Make provenance access point for Nova Scotia Royal Commission on Health Care*)

Methodist Episcopal Church in Canada fonds  
(*Make provenance access point for Methodist Episcopal Church in Canada*)

Tinner family fonds  
(*Make provenance access point for Tinner family*)

Tuzo-Wilson family fonds  
(*Make provenance access point for Tuzo-Wilson family*)

Bronson family fonds  
(*Make provenance access point for Bronson family*)

Mary Desti collection about Isadora Duncan  
(*Make provenance access point for Mary Desti*)

Jeniva Berger theatre programs collection  
(*Make provenance access point for Jeniva Berger*)

### **21.2B. More than one person, or family as creator**

Make an access point for each of the names identified in the title proper.

Joan Potter and William Bruce family fonds  
(*Make provenance access points for Joan Potter and William Bruce*)

Fonds des familles Descleaux, Reccateau et Sangues  
(*Make provenance access points for Descleaux family, Reccateau family and Sangues family*)

### **21.2C. Creator whose name has changed**

#### **21.2C1. Person**

If the creator is a person whose name has changed, make an access point for the person's name in accordance with rule 22.2C.

#### **21.2C2. Corporate bodies**

If the creator is a corporate body whose name has changed, make an access point for each of the names for which the records are held, as appropriate and in accordance with 24.1C.

## CHOICE OF ACCESS POINTS

Fraser Company fonds

(*Note: The fonds comprises records created and/or accumulated and used from 1910 to 1917 under the name of Donald Fraser and Sons limited and under the name of Fraser Company after 1917.*)

(*Make provenance access point for the Fraser Company and for Donald Fraser and Sons*)

Halifax School for the Blind fonds

(*Note: The fonds comprises records created and/or accumulated and used from 1887 to 1939. The name of the Halifax School for the Blind was changed from Halifax Asylum for the Blind in 1930.*)

(*Make provenance access point for Halifax School for the Blind and for Halifax Asylum for the Blind*)

### 21.3. PROVENANCE ACCESS POINT(S) AT THE SERIES LEVEL

#### 21.3A. One person, corporate body, or family as creator

Make an access point for the name of the creator identified in the title proper.

Fonds title: Bronson family fonds

Series title: David Bronson correspondence

(*Make provenance access point for series level description for David Bronson*)

Fonds title: Manitoba Department of Health fonds

Series title: Registrar of Vital Statistics correspondence

(*Make provenance access point for series level description for Registrar of Vital Statistics*)

Title of series presented as highest level of description: Ontario Water Resources Commission prosecutions files

(*Make provenance access point for series level description for Ontario Water Resources Commission*)

#### 21.3B. More than one person, corporate body, or family as creator

Make an access point for each of the names of the creator identified in the title proper.

#### 21.3C. Creator whose name has changed

##### 21.3C1. Person

If the creator is a person whose name has changed, make an access point for the person's name in accordance with rule 22.2C1.



## CHOICE OF ACCESS POINTS

### **21.3C2. Corporate bodies**

If the creator is a corporate body whose name has changed, make an access point for each of the names for which records are held, as appropriate and in accordance with 24.1C.

Fonds title: Vancouver City Building Department fonds  
Series title: Permits and Licenses Department building permits  
(*Make provenance access point for series level description for Permits and Licenses Department*)

## **21.4. ACCESS POINT(S) AT THE DISCRETE ITEM LEVEL**

### **21.4A. One person, corporate body, or family as creator**

Make an access point for the name associated with the discrete item, if appropriate.

Third Canadian Philatelic Exhibition scrapbook  
(*Make provenance access point for Third Canadian Philatelic Exhibition*)

Peter Bernard's notebook  
(*Make provenance access point for Peter Bernard*)

Tableau généalogique de la famille Guillimin  
(*Make provenance access point for Guillimin (famille)*)

### **21.4B. More than one person, corporate body, or family as creator**

Make an access point for each of the names associated with the discrete item, if appropriate.

Acte de mariage de David Asselin et de Catherine Baudard  
(*Make provenance access points for David Asselin and Catherine Baudard*)

Letter to Sicotte and William P. Howland from William M. Dawson  
advocating a route to British Columbia through British territory  
(*Make provenance access points for Louis-Victor Sicotte and William P. Howland*)

### **21.4C. Creator whose name has changed**

#### **21.4C1. Person.**

If the creator is a person whose name has changed, make an access point for the person's name in accordance with rule 22.2C.

## CHOICE OF ACCESS POINTS

### 21.4C2. Corporate bodies.

If the creator is a corporate body whose name has changed, make an access point for each of the names for which the records are held, as appropriate and in accordance with 24.1C.

Imperial Munitions Board [contract record]  
(*Note:* The item dates between 1914 and 1918. The Imperial Munitions Board superseded the Canadian Shell Committee on 30 November 1915.)

(*Make provenance access point for Imperial Munitions Board and for Canadian Shell Committee*)

## **AUTHOR ACCESS POINTS**

### 21.5. GENERAL RULE

Make access point(s) for the name(s) of author(s) identified in the Title and statement of responsibility area, the Scope and content and/or the Statement of responsibility note.

(Statement of responsibility note: Five of the drawings are signed by Thomas. S. Scott and two are signed by Frank Wills architect)  
(*Make author access points for Thomas S. Scott and Frank Wills*)

### 21.6. AUTHOR ACCESS POINT(S) AT THE SERIES AND FILE LEVELS

Make access point(s) for the name of the author(s) identified in the title proper and/or the scope and content.

Correspondence with James Ewings  
(*Title proper of a file in the Arthur Meighen fonds*)  
(*Make author access point for James Ewings*)

Letters from Margaret Laurence  
(*Title proper of a file in the Helen Lucas fonds*)  
(*Make author access point for Margaret Laurence*)

Correspondance du Vice-rectorat aux affaires étudiantes  
(*Title proper of a file in the Fonds de la Faculté des Sciences sociales*)

## CHOICE OF ACCESS POINTS

*(Make author access point for Vice-rectorat aux affaires étudiantes)*

### 21.7. AUTHOR ACCESS POINT(S) AT THE ITEM LEVEL

Make access point(s) for the name(s) of the author(s) identified in the archival description.

Letter by O. Mowat Jr. on behalf of John A. Macdonald to Andrew Wilson  
*(Title proper of a discrete item)*  
*(Make author access points for O. Mowat Jr. and John A. Macdonald)*

...Photographs by G.W. Wilson and London Stereo and Photographic Company.  
*(Part of the scope and content of the discrete item Standard Otis Brothers & Company Elevators album)*  
*(Make author access points for G.W. Wilson and London Stereo and Photographic Company)*

Letter from Ira Dilworth to Emily Carr  
*(Title proper of an item in the Emily Carr fonds)*  
*(Make author access point for Ira Dilworth)*  
(Statement of responsibility note: Copied by H.J. Cundall, L.S.)  
*(Make author access point for H.J. Cundall)*

Geological map of the region north of Lake Huron / H.G.S. [Herbert G. Skill]  
*(Title proper of an item forming part of the Geological Survey of Canada fonds)*  
*(Make author access point for Herbert G. Skill)*

### **OTHER NON-SUBJECT ACCESS POINTS**

### 21.8. GENERAL RULE

Make other non-subject access points as appropriate, as instructed in the following rules. In the context of a particular finding aid system, if an access point is required other than those prescribed in the following rules, make it.<sup>3</sup>

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<sup>3</sup> Institutions should develop a policy to control selection of access points other than those for provenance. The rules in this chapter give some guidance for such policy, but do not cover all aspects of the discretion to be exercised in selecting non-provenance access points from descriptions rich in names, not all of which need to be the source of access points.

## CHOICE OF ACCESS POINTS

### 21.9. CUSTODIAL ACCESS POINT

Make an access point for the name of each person or corporate body having a significant custodial relationship for the unit being described, as appropriate.

Title of sub-series: Interdepartmental Committee on Human Rights minutes  
(F.R. MacKinnon removed the minutes from his official files when he was Deputy Minister of Public Welfare and had them bound into four volumes)  
*(Make custodial access point for F.R. MacKinnon)*

### 21.10. TITLE ACCESS POINT

Make any access point for title(s) appearing in the Title and statement of responsibility area and/or the variations in title proper note (see 1.8B1), as appropriate.

Provincial Secretary's fonds  
(Variations in title proper note: Previously known as "S" Series)  
*(Make title access point for "S" series)*

### 21.11. NAME OF A PERSON HOLDING AN OFFICE

Make an access point for the name of a person holding an office if the provenance or author access point is for a corporate body, as appropriate.

York University President's Office fonds  
*(Make access point for Susan Mann)*

### 21.12. NAME OF AN OFFICE HELD BY A PERSON

Make an access point for the name of an office held by a person if the provenance or author access point is for that person, as appropriate.

Claude Bissell fonds  
*(Make access point for University of Toronto Office of the President)*

## CHOICE OF ACCESS POINTS

### 21.13. NAMES OF PERSONS COMPRISING A FAMILY

Make an access point for the names of persons comprising a family if the provenance access point is for the family, as appropriate.

Giroux family fonds  
(The fonds consists of records of the family...created by Antoinette,  
Germaine and Cédéric-Lactance...)  
(*Make access point for Antoinette, Germaine and Cédéric-Lactance*)



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# HEADINGS FOR PERSONS

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## Choice of Name

### 22.1 GENERAL RULE

**22.1A.** In general, choose, as the basis of the heading for a person, the name by which he or she is known. This may be the person's real name, pseudonym, title of nobility, nickname, initials, or other appellation. Treat a roman numeral associated with a given name (as, for example, in the case of some popes, royalty, and ecclesiastics) as part of the name. For the treatment of the names of persons using one or more pseudonyms or a real name and one or more pseudonyms, see 22.2B. For the form of names used in headings, see 22.4-22.11 and 22.13-22.17.

Bruce Cockburn

Robert Charlebois

Emily Carr

Grey Owl

Joseph Francis

*not* Terry Fox  
Terrance Stanley Fox

*not* Anne-Marie  
Nellie Maillard David

*not* Ed Broadbent  
John Edward Broadbent

*not* Bob McCown  
Robert Alan McCown

Davidson, Florence Edenshaw  
(Haida artist)

(22.1A.)

**22.1B.** Determine the name by which a person is known in the following order of preference:

- a) from the chief source of information for his or her works<sup>1</sup>
- b) from reference sources<sup>2</sup>
- c) from the chief source of information for the person's fonds (see the .0A rules in Part I)
- d) from the archival records

If the name does not appear on a chief source of information (e.g., a photographer's fonds that consists only of unsigned photographs) determine the name by which he or she is known from reference sources issued in his or her language or country of residence or activity.

(22.1B.)

**22.1C.** Include any titles of nobility or terms of honour (see also 22.13) or words or phrases (see also 22.8 and 22.16) that appear in association with the name either wholly or in part. For the treatment of other terms appearing in association with the name, see 22.19B.

Duke of Wellington

Sir Clifford Sifton

Sir John A. Macdonald

Sister Charlotte

Sister Mary Joseph

(22.1C.)

#### **22.1D. Diacritical marks and hyphens**

**22.1D1. Accents, etc.** Include accents and other diacritical marks appearing in a name. Supply them if it is certain that they are integral to a name but have been omitted in the source(s) from which the name is taken.

Louis-Marie Côté

Robert René de Cotret

Eliphaz Lévi

*(Sometimes appears without diacritical marks)*

(22.1D1.)

**22.1D2. Hyphens.** Retain hyphens between given names if they are used by the bearer of the name.

Louis-Joseph Papineau

Jean-Paul Riopelle

---

<sup>1</sup> For the purposes of these rules a work is defined as "an item or set of items that has been published or distributed." For works, the chief source of information is the title page or its equivalent.

<sup>2</sup> *Reference sources*, as used in this chapter, includes books and articles written about a person.

Include hyphens in romanized names if they are prescribed by the romanization system adopted by the institution.

Ch'oe Sin-d4k

Omit a hyphen that joins one of a person's forenames to the surname.

Lucien Graux  
(*Name appears as: Lucien-Graux*)

(22.1D2.)

## 22.2. CHOICE AMONG DIFFERENT NAMES

### 22.2A. Predominant name

**22.2A1.** If a person (other than one using a pseudonym or pseudonyms, see 22.2B) is known by more than one name, choose the name by which the person is commonly known, if there is one. Otherwise, choose one name or form of name according to the following order of preference:

- a) the name that appears most frequently in the person's works
- b) the name that appears most frequently in reference sources
- c) the name that appears most frequently in the person's fonds
- d) the name that appears most frequently in the archival records
- e) the latest name.

(22.2A1.)

**22.2B. Pseudonyms.** Because a pseudonym is defined as "a name assumed by a *personal author*<sup>3</sup> to conceal or obscure his or her identity," apply these rules only if a person has published or distributed works under a pseudonym. Otherwise choose the person's real name.

**22.2B1. One pseudonym.** If all the works and/or records of one person are identified only by a pseudonym, choose the pseudonym. If the real name is known, make a reference from the real name to the pseudonym.

(22.2B1.)

**22.2B2. Separate identities.** If a person has established two or more identities, as indicated by the fact that works of one type appear under one pseudonym and works and/or records of other types appear under the person's real name or other pseudonyms, choose, as the basis for the heading for each group of works or records, the name by which those works or records are identified. Make references to connect the names (see 26.2C and 26.2D). For contemporary authors see also 22.2B3.

Charles William Gordon  
(*Real name found in his fonds*)  
Ralph Connor  
(*Pseudonym used in literary works*)

---

<sup>3</sup> *Personal author* is defined here as the person chiefly responsible for the creation of the intellectual or artistic content of a work.

Berthe Potvin  
(*Real name found in her fonds*)  
Genevieve de Francheville  
(*Pseudonym used in her literary works*)

Thomas D'Arcy McGee  
(*Real name used in some works and in his fonds*)  
Backwoodsman  
(*Pseudonym used in some literary works*)

(22.2B2.)

**22.2B3. Contemporary authors.** If a contemporary author uses more than one pseudonym or his or her real name and one or more pseudonyms, use, as the basis for the heading for each descriptive unit, the name appearing in it. Make references to connect the names (see 26.2C and 26.2D).

Philippa Carr  
Victoria Holt

Kathleen Kellow  
Jean Plaidy  
Ellalice Tate  
(*Pseudonyms used by the same person*)

If, in the works of contemporary authors, different names appear in different editions or versions of the same work or two or more names appear in one edition or version, choose, for all editions or versions, the name most frequently used in editions or versions of the work. If that cannot be determined readily, choose the name appearing in the latest available edition or version of the work. Make name-title references from the other name or names (see 26.2B1).

The rising tide / M.J. Farrell  
(*Two editions known. The later published under the name Molly Keane*)  
Use Molly Keane as the basis for the heading  
Make a name-title reference using M.J. Farrell as the basis for the reference

Cut thin to win / Erle Stanley Gardner as A.A. Fair  
(*Two editions known. One published under the name A.A. Fair, the later as above*)  
Use Erle Stanley Gardner as the basis for heading  
Make a name-title reference using A.A. Fair as the basis for the reference

(22.2B3.)

**22.2B4.** If a person using more than one pseudonym or his or her real name and one or more pseudonyms

*neither* has established separate identities (see 22.2B2)  
*nor* is a contemporary author (see 22.2B3)

choose, as the basis for the heading, the person's real name. Make references from other names.

not Catherine Parr Traill  
Author of Prejudice reproved, The tell-tale, &c. (22.2B4.)

### 22.2C. Change of name

**22.2C1.** If a person (other than one using a pseudonym or pseudonyms) has changed his or her name, choose the latest name or form of name unless there is reason to believe that an earlier name will persist as the name by which the person is better known. Follow the same rule for a person who has acquired and become known by a title of nobility (see also 22.6).

not Amor DeCosmos  
William Alexander Smith  
(*Birth name; commonly known under later name*)

not Marie de l'Incarnation  
Marie Guyart Martin  
(*Name used before she entered a religious order*)

not Mère Marie-Rose  
Eulalie Durocher  
(*Name used before the author entered a religious order*)

not L.M. Montgomery  
L.M. Montgomery MacDonald  
(*Name acquired later in life; better known by earlier name*)

not Grey Owl  
Archibald Stansfeld Belaney  
(*Birth name; known in Canada by later name*)

(22.2C1.)

### 22.3. CHOICE AMONG DIFFERENT FORMS OF THE SAME NAME

#### 22.3A. Fullness

**22.3A1.** If the forms of a name vary in fullness, choose the form of the name according to the following order of preference:

- a) the form of the name that appears most frequently in the person's works
- b) the form of the name that appears most frequently in reference sources
- c) the fullest form of the name that appears in the person's fonds
- d) the fullest form of the name that appears in the archival records.

As required, make references from the other form(s).

Marshall Saunders  
(*Form used in person's works: Marshall Saunders*)  
(*Full name: Margaret Marshall Saunders*)

William Crichlow Harris

Vincent Massey  
(*Form used in person's works*: Vincent Massey)  
(*Full name*: Charles Vincent Massey)

Margaret Laurence  
(*Form used in person's works*: Margaret Laurence)  
(*Full name*: Jean Margaret Wemyss Laurence)

(22.3A1.)

## 22.3B. Language

**22.3B1. Persons using more than one language.** If the name of a person who has used more than one language appears in different language forms in his or her works, in reference sources, in his or her fonds, or in the archival records, choose the form according to the following order of preference:

- a) the form corresponding to the language of most of that person's work
- b) the form that appears most frequently in reference sources
- c) the form corresponding to the language of most of that person's fonds
- d) the form corresponding to the language of most of the archival records.

George Mikes  
*not* György Mikes

Philippe Garigue  
*not* Philip Garigue

If, however, one of the languages is Latin or Greek, apply 22.3B2.

For persons identified by a well-established English form of name, see 22.3B3. If the name chosen is written in a nonroman script, see 22.3C.

(22.3B1.)

**22.3B2. Names in vernacular and Greek or Latin forms.** If a name occurs in reference sources and/or in the person's works, in his or her fonds, or in the archival records, in a Greek or Latin form as well as in a form in the person's vernacular, choose the form most commonly found in reference sources.

Sixt Birck  
*not* Xystus Betulius

Hugo Grotius  
*not* Hugo de Groot

In case of doubt, choose the Latin or Greek form for persons who were active before, or mostly before, A.D. 1400. For persons active after that date, choose the vernacular form.

Giovanni da Imola  
*not* Joannes de Imola  
(*Died 1436*)

(22.3B2.)



### 22.3B3. Names written in the roman alphabet and established in an English form.

Choose the English form of name for a person entered under given name, etc. (see 22.8) or for a Roman of classical times (see 22.9) whose name has become well established in an English form in English-language reference sources.

*not* Saint Francis of Assisi  
San Francesco d'Assisi

*not* Pope John XXIII  
Joannes Papa XXIII

*not* Horace  
Quintus Horatius Flaccus

*not* Charles V  
Karl V  
Carlos I

In case of doubt, use the vernacular or Latin form.

*not* Sainte Thérèse de Lisieux  
Saint Theresa of Lisieux

(22.3B3.)

**22.3B4. Other names.** In all cases of names found in different language forms and not covered by 22.3B1-22.3B3, choose the form most frequently found in reference sources of the person's country of residence or activity.

*not* Hildegard Knef  
Hildegarde Neff

(22.3B4.)

### 22.3C. Names written in a nonroman script<sup>4</sup>

**22.3C1. Persons entered under given name, etc.** Choose the form of name that has become well-established in English-language reference sources for a person entered under given name, etc. (see 22.8) whose name is in a language written in a nonroman script. If variant English-language forms are found, choose the form that occurs most frequently. As required, make references from other forms.

*not* Alexander the Great  
Alexandros ho Megas

*not* Confucius  
K'ung-tzu

---

<sup>4</sup> Systematic romanizations used in the examples in this chapter follow the tables (published by the Library of Congress in *Cataloging Service*, bulletin 118- ) adopted jointly by the American Library Association, the Canadian Library Association, and the Library of Congress.

not Homer  
Homeros  
Homerus

not Isaiah the Prophet  
Yesha'yahu

If no English romanization is found, or if no one romanization predominates, romanize the name according to the table for the language adopted by the institution.

(22.3C1.)

**22.3C2. Persons entered under surname.**<sup>5</sup> If the name of a person entered under surname (see 22.5) is written in a nonroman script, romanize the name according to the table for the language adopted by the institution. Add vowels to names that are not vocalized. As required, make references from other romanized forms.

not Lin Yü-t'ang  
Lin Yutang

not P.S. Irāmaccantiran  
P.S. Ramachandran

not Mosheh Dayan  
Moshe Dayan

not Shelomit Kohen  
Shlomit Cohen

If the name of a person is found only in a romanized form, use it as found.

not Ghaoutsi Bouali  
Ghawthī 'Abū 'Alī

If such a person's name is found in more than one romanized form, choose the form that occurs most frequently.

---

<sup>5</sup> *Alternative rule.* This alternative rule may be applied selectively language by language.

**Persons entered under surname.** Choose the romanized form of name that has become well-established in English-language reference sources for a person entered under surname (see 22.5) whose name is in a language written in a nonroman script. For a person who uses Hebrew or Yiddish and whose name is not found to be well-established in English-language reference sources, choose the romanized form appearing in his or her works, in his or her fonds, or in the archival records (in that order of preference).

If variant romanized forms are found in English-language reference sources, choose the form that occurs most frequently.

As required, make references from other romanized forms.

not Lin Yutang  
Lin Yü-t'ang

If a name is written in more than one nonroman script, romanize it according to the table for the original language of most of the works, of most of the fonds, or of most of the archival records (in that order of preference). As required, make references from other romanized forms.

not 'Alī Muhammad Irtizā  
'Alī Muhammad Irtidā  
(*Wrote primarily in Persian but also in Arabic*)

In case of doubt as to which of two or more languages written in the Arabic script should be used for the romanization, base the choice on the nationality of the person or the language of the area of residence or activity. If these criteria do not apply, choose (in this order of preference): Urdu, Arabic, Persian, any other language.

(22.3C2.)

### 22.3D. Spelling

**22.3D1.** If variant spellings of a person's name are found and these variations are not the result of different romanizations, choose the form resulting from an official change in orthography, or, if this does not apply, choose the predominant spelling. In case of doubt, choose the spelling that seems most appropriate. For spelling differences resulting from different romanizations, see 22.3C.

(22.3D1.)

## ENTRY ELEMENT

### 22.4. GENERAL RULE

**22.4A.** If a person's name (chosen according to 22.1-22.3) consists of several parts, select as the entry element that part of the name under which the person would normally be listed in authoritative alphabetic lists<sup>6</sup> in his or her language or country of residence or activity. In applying this general rule, follow the instructions in 22.5-22.9. If, however, a person's preference is known to be different from the normal usage, follow that preference in selecting the entry element.

(22.4A.)

### 22.4B. Order of elements

**22.4B1.** If the entry element is the first element of the name, enter the name in direct order.

**Gray Lock**

(22.4B1.)

**22.4B2.** If the first element is a surname,<sup>7</sup> follow it by a comma.

---

<sup>6</sup> *Authoritative alphabetic lists* means publications of the "who's who" type or biographical dictionaries, encyclopedias, but not telephone directories or similar compilations.

<sup>7</sup> *Surname*, as used in this chapter, includes any name used as a family name (other than those used as family names by Romans of classical times, see 22.9).

**Chiang, Kai-shek**  
(Name: Chiang Kai-shek)  
(Surname: Chiang)

**Molnar, Ferenc**  
(Name: Molnar Ferenc)  
(Surname: Molnar)

**Trinh, Vân Thanh**  
(Name: Trinh Vân Thanh)  
(Surname: Trinh)

(22.4B2.)

**22.4B3.** If the entry element is not the first element of the name, transpose the elements of the name preceding the entry element. Follow the entry element by a comma.

**McClure, Christine Hilda**  
(Name: Christine Hilda McClure)

(22.4B3.)

**22.4B4.** If the entry element is the proper name in a title of nobility (see 22.6), follow it by the personal name in direct order and then by the part of the title denoting rank. Precede the personal name and the part of the title denoting rank by commas.

**Leighton, Frederick Leighton, Baron**  
**Caradon, Hugh Foot, Baron**

(22.4B4.)

## 22.5. ENTRY UNDER SURNAME

### 22.5A. General Rule

**22.5A1.** Enter a name containing a surname (or consisting only of a surname, see 22.16A) under that surname unless subsequent rules (e.g., 22.6, 22.10, 22.28) provide for entry under a different element.

**Anka, Paul**

**Fowke, Edith**

**King, William Lyon Mackenzie**

**Leslie, Kenneth**

**Waite, P.B.**

If the surname is represented by an initial, but at least one element of the name is given in full, enter under the initial that represents the surname.

**A., Bruce**

(22.5A1.)

**22.5B. Element other than the first treated as a surname<sup>8</sup>**

**22.5B1.** If the name does not contain a surname but contains an element that identifies the individual and functions as a surname, enter under this element followed by a comma and the rest of the name.

**Hus, Jan**

**Alexandre, Marie**

**Ali, Muhammad**  
(*The American boxer*)

**X, Malcolm**

(22.5B1.)

**22.5C. Compound surnames**

**22.5C1. Preliminary rule.** The following rules deal with the entry of surnames consisting of two or more proper names (referred to as "compound surnames") and names that may or may not contain compound surnames. Apply the rules in the order given. Refer from elements of compound surnames not chosen as the entry element.

(22.5C1.)

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<sup>8</sup> For Islamic names, see 22.22, 22.26C1a, and 22.27.

**22.5C2. Preferred or established form known.** Enter a name containing a compound surname under the element by which the person bearing the name prefers to be entered.<sup>9</sup> If this is unknown, enter the name under the element under which it is listed in reference sources<sup>10</sup> in the person's language or country of residence or activity.

**Crawford, Isabella Valancy**

**Lloyd George, David**  
(*Paternal surname: George*)

**Machado de Assis, Joaquim Maria**  
(*Paternal surname: de Assis*)

(22.5C2.)

**22.5C3. Hyphenated surnames.** If the elements of a compound surname are regularly or occasionally hyphenated, enter under the first element (see also 22.5E1).

**Beresford-Howe, Constance**

**Charron-Lecorre, Odette**

**McLean-Carr, Carol Aitken**

**Sainte-Marie, Buffy**

(22.5C3.)

**22.5C4. Other compound surnames, except those of married women whose surname consists of surname before marriage and husband's surname.** Enter under the first element of the compound surname unless the person's language is Portuguese. If the person's language is Portuguese, enter under the last element.

**Martel Richard, Micheline**

**Peuvret Demesnu, Jean-Baptiste**

*but* **Silva, Ovidio Saraiva de Carvalho e**

(22.5C4.)

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<sup>9</sup> Take regular or occasional initializing of an element preceding a surname as an indication that that element is not used as part of the surname.

**Chavarri, Eduardo L6pez**  
(Name sometimes appears as: Eduardo L. Chavarri)

**Szentpal, Maria Sz.**  
(Name appears as: Sz. Szentpal Maria)  
(Husband's surname: Szilagi)

<sup>10</sup> Disregard reference sources that list compound surnames in a uniform style regardless of preference or customary usage.

**22.5C5. Other compound surnames. Married women whose surname consists of surname before marriage and husband's surname.** Enter under the first element of the compound surname (regardless of its nature) if the person's language is Czech, French, Hungarian, Italian, or Spanish. In all other cases, enter under the husband's surname. For hyphenated names, see 22.5C3.

**Molina y Vedia de Bastianini, Delfina**  
(*Language of person: Spanish*)

but **Stowe, Harriet Beecher**  
(*Language of person: English*)

**Smith, Mary Compton**  
(*Language of person: English*)

(22.5C5.)

**22.5C6. Nature of surname uncertain.** If a name has the appearance of a compound surname but its nature is not certain, treat it as a compound surname unless the language of the person is English, Danish, Faroese, Norwegian, or Swedish.

(22.5C6.)

**22.5C7. English names.** If the person's language is English, enter under the last part of the name and do not refer from the preceding part unless the name has been treated as a compound surname in reference sources.

**Adams, John Crawford**

**Robertson, E. Arnot**

(22.5C7.)

**22.5C8. Danish, Faroese, Norwegian, and Swedish names.** If the person's language is Danish, Faroese, Norwegian, or Swedish, enter under the last part of the name and refer from the preceding part.

**Mahrt, Haakon Bugge**  
x Bugge Mahrt, Haakon

**Olsen, Ib Spang**  
x Spang Olsen, Ib

(22.5C8.)

**22.5C9. Place names added to surnames.** Treat a place name added to a person's surname and connected to it by a hyphen as part of the surname (see 22.5C3).

**Muller-Breslau, Heinrich**

(22.5C9.)

**22.5C10. Words indicating relationship following surnames.** Treat *Filho*, *Junior*, *Neto*, *Netto*, or *Sobrinho* following a Portuguese surname as part of the surname.

**Castro Sobrinho, Antonio Ribeiro de**

Omit similar terms (e.g., *Jr.*, *Sr.*, *fiis*, *père*) occurring in languages other than Portuguese. If such a term is required to distinguish between two or more identical names, add it as instructed in 22.19B.

(22.5C10.)

## **22.5D. Surnames with separately written prefixes**

**22.5D1. Articles and prepositions.** If a surname includes an article or preposition or combination of the two, enter under the element most commonly used as entry element in alphabetically arranged directories, etc., in the person's language or country of residence or activity. The rules listed under languages and language groups below summarize entry element practice.

If such a name is listed in a nonstandard fashion in reference sources in the person's language or country of residence, enter under the entry element used in those sources.

If a person has used two or more languages, enter the name according to the language used in most of that person's works, in reference sources, in most of his or her fonds, or in most of the archival records (in that order of preference). In case of doubt, follow the rules for English if English is one of the languages. Otherwise, if the person is known to have changed his or her country of residence, follow the rules for the language of the adopted country. As a last resort, follow the rules for the language of the name.

Languages and language groups:

*AFRIKAANS.* Enter under the prefix.

**De Villiers, Anna Johanna Dorothea**

**Du Toit, Stephanus Johannes**

**Van der Post, Christiaan Willem Hendrik**

**Von Wielligh, Gideon Retief**

*CZECH AND SLOVAK.* If the surname consists of a place name in the genitive case preceded by *z*, enter under the part following the prefix. Refer from the place name in the nominative case. Omit the *z* from the reference.

**Zerotina, Karel z**  
**x Zerotin, Karel**

*DANISH.* See Scandinavian languages.

*DUTCH.* If the surname is Dutch, enter under the part following the prefix unless the prefix is *ver*. In that case, enter under the prefix.

**Aa, Pieter van der**

**Beeck, Leo op de**

**Braak, Menno ter**



**Brink, Jan ten**

**Driessche, Albert van**

**Hertog, Ary den**

**Hoff, Jacobus Henricus van 't**

**Wijngaert, Frank van den**

**Winter, Karel de**

**Ver Boven, Daisy**

If the surname is not Dutch, enter the name of a Netherlander under the part following the prefix and the name of a Belgian according to the rules for the language of the name.

**Faille, Jacob Baart de la**  
(*Netherlander*)

**Long, Isaac le**  
(*Netherlander*)

**Du Jardin, Thomas**  
(*Belgian; French name*)

*ENGLISH.* Enter under the prefix.

**D'Anvers, Knightley**

**De Morgan, Augustus**

**De la Roche, Mazo**

**Des Barres, Joseph F.W.**

**Du Maurier, Daphne**

**Le Page, John**

**Van Buren, Martin**

*FLEMISH.* See Dutch.

*FRENCH.* If the prefix consists of an article or of a contraction of an article and a preposition, enter under the prefix.

**La Rocque, Gilbert**

**Le Mercier, François**

**Des Châtelets, Michèle**

**Des Granges, Charles-Marc**

**Du Pont Duvivier, Francois**

Otherwise, enter under the part of the name following the preposition.

**Anville, Jean Baptiste Bourguignon d'**

**La Fontaine, Jean de**

**Lamirande, Claire de**

**Pasquale, Dominique de**

*GERMAN.* If the name is German and the prefix consists of an article or of a contraction of an article and a preposition, enter under the prefix.

**Am Thym, August**

**Aus'm Weerth, Ernst**

**Vom Ende, Erich**

**Zur Linde, Otto**

Follow the same rule for Dutch names with a prefix consisting of an article or of a contraction of an article and a preposition.

**De Boor, Hans Otto**  
*(Name of Dutch origin)*

**Ten Bruggencate, Paul**  
*(Name of Dutch origin)*

Enter other German and Dutch names under the part of the name following the prefix.

**Goethe, Johann Wolfgang von**

**Muhil, Peter von der**

**Urff, Georg Ludwig von und zu**

Enter names that are neither German nor Dutch according to the rules for the language of the name.

**Du Bois-Reymond, Emil**

**Le Fort, Gertrud**

*ITALIAN.* Enter modern names under the prefix.

**A Prato, Giovanni**

**D'Arienzo, Nicola**

**Da Ponte, Lorenzo**

**De Amicis, Pietro Maria**

**Del Lungo, Isidoro**

**Della Volpaia, Eufrosino**

**Li Greci, Gioacchino**

**Lo Savio, Niccolo**

For medieval and early modern names, consult reference sources about whether a prefix is part of a name. If a preposition is sometimes omitted from the name, enter under the part following the preposition. *De, de', degli, dei,* and *de li* occurring in names of the period are rarely part of the surname.

**Alberti, Antonio degli**

**Anghiera, Pietro Martire d'**

**Medici, Lorenzo de'**

Do not treat the preposition in an Italian title of nobility used as an entry element (see 22.6A) as a prefix.

*NORWEGIAN.* See Scandinavian languages.

*PORTUGUESE.* Enter under the part of the name following the prefix.

**Fonseca, Martinho Augusto da**

**Santos, Joao Adolpho dos**

*ROMANIAN.* Enter under the prefix unless it is *de*. In that case, enter under the part of the name following the prefix.

**A Mariei, Vasile**

*SCANDINAVIAN LANGUAGES.* Enter under the part of the name following the prefix if the prefix is of Scandinavian, German, or Dutch origin (except for the Dutch *de*). If the prefix is the Dutch *de* or is of another origin, enter under the prefix.

**Hallstrom, Gunnar Johannes af**

**Linné, Carl von**

**De Geer, Gerard**

**De la Gardie, Magnus Gabriel**

**La Cour, Jens Lassen**

*SLOVAK.* See Czech and Slovak.

*SPANISH.* If the prefix consists of an article only, enter under it.

**Las Heras, Manuel Antonio**

Enter all other names under the part following the prefix.

**Figueroa, Francisco de**

**Casas, Bartolomé de las**

**Rio, Antonio del**

*SWEDISH.* See Scandinavian languages.

(22.5D1.)

**22.5D2. Other prefixes.** If the prefix is neither an article, nor a preposition, nor a combination of the two, enter under the prefix.

**'Abd al-Hamid, Ahmad**

**A'Beckett, Gilbert Abbott**

**Abu Zahrah, Muhammad**

**Al YasTn, Muhammad Hasan**

**Ap Rhys Price, Henry Edward**

**Ben Mayr, Berl**

**O Faolain, Sean**

**Mac Muireadach, Niall Môr**

(22.5D2.)

**22.5E. Prefixes hyphenated or combined with surnames**

**22.5E1.** If the prefix is regularly or occasionally hyphenated or combined with the surname, enter the name under the prefix. As required, refer from the part of the name following the prefix.

**Desrochers, Alfred**

**DeBlois, Albert D.**

x Blois, Albert D. de

**Fon-Lampe, A.A.**

x Lampe, A.A. Fon-

**FitzGerald, David**

**Lalonde, Émile**

**MacDonald, Sandra Margaret**

(22.5E1.)

## **22.5F. Members of royal houses entered under surname, etc.**

**22.5F1.** Enter the name of a member of a royal house no longer reigning or of a royal house that has lost or renounced its throne, and who is no longer identified as royalty, under surname or the part of the name by which he or she is identified in his or her works, in reference sources, in his or her fonds, or in the archival records in that order of preference (e.g., name of the house or dynasty, territorial title) if there is no surname. Add titles that the person still uses as instructed in 22.13. Refer from the given name followed by the title as instructed in 22.17A1-22.17A4.

**Bernadotte, Folke**

x Bernadotte af Wisborg, Folke, *greve*

x Folke, *Count Bernadotte of Wisborg*

x Wisborg, Folke Bernadotte, *greve af*

**Habsburg, Otto**

x Otto, *Archduke of Austria*

**Hohenzollern, Franz Joseph, Fürst von**

x Franz Joseph, *Prince of Hohenzollern*

**Paris, Henri, comte de**

x Henri, *Count of Paris*

(22.5F1.)

## **22.6. ENTRY UNDER TITLE OF NOBILITY**

### **22.6A. General rule**

**22.6A1.** Enter under the proper name in a title of nobility (including courtesy titles) if the person is known by that title. Apply this rule to those persons who:

- a) use their titles rather than their surnames in their published or distributed works
- or b) are listed under their titles in reference sources.<sup>11</sup>

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<sup>11</sup> Disregard reference sources that list members of the nobility either all under title or all under surname.

or c) are identified by their titles rather than their surnames in their fonds

Follow the proper name in the title by the personal name (excluding unused forenames) in direct order and the term of rank<sup>12</sup> in the vernacular. Omit the surname and term of rank if the person does not use a term of rank or a substitute for it. Refer from the surname (see 26.2A3) unless the proper name in the title is the same as the surname.

**Dufferin and Ava, Frederick Temple Hamilton-Temple Blackwood,**  
*Marquess*

x Blackwood, Frederick Temple Hamilton-Temple

**Frontenac, Louis de Buade,** *comte de*

**La Pérouse, Jean François de Galaup,** *comte de*

**Macaulay, Thomas Babington Macaulay,** *Baron*

**Willoughby de Broke, Richard Greville Verney,** *Baron*

x Broke, Richard Greville Verney, *Baron Willoughby de*  
x Verney, Richard Greville, *Baron Willoughby de Broke*

**Winchilsea, Anne Finch,** *Countess of*

x Finch, Anne, *Countess of Winchilsea*

**Monluc, Blaise de**

(*Name appears as: Blaise de Monluc*)

x Lasseran Massencome, Blaise de, *seigneur de Monluc*

x Massencome, Blaise de Lasseran, *seigneur de Monluc*

(22.6A1.)

## 22.6B. Special rules

**22.6B1.** Some titles in the United Kingdom peerage include a territorial designation that may or may not be an integral part of the title. If the territorial designation is an integral part of the title, include it.

**Russell of Liverpool, Edward Frederick Langley Russell,** *Baron*

If it is not an integral part of the title, or if there is doubt that it is, omit it.

**Bracken, Brendan Bracken,** *Viscount*

*not* Bracken of Christchurch, Brendan Bracken, *Viscount*

(22.6B1.)

**22.6B2.** Apply 22.6A1 to judges of the Scottish Court of Session bearing a law title beginning with *Lord*.

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<sup>12</sup> The terms of rank in the United Kingdom peerage are *duke, duchess, marquess (marquis), marchioness, earl, countess, viscount, viscountess, baron, and baroness*. The heir of a British peer above the rank of baron usually takes the next to highest title of the peer during the peer's lifetime.

**Kames, Henry Home, Lord**  
x Home, Henry, *Lord Kames*

(22.6B2.)

**22.6B3.** If a person acquires a title of nobility, disclaims such a title, or acquires a new title of nobility, follow the instructions in 22.2C in choosing the name to be used as the basis for the heading.

**Beaverbrook, William Maxwell Aitken, Baron**  
(*Previously Aitken, William Maxwell*)

**Caradon, Hugh Foot, Baron**  
(*Previously Sir Hugh Foot*)

**Grigg, John**  
(*Previously Baron Altrincham; peerage disclaimed*)

**Hailsham of St. Marylebone, Quintin Hogg, Baron**  
(*Originally Quintin Hogg; became Viscount Hailsham, 1950; peerage disclaimed, 1963; became Baron Hailsham of St. Marylebone, 1970*)

(22.6B3.)

## 22.7. ENTRY UNDER ROMANIAN PATRONYMIC

**22.7A.** If a name of a person whose language is Romanian contains a patronymic with the suffix *ade*, enter under that patronymic.

**Heliade Rădulescu, Ion**

(22.7A.)

## 22.8. ENTRY UNDER GIVEN NAME, ETC.<sup>13</sup>

### 22.8A. General rule

**22.8A1.** Enter a name that does not include a surname and that is borne by a person who is not identified by a title of nobility under the part of the name under which the person is listed in reference sources. Include in the name any words or phrases denoting place of origin, domicile, occupation, or other characteristics that are commonly associated with the name in that person's works, in reference sources, in his or her fonds, or in the archival records (in that order of preference). Precede such words or phrases by a comma. Refer, as appropriate, from the associated words or phrases, from variant forms of the name, and from other names by which the person is known.

**Alexander, of Aphrodisias**  
x Aphrodisias, Alexander of  
x Alexander, Aphrodisiensis

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<sup>13</sup> For Islamic names, see 22.22, 22.26C1, and 22.27.

x Alexander, *von Aphrodisias*  
x Alexandre, *d'Aphrodise*

**John, the Baptist**

**Leonardo, da Vinci**  
x Vinci, Leonardo da

(22.8A1.)

**22.8A2.** If a person with such a name is listed in reference sources by a part of the name other than the first, follow the instructions in 22.5B.

**Helena, Maria**

(22.8A2.)

### **22.8B. Names including a patronymic**

**22.8B1.** If a name consists of one or more given names and a patronymic, enter it under the first given name, followed by the rest of the name in direct order. If the patronymic precedes the given name(s), as with Mongolian names, transpose the elements to bring the first given name into first position. Refer from the patronymic.

**Isaac ben Aaron**  
(*Given name:* Isaac)  
(*Patronymic:* ben Aaron)  
x Aaron, Isaac ben

**Solomon Gebre Christos**  
(*Given name:* Solomon)  
(*Patronymic:* Gebre Christos)  
x Gebre Christos, Solomon

(22.8B1.)

### **22.8C. Names of royal persons**

**22.8C1.** If the name by which a royal person is known includes the name of a royal house, dynasty, territorial designation, etc., or a surname, enter the name in direct order. Add titles as instructed in 22.17A.

**Chandragupta Maurya ...**

**John II Comnenus ...**

**Louis Bonaparte ...**

(22.8C1.)

### **22.9. ENTRY OF ROMAN NAMES**

**22.9A.** Enter a Roman active before, or mostly before, A.D. 476 under the part of the name most commonly used as entry element in reference sources.

**Caesar, Gaius Julius**



**Antoninus Pius**

In case of doubt, enter the name in direct order.

**Martianus Capella**

(22.9A.)

**22.10. ENTRY UNDER INITIALS, LETTERS, OR NUMERALS**

**22.10A.** Enter a name consisting of initials, or separate letters, or numerals, or consisting primarily of initials, under those initials, letters, or numerals in direct order. Include any typographic devices that follow the letters. Include any words or phrases associated with the initials, letters, or numerals. In the case of initials or letters, make a name-title reference from an inverted form beginning with the last letter for each item described. Make a reference from any phrase associated with the initials as required. In the case of numerals, make a name-title reference from the numbers as words for each item described.

**H.D.**

- x D., H.  
By Avon River
- x D., H.  
Flowering of the rod  
[etc.]

**B ...**, *abbé de*

**i.e.**, *Master*

- x e., i., *Master*
- x Master, i.e.

**110908**

- x One Hundred and Ten Thousand, Nine Hundred and Eight  
Per ardua ad astra
- x One, One, Zero, Nine, Zero, Eight  
Per ardua ad astra

(22.10A.)

**22.11. ENTRY UNDER PHRASE**

**22.11A.** Enter in direct order a name that consists of a phrase or appellation that does not contain a forename.

**Dr. X**

**Father Time**

**Pan Painter**

Also enter in direct order a phrase that consists of a forename or forenames preceded by words other than a term of address or a title of position or office. Make a reference from the forename(s) followed by the initial word(s).

**Buckskin Bill**  
x Bill, *Buckskin*

**Boy George**  
x George, *Boy*

**Calamity Jane**  
x Jane, *Calamity*

**Poor Richard**  
x Richard, *Poor*

If, however, such a name has the appearance of a forename, forenames, or initials, and a surname, enter under the pseudosurname. Refer from the name in direct order.

**Tinner, I.M.**  
x I.M. Tinner

**Other, A.N.**  
x A.N. Other

If such a name does not convey the idea of a person, add in parentheses a suitable designation in English.

**Taj Mahal** (*Musician*)

**River** (*Writer*)

(22.11A.)

**22.11B.** If a phrase consists of a forename preceded by a term of address (e.g., a word indicating relationship) or a title of position or office (e.g., a professional appellation), enter under the forename. Treat other word(s) as additions to the forename(s) (see 22.8A1). Refer from the name in direct order.

**Pierre, Chef**  
x Chef Pierre

**Fannie, Cousin**  
x Cousin Fannie

(22.11B.)

**22.11C.** If a phrase by which a person is identified contains the name of another person, enter it in direct order. Make references to link the phrase and the heading for the other person if works or records by the person identified by the phrase have been ascribed to the other person (see 26.2C2 and 26.2D1).

**Pseudo-Brutus**  
*see also* **Brutus, Marcus Junius**

**Brutus, Marcus Junius**

For the Greek letters erroneously attributed to this person, see **Pseudo-Brutus**  
(22.11C.)

**22.11D.** Enter a characterizing word or phrase, or a phrase naming another work by a person, in direct order. Omit an initial article. Consider such a word or phrase to be the heading for a person if that person is commonly identified by it in the chief sources of information of his or her works and in reference sources. Refer, when appropriate, from the title of the other work in the form [*Title*], *Author of*.

**Author of Early impressions**

The unveiled heart : a simple story / by the Author of Early impressions  
x Early impressions, Author of

**Physician**

Memoir of Bowman Hendry ... / by a Physician

If a person is commonly identified by a real name or another name (see 22.2A), and a word or phrase characterizing that person or including the title of another work has appeared in the chief source of information of any of his or her works, refer from the word or phrase. Also refer, when appropriate, from the title of the other work in the form [*Title*], *Author of*.

**Sassoon, Siegfried**

Memoirs of an infantry officer / by the Author of Memoirs of a fox-hunting man  
x Author of Memoirs of a fox-hunting man  
x Memoirs of a fox-hunting man, Author of

**Bagnold, Enid**

Serena Blandish, or, The difficulty of getting married / by a Lady of Quality  
x Lady of Quality

(22.11D.)

*Additions To Names*

*General*

**22.12. DATES**

**22.12A.** Add a person's dates (birth, death, etc.), if known, in the form given below as the last element of a heading.

Give dates in terms of the Christian era. Add *B.C.* when appropriate. Give dates from 1582 on in terms of the Gregorian calendar.<sup>14</sup>

*Optionally*, only add date(s) to any personal name, if the heading is otherwise identical to another (see 22.18).

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<sup>14</sup> See Chapter 1, footnote 16.

<b>Smith, John</b> , 1924-	<i>Living person</i>
<b>Smith, John</b> , 1900 Jan. 10-}	<i>Same name, same year</i>
<b>Smith, John</b> , 1900 Mar. 2-}	
<b>Smith, John</b> , 1837-1896	<i>Both years known</i>
<b>Smith, John</b> , 1836 or 1837-1896	<i>Year of birth uncertain; known to be one of two years</i>
<b>Smith, John</b> , 1837?-1896	<i>Probable year of birth</i>
<b>Smith, John</b> , ca. 1837-1896	<i>Year of birth uncertain by several years</i>
<b>Smith, John</b> , 1837-ca. 1896	<i>Approximate year of death</i>
<b>Smith, John</b> , ca. 1837-ca. 1896	<i>Both years approximate</i>
<b>Smith, John</b> , b. 1825	<i>Year of death unknown</i>
<b>Smith, John</b> , d. 1859	<i>Year of birth unknown</i>
<b>Johnson, Carl F.</b> , fl. 1893-1940 }	
<b>Joannes</b> , Diaconus, fl. 1226-1240 }	<i>Years of birth and death unknown. Some years of activity known. Do not use fl. dates within the twenty-first century.</i>
<b>Joannes</b> , Diaconus, 12th cent.	<i>Years of birth and death unknown, years of activity unknown, century known. Do not use for the twenty-first century.</i>
<b>Joannes</b> , <i>Actuarius</i> , 13th/14th cent.	<i>Years of birth and death unknown. Years of activity unknown, but active in both centuries. Do not use for the twenty-first century.</i>
<b>Lin, Li</b> , <i>chin shih</i> 1152	<i>Date at which a Chinese literary degree was conferred</i>

(22.17A.)

## 22.13. TITLES OF NOBILITY AND TERMS OF HONOUR

### 22.13A. Titles of nobility

**22.13A1.** Add, to the name of a nobleman or noblewoman not entered under title (see 22.6), the title of nobility in the vernacular if the title or part of the title or a substitute for the title<sup>15</sup> appears with the name in the person's works, in reference sources, in his or her fonds, or in the archival records (in that order of preference).<sup>16</sup> In case of doubt, add the title.

**Bismarck, Otto, Fürst von**

**Sévigné, Marie Rabutin-Chantal, marquise de**

<sup>15</sup> United Kingdom peers (other than dukes and duchesses) usually use the terms of address *Lord* or *Lady* in place of their titles. For example, George Gordon, Baron Byron, is almost invariably referred to as Lord Byron.

<sup>16</sup> Disregard, in this context, reference sources dealing with the nobility.

*but*

**Buchan, John**

*(Title Baron Tweedsmuir not used in the majority of his works)*

**Visconti, Luchino**

*(Title conte de Modrone not used in his works)*

(22.12A1.)

**22.13B. British terms of honour**

**22.13B1.** Add a British term of honour (*Sir, Dame, Lord, or Lady*) if the term appears with the name in the person's works, in reference sources, in his or her fonds, or in the archival records (in that order of preference).<sup>17</sup> In case of doubt, add the term of honour.

Add the term at the end of the name if the person is entered under given name or if the person is the wife of a baronet or knight (unless she is also the daughter of a duke, duchess, marquess, marchioness, earl, or countess, see below).

**Gregory, Augusta, Lady**

*(Wife of a knight)*

Add the term before the forename(s) if the person is a baronet or knight, a dame of the Order of the British Empire (D.B.E.) or of the Royal Victorian Order (D.R.V.O.), a younger son of a duke, duchess, marquess, or marchioness, or a daughter of a duke, duchess, marquess, marchioness, earl, or countess.

**Pender, Sir John**

**Alexander, Sir William**

**Eaton, Sir John Craig**

*but* **Wodehouse, P.G.**

*(Knight; term of honour Sir not used in his works)*

**Christie, Agatha**

*(D.B.E.; term of honour Dame not used in her works)*

**Fraser, Antonia**

*(Daughter of an earl; term of honour Lady not used in her works)*

(22.12B1.)

**22.14. SAINTS**

**22.14A.** Add *Saint* after the name of a Christian saint, unless the person was a pope, emperor, empress, king, or queen, in which case follow 22.17A-22.17B.

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<sup>17</sup> Disregard, in this context, reference sources dealing with the nobility and gentry.

**Francis, of Assisi, Saint**

**Seton, Elizabeth Ann, Saint**

(22.13A.)

**22.14B.** Add any other suitable word or phrase necessary to distinguish between two saints.

**Augustine, Saint, Archbishop of Canterbury**

**Augustine, Saint, Bishop of Hippo**

(22.13B.)

## **22.15. SPIRITS**

**22.15A.** Add (*Spirit*) to a heading established for a spirit communication.

**Parker, Theodore** (*Spirit*)

**Beethoven, Ludwig van** (*Spirit*)

**Espirito Universal** (*Spirit*)

(22.14A.)

## **22.16. ADDITIONS TO NAMES ENTERED UNDER SURNAME**

**22.16A.** If the name by which a person is known consists only of a surname, add the word or phrase associated with the name in the person's works, in reference sources, in his or her fonds, or in the archival records (in that order of preference). As required, refer from the name in direct order.

**Lamb, Dr.**

x Dr. Lamb

**Edwards, Miss**

x Miss Edwards

**Moses, Grandma**

x Grandma Moses

If no such word or phrase exists, make additions to surnames alone only when they are needed to distinguish two or more persons with the same name (see 22.19B).

(22.15A.)

## **22.16B. Terms of address of married women**

**22.16B1.** Add the term of address of a married woman if she is identified only by her husband's name.

**Johnson, Mrs. Alexander**

(22.15B1.)

**22.16B2.** Include the enclitic *né* attached to the names of some Hungarian married women.

**Magyary, Zoltánné**

(22.1 5B2.)

**22.16C.** Do not add other titles or terms associated with names entered under surname unless they are required to distinguish between two or more persons with the same name and neither dates nor fuller forms of name are available (see 22.19B).

(22. 15C.)

## **22.17. ADDITIONS TO NAMES ENTERED UNDER GIVEN NAME, ETC.**

### **22.17A. Royalty**

**22.17A1.** Add, to the name of the person with the highest royal status within a state or people,<sup>18</sup> a phrase consisting of a person's title (in English if there is a satisfactory English equivalent) and the name of the state or people in English.

**Elizabeth I, Queen of England**

**Anne, Queen of Great Britain**

**Ferdinand I, Holy Roman Emperor**

**Feisal II, King of Iraq**

**Robert III, Duke of Burgundy**

**Shuja-ud-daulah, Nawab Wazir of Oudh**

(22.16A1.)

**22.17A2.** Do not add other epithets associated with the name of such a person. Refer from the name with the epithet(s).

**Constantine I, Emperor of Rome**  
x Constantine, *Saint*

**Edward, King of the English**  
x Edward, *the Confessor, Saint*

**Catherine II, Empress of Russia**  
x Catherine, *the Great*

**Suleiman I, Sultan of the Turks**

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<sup>18</sup> Persons with such highest status are kings and queens, persons of imperial rank (emperors and empresses), and persons with other titles which denote such a status within a state or people (grand-dukes, grand-duchesses, princes, princesses, etc.). Rank is the only determining factor in applying these rules, not the degree of authority or power wielded by the person.

x Suleiman, *the Magnificent*

**Frederick I, Holy Roman Emperor**  
x Frederick, *Barbarossa*

(22.16A2.)

**22.17A3. Consorts of royal persons.** Add, to the name of a consort of a person with the highest royal status within a state or people, his or her title (in English if there is a satisfactory English equivalent) followed by *consort of* [the name of the royal person as prescribed in 22.17A1].

**Albert, Prince Consort, consort of Victoria, Queen of the United Kingdom**  
(*His title was Prince Consort*)

**Philip, Prince, consort of Elizabeth II, Queen of the United Kingdom**

**Eleanor, of Aquitaine, consort of Henry II, King of England**  
x Eleanor, *Queen, consort of Henry II, King of England*

(22.16A3.)

**22.17A4. Children and grandchildren of royal persons.** Add, to the name of a child or grandchild of a person with the highest royal status within a state or people, the title (in English if there is a satisfactory English equivalent) borne by him or her.

**Carlos, Prince of Asturias**

**Eulalia, Infanta of Spain**

If such a child or grandchild is known only as *Prince* or *Princess* (or a similar title in English or another language) without a territorial designation, add that title (in English if there is a satisfactory equivalent) followed by:

- or
- a) another title associated with the name
  - b) *daughter of ...*, *son of ...*, *granddaughter of ...*, or *grandson of...*  
[the name and title of the parent or grandparent as prescribed in 22.17A1].

**Anne, Princess Royal, daughter of Elizabeth II, Queen of the United Kingdom**

**Mary, Princess Royal, Countess of Harewood**

**Arthur, Prince, son of Victoria, Queen of the United Kingdom**

**Alexis Petrovich, Prince, son of Peter I, Emperor of Russia**

(22.16A4.)

## 22.17B. Popes

**22.17B1.** Add *Pope* to a name identifying a pope.

**Gregory I, Pope**  
*not* Gregory, *Saint, Pope Gregory I*



Gregory, *the Great, Pope*

**Pius XII, Pope**

Add *Antipope* to a name identifying an antipope.

**Clement VII, Antipope**

(22.16B1.)

### **22.17C. Bishops, etc.**

**22.17C1.** If a bishop, cardinal, archbishop, metropolitan, abbot, abbess, or other high ecclesiastical official is identified by a given name, add the title (in English if there is a satisfactory English equivalent). If the person has borne more than one such title, give the one of highest rank.

Use *Archbishop* for all archbishops other than cardinals. Use *Bishop* for all bishops other than cardinals. Use *Chorepiscopus* for persons so designated. Use *Cardinal* for cardinal-bishops, cardinal-priests, and cardinal-deacons. Add to the title of a diocesan bishop or archbishop or of a patriarch the name of the latest see, in English if there is an English form.

**Bessarion, Cardinal**

**Dositheos, Patriarch of Jerusalem**

**Platon, Metropolitan of Moscow**

**John, Abbot of Ford**

**Ruricius I, Bishop of Limoges**

If the name is of an ecclesiastical prince of the Holy Roman Empire, add *Prince-Bishop*, *Prince-Archbishop*, *Archbishop* and *Elector*, etc., as appropriate, and the name of the see. Add *Cardinal* also if appropriate.

**Neithard, Prince-Bishop of Bamberg**

**Albert, of Brandenburg, Archbishop and Elector of Mainz, Cardinal**

(22.16C1.)

### **22.17D. Other persons of religious vocation**

**22.17D1.** Add the title, term of address, etc., in the vernacular to all other names of persons of religious vocation entered under given name, etc. If there is more than one such term, use the one that is most often associated with the name or is considered to be more important. Use spellings found in English-language dictionaries. For Thai names in religion, see also 22.28D.

**Angelico, fra**

**Mary Loyola, Mother**

**Claude, d'Abbeville, père**

**Vivekananda, Swami**

If such a title, etc., has become an integral part of the name, treat it as such.

**Kakushin-ni**  
*not* Kakushin, Ni

Add also the initials of a Christian religious order if they are regularly used by the person.

**Anselm, Brother, F.S.C.**

**Perpetua, Sister, R.S.M.**

(22.16D1.)

### *Additions to Distinguish Identical Names*

#### **22.18. FULLER FORMS**

**22.18A.** If a fuller form of a person's name is known and if the heading as prescribed by the preceding rules does not include all of that fuller form, add the fuller form to distinguish between headings that are otherwise identical. Add all the fuller form of the inverted part of the heading and/or the fuller form of the entry element, as appropriate. Enclose the addition in parentheses.

The most common instances of such additions occur when the heading as prescribed by the preceding rules contains initials and the spelled out form is known. Less common instances occur when known forenames, surnames, or initials are not part of the heading as prescribed.

Refer from the fuller form of the name when appropriate.

**McLeod, Robert R. (Robert Randall)**  
x McLeod, Robert Randall

**McCann, L.D. (Lawrence Douglas)**  
x McCann, Lawrence Douglas

**Miller, Mrs. J. (Dorothea)**  
x Miller, Dorothea

*Optionally*, make the additions specified above even if they are not needed to distinguish between headings. However, when following this option, do not add:

unused forenames to headings that contain forenames  
initials of names that are not part of the heading  
unused parts of surnames to headings that contain surnames.

**Lawrence, D.H. (David Herbert)**

x Lawrence, David Herbert

**H.D. (Hilda Doolittle)**

x Doolittle, Hilda

**Wanner, Joh. (Johann)**

**Beeton, Mrs. (Isabella Mary)**

x Beeton, Isabella Mary

*but*

**Welch, Denton**

*not* Welch, Denton (Maurice Denton)

**Morgan, Percival**

*not* Morgan, Percival (C. Percival)

**Wilson, Angus**

*not* Wilson, Angus (Angus Frank Johnstone-Wilson)

(22.18A.)

## 22.19. DISTINGUISHING TERMS

### 22.19A. Names in which the entry element is a given name, etc.

**22.19A1.** If neither a fuller form of name nor dates are available to distinguish between identical headings of which the entry element is a given name, etc., devise a suitable brief term and add it in parentheses.

**Agnes** (*Slave*)

**Johannes** (*Notary*)

**Thomas** (*Anglo-Norman poet*)

(22.19A1.)

### 22.19B. Names in which the entry element is a surname

**22.19B1.** If neither a fuller form of name nor dates are available to distinguish between identical headings of which the entry element is a surname, add a qualifier (e.g., term of address, title of position or office, initials of an academic degree, initials denoting membership in an organization) that appears with the name in the person's works, in reference sources, in his or her fonds, or in the archival records (in that order of preference).

**Brown, George**, *Captain*

**Brown, George**, *F.I.P.S.*

**Brown, George**, *Rev.*

**Valmer, capitaine**

**Harris, James**

**Harris, James, Jr.**

Do not use such a term if dates are available for one person and it seems likely that dates will eventually be available for the other(s).

**Mudge, Lewis Seymour, 1868-1945**

**Mudge, Lewis Seymour**

*(Name appears as: Lewis Seymour Mudge, Jr.)*

(22.19B1.)

## **22.20. UNDIFFERENTIATED NAMES**

**22.20A.** If no suitable addition (fuller form of name, dates, or distinguishing term) is available, use the same heading for all persons with the same name.

**Smith, Donald**

Donald Smith fonds

**Smith, Donald**

Petition

**Smith, Donald**

A prospectus ...

(22.20A.)

### *Special Rules for Names in Certain Languages*

## **22.21. INTRODUCTORY RULE**

**22.21A.** The preceding rules in this chapter give general guidance for personal names not written in the roman alphabet and for names in a non-European language written in the roman alphabet. For more detailed treatment of names in certain of these languages, follow the special rules given below. For more detailed treatment of names in other languages, see the IFLA International Office for UBC's survey of personal names.<sup>19</sup>

(22.21A.)

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<sup>19</sup> *Names of Persons : National Usages for Entries in Catalogues* / compiled by the IFLA International Office for UBC. - 3rd ed. — London: The Office, 1977.

## 22.22. NAMES IN THE ARABIC ALPHABET<sup>20</sup>

### 22.22A. Scope

**22.22A1.** Apply this rule only to names (regardless of their origin) originally written in the Arabic alphabet that do not contain a surname or a name performing the function of a surname. In case of doubt, assume that a name of a person active in the twentieth century includes a surname (see 22.5) and that other names do not.

(22.22A1.)

### 22.22B. Entry element

**22.22B1.** Enter a name made up of a number of elements under the element or combination of elements by which the person is best known. Determine this from reference sources. When there is insufficient evidence available, enter under the first element. Refer from any part of the name not used as entry element if there is reason to believe that the person's name may be sought under that part. Refer as necessary from variant romanizations (see 22.3C).

(22.22B1.)

### 22.22C. Essential elements

**22.22C1.** If the entry element is not the given name (*ism*) or a patronymic derived from the name of the father (a name usually following the given name and compounded with *ibn*), include these names unless they are not customarily used in the name by which the person is known. Include an additional name, descriptive epithet, or term of honour that is treated as part of the name if it aids in identifying the individual. Generally omit other elements of the name, particularly patronymics derived from anyone other than the father.

(22.22C1.)

### 22.22D. Order of elements

**22.22D1.** When the elements of the name have been determined, place the best-known element or combination of elements first. Give the other elements in the following order: *khitab*, *kunyah*, *ism*, *patronymic*, any other name. Insert a comma after the entry element unless it is the first part of the name.

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<sup>20</sup> Major reference sources for names written in the Arabic alphabet and their treatment (note that romanization practices in these sources differ):

Babinger, Franz. *Die Geschichtsschreiber der Osmanen und ihre Werke* / mit einem Anhang, Osmanische Zeitrechnungen von Joachim Mayr. — Leipzig: Harrassowitz, 1927.

Brockelmann, Carl. *Geschichte der arabischen Literatur*. — 2. den Supplementbänden angepasste Aufl. — Leiden: Brill, 1943-1949. — 1.-3. Supplementband: Leiden: Brill, 1937-1942.

Caetani, Leone. *Onomasticon Arabicum* / compilato per cura di Leone Caetani e Giuseppe Gabrieli. — Roma: Casa editrice italiana, 1915.

*The Encyclopaedia of Islam ...* / prepared by a number of leading orientalists ; edited by M. Th. Houtsma... [et al.]. — Leyden: Brill, 1913-1934. — Supplement: Leiden: Brill, 1938.

*The Encyclopaedia of Islam* / prepared by a number of leading orientalists. — New ed. / edited by an editorial committee consisting of H.A.R. Gibb ... [et al.]. — Leiden: Brill, 1960-

*İslâm ansiklopedisi : İslâm âlemi coğrafya, etnografya ve biyografya lûgatı* / Beynelmilel Akademiler Birliğinin yardımı ve tanınmış *mustesriklerin* istiraki ile nesredenler M. Th. Houtsma ... [et al.]. — İstanbul: Maarif Matbaası, 1940-

*Philologiae Turcicae Fundamenta ...* una cum praestantibus Turcologis ediderunt Jean Deny ... [et al.]. — Aquis Mattiacis : Steiner, 1959-

Sezgin, Fuat. *Geschichte des arabischen Schrifttums*. — Leiden: Brill, 1967-

Storey, Charles Ambrose. *Persian Literature: A Bibliographical Survey*. — London : Luzac, 1927-

**KHITAB** (honorific compound of which the last part is typically al-DFn)

**Rashid al-DBn Tabib**

**Sadr al-Dn al-Qunawi, Muhammad ibn Ishaq**  
x Muhammad ibn Ishfq al-QUnawl, Sadr al-DIn  
x al-QUnawi, Sadr al-Dmn Muhammad ibn Ishaq

**KUNYAH** (typically a compound with Abu as the first word)

**Abû al-Barakat Hibat Allah ibn 'All**  
x Hibat Allah ibn 'Ail, Abû al-Barakat

**AbU Hayyan al-TawhidI, 'Ail ibn Muhammad**  
x al-TawhidT, Abû Hayyan 'AIT ibn Muhammad  
x 'All ibn Muhammad, Abû Hayyàn al-TawhTdT

**Abû Hurayrah**

**ISM** (given name)

**'AIT ibn AbT Talib, Caliph**

**Bashshar ibn Burd**

**Malik ibn Anas**

**Nashwan ibn Sa'Id al-Himyari**  
x al-Himyari, Nashwan ibn Sa'Td

**Taha Husayn**  
x Husayn, Taha

**Muhammad Isma'II Panipati**  
x PanTpati, Muhammad Isma'I

**Ghulam Hasan Khûyihami**  
x KhuyihamT, Ghulam Hasan

**Nadirah Khâtûn**  
x KhatUn, Nadirah

**PATRONYMIC** (typically a compound with Ibn as the first word)

**Ibn Hisham, 'Abd al-Malik**  
x 'Abd al-Malik ibn Hisham

**Ibn Hazm, 'All ibn Ahmad**  
x 'AIT ibn Ahmad ibn Hazm

**Ibn Sana' al-Mulk, Hibat Allah ibn Ja'far**  
x Hibat Allah ibn Ja'far ibn Sana' al-Mulk

**Ibn al-Mu'tazz, 'Abd Allah**  
x 'Abd Allah ibn al-Mu'tazz

**Ibn al-Muqaffa', 'Abd Allah**  
x 'Abd Allah ibn al-Muqaffa'

## OTHER NAMES

### *Laqab* (descriptive epithet)

**al-Jahiz, 'Amr ibn Bahr**  
x 'Amr ibn Bahr al-Jahiz

**Abû Shamah, 'Abd al-Rahman ibn Isma'il**  
x 'Abd al-Rahman ibn Isma'îl Abû Shamah

**al-Katib al-Isfahani, 'Imad al-Din Muhammad ibn Muhammad**  
x Muhammad ibn Muhammad al-Katib al-Isfahani, 'Imad al-Dîn  
x al-Isfahani, 'Imad al-Dîn Muhammad ibn Muhammad al-Katib

**al-Qadl al-Fadil, 'Abd al-Rahim ibn 'Ali**  
x 'Abd al-Rahîm, ibn 'Alî al-Q.dî al-Fadîl

**Mirza Khan Ansari**  
x Ansari, Mirza Khan

### *Nisbah* (proper adjective ending in T, indicating origin, residence, or other circumstances)

**al-Bukharî, Muhammad ibn Isma'il**  
x Muhammad ibn Isma'îl al-Bukharî

**Mazandarani, 'Abd Allah ibn Muhammad**  
x 'Abd Allah ibn Muhammad Mazandarânî

**'Abbasî, 'Ali Ahmad**  
x 'Alî Ahmad 'Abbasî

**Hilali, Muhammad Khan Mir**  
x Muhammad Khan Mîr Hilâlî

### Takhallus (pen name)

**Qa'ani, Habib Allah Shirazi**  
x Habib Allah Shîrâzî Qa'ânî

**'Ibrat, Zafar Hasan**  
x Zafar Hasan 'Ibrat

(22.22D1.)

### 22.23. BURMESE AND KAREN NAMES

22.23A. Enter a Burmese or Karen name that includes a Western given name preceding the vernacular name(s) under the vernacular name(s). Transpose the Western name to the end.

**Hla Gyaw, James**  
(Name: James Hla Gyaw)

(22.23A.)

22.23B. Add the term of address that usually accompanies a Burmese or Karen name. Add also any other distinguishing terms generally associated with the name. If the name of the same person is found with different terms of address, use the term of highest honour. Distinguish terms of address from the same words used as names.

**BaU, U**

**Chit Maung, Saw**

**Mya Sein, Daw**

**Saw, U**

**U Shan Maung, Maung**

**Kaing, Katie, Naw**

**Hla, Ludu U**

**Ba Yin, Hanthawaddy U**

(22.23B.)

### 22.24. CHINESE NAMES CONTAINING A NON-CHINESE GIVEN NAME

22.24A. If a name of Chinese origin contains a non-Chinese given name and the name is found in the order [non-Chinese given name] [surname] [Chinese given names], enter the name as [surname], [non-Chinese given name] [Chinese given names]. Enter all other names as instructed in 22.5.

**Loh, Philip Fook Seng**  
(Name appears as: Philip Loh Fook Seng)

(22.24A.)

### 22.25. INDIC NAMES

#### 22.25A. Early names



**22.25A1.** Enter an Indic name borne by a person who flourished before the middle of the nineteenth century under the first element of the personal name, ignoring honorifics and religious terms of address that may precede it (e.g., Shri (Sri), Swami, Acharya, Muni, Bhikkhu). For such terms as integral parts of names, see below. Do not include the enclitic -ji (or -jee) sometimes added to the personal element of the name.

**Kalidasa**

**Panini**

**Isvara Kaula**

**Narmadashankar Lalshankar**

Enter the name of an ancient or medieval Sanskrit author or an author (usually Jain) of a Prakrit text under the Sanskrit form of the name. Refer from any significantly different form.

**Aryabhata**

x Arya Bhata

**Asvaghosa**

x Assaghosa

x Ashwa Ghoshu

x Aṣvaghosha

**BhattojT Diksita**

**Karnapura**

Include a title (e.g., Shri (Sri), Swami, Sastri, Acharya, Bhatta, Saraswati, Muni, Gani) as an integral part of the name if it usually appears with the name in reference sources.

**Narain Swami**

**Sānkaracarya**

**Sriharsa**

**SrTdharasvamin**

but **Ramanuja**

(Sometimes appears as: Ram.nujacarya)

Enter the name of a Buddhist author of a Pali text under the Pali form of the name. Refer from any significantly different form.

**Dhammakitti**

x Dharmaklr̥ti

**Nanamoli, Bhikkhu**

(22.25A1.)

## 22.25B. Modern names

**22.25B1.** With the exceptions specified in 22.25B2-22.25B3, enter an Indic name of a person flourishing after the middle of the nineteenth century under the surname or the name that the person is known to have used as a surname. If there is no surname, enter under the last name.

**Dutt, Romesh Chunder**

**Krishna Menon, V.K.**

**Singh, Indrajit**

*(For Sikh names ending in Singh, see 22.25B3)*

**Das Gupta, Hemendra Nath**

**Shastri,<sup>21</sup> Lal Bahadur**

(22.25B1.)

**22.25B2.** Kannada, Malayalam, Tamil, and Telugu names. If a name in one of these languages does not contain a surname or a name known to have been used by the person who bears the name as a surname, enter under the given name. Given names in these languages are normally preceded by a place name and occasionally by the father's given name and may be followed by a caste name.

**Kirusna Ayyahkar, Tittai**

*(Given name: Kirusna)*

*(Caste name: Ayyarkar)*

*(Place name: Tittai)*

**Sankaran Nair, Sir C.**

*(Given name: Sankaran)*

*(Caste name: Nair)*

*(House name: C. (Chettur))*

**Josaph, O.P.**

*(Given name: Josaph)*

*(Initials of place name and of father's given name: O.P. (Oorakath Paul))*

**Radhakrishnan, S.**

*(Given name: Radhakrishnan)*

*(Initial of place name: S. (Sarvepalli))*

(22.25B2.)

**22.25B3. Sikh names.** Enter the Sikh name of a person who does not use Singh or Kaur as a surname under the first of his or her names (the given name).

**Amrit Kaur**

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<sup>21</sup> *Sastri (Shastr-i)* is sometimes used as a surname, sometimes as a religious title, sometimes as an appendage to a personal name, and sometimes as a reinforcement to another surname.

**Mehtab Singh**

(22.25B3.)

**22.25B4. Religious names.** Enter a modern person of religious vocation (whether Hindu, Buddhist, or Jain) under the religious name. Add the religious title.

**Chinmayananda, Swami**

**Ramana, Maharshi**

**Punyavijaya, Muni**

**Sangharakshita, Bhikshu**

(22.25B4.)

## 22.26. INDONESIAN NAMES

### 22.26A. Scope

**22.26A1.** Apply this rule to names of Arabic, Chinese, Dutch, Indic, Javanese, Malayan, Sumatran, or other origin.

(22.26A1.)

### 22.26B. Entry element

**22.26B1.** With the exceptions specified in 22.26C-22.26F, enter an Indonesian name consisting of more than one element under the last element of the name. Refer from the name in direct order unless the first element is a European name.

**Hatta, Mohammad**

*(Compound given name)*

x Mohammad Hatta

**Djajadiningrat, Idrus Nasir**

*(Given name plus surname)*

x Idrus Nasir Djajadiningrat

**Purbatjaraka, Purnadi**

*(Given name plus father's name)*

x Purnadi Purbatjaraka

**Nasution, Amir Hamzah**

*(Given name plus clan name)*

x Amir Hamzah Nasution

**Ginarsa, Ktut**

*(Balinese name containing an element indicating seniority of children)*

x Ktut Ginarsa

**Djelantik, I Gusti Ketut**

(Balinese name)

- x I Gusti Ketut Djelantik
- x Gusti Ketut Djelantik, I
- x Ketut Djelantik, I Gusti

**Sani, Sitti Nuraini**

(Married woman's name; last element may be the husband's or the father's name)

- x Sitti Nuraini Sani

(22.26B1.)

**22.26C. Names entered under the first element**

**22.26C1.** Enter the following categories of names under the first element of the name. Refer from the last element. If that element is an initial, refer also from the next to the last element.

- a) A name consisting of a given name followed by an element denoting filial relationship (e.g., *bin*, *binti*, *ibni*) plus the father's name.

**Abdullah bin Nuh**

- x Nuh, Abdullah bin

**S. bin Umar**

- x Umar, S. bin

- b) A name that may be written as one word or as separate words and that begins with one of the following elements: *Adi*, *Budi* (*Boedi*), *Joko* (*Djoko*), *Karta*, *Kusuma* (*Koesoema*), *Mangku* (*Mangkoe*), *Noto*, *Prawira*, *Pura* (*Poera*), *Sastra*, *Sri*, *Surya* (*Soerya*, *Surja*, *Suria*), and *Tri*. (If the name of a particular person sometimes appears as one word and sometimes as separate words, use the one-word form.)

**Adi Waskito**

- x Waskito, Adi

**Adisendjaja**

**Sri Muljono**

- x Muljono, Sri

- b) A name containing an initial or abbreviation as the last element.

**Djakaria N.E.**

- x E., Djakaria N.

(22.26C1.)

**22.26D. Names consisting of given name(s) plus *adat* title**

**22.26D1.** Enter a name that includes one or more of the terms *gelar* (sometimes abbreviated as *gl.* or *glr*), *Daeng*, *Datuk*, or *Sutan* under the element introduced by such words. Refer from the name in direct order.

**Palindih, Rustam Sutan**  
x Rustam Sutan Palindih

**Batuah, Ahmad gelar Datuk**  
x Ahmad gelar Datuk Batuah

**Radjo Endah, Sjamsuddin Sutan**  
x Sjamsuddin Sutan Radjo Endah  
x Endah, Sjamsuddin Sutan Radjo

(22.26D1.)

#### **22.26E. Names containing place names**

**22.26E1.** Enter a name consisting of personal names followed by a place name under the element preceding the place name. Treat the place name as an integral part of the name.

**Abdullah Udjong Buloh**

**Daud Beureuh, Muhammad**

(22.26E1.)

#### **22.26F. Names of Chinese origin**

**22.26F1.** Enter a name of Chinese origin that follows the normal Chinese order (surname first) under the first element of the name. Refer from the last element of the name.

**Lim, Yauw Tjin**  
(Name appears as: Lim Yauw Tjin)  
x Tjin, Lim Yauw

**Oei, Tjong Bo**  
(Name appears as: Oei Tjong Bo)  
x Bo, Oei Tjong

(22.26F1.)

## 22.26G. Titles<sup>22</sup>

**22.26G1.** Add titles and honorific words to an Indonesian name as instructed in 22.13A. Refer from the direct form of title plus name.

**Purbatjaraka, Raden Mas Ngabei**  
x Raden Mas Ngabei Purbatjaraka

Refer from the direct form of title plus name even when the title is not used in the heading.

**Amrullah, Abdul Malik Karim**  
x Hadji Abdul Malik Karim Amrullah  
x Abdul Malik Karim Amrullah

Distinguish titles used as such from the same words adopted by a person as elements of his or her name. When in doubt, treat the words as a title.

**Rusli, Marah**  
(*Title Marah used as a personal name*)  
x Marah Rusli

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<sup>22</sup> The following list of Indonesian titles and honorific words is incomplete as only some of the more commonly used titles are listed. A few variant spellings are also noted.

adipati	ide (ida)	raden pandji ( <i>or panji</i> )
anak agung ( <i>or agoeng</i> )	ide aju (ide ayu, ide	raden roro
gde	ajoe)	radja (raja)
anak agung ( <i>or agoeng</i> )	ide bagus (ide bagoes)	ratu (ratoe, ratoh)
istri	imam	sidi
andi	marah	siti
aria (arja, arya, arjo,	mas	sultan (soeltan)
aryo, ardjueh,	ngabei (ngabehi,	susuhunan (soesoehoenan)
arjueh)	ngabeui)	sutan (soetan)
datuk (datoek, dato,	nganten	tengku (tungku, teuku,
datok)	pangeran	teungku)
desak	pedanda	tjokorde (cokorde)
dewa gde ( <i>or gede</i> )	raden	tjokorde ( <i>or cokorde</i> ) gde
gusti (goesti)	raden adjeng ( <i>or ajeng</i> )	tjokorde ( <i>or cokorde</i> ) istri
gusti aju (gusti ayu,	raden aju ( <i>or ayu</i> )	tubagus ( <i>or oebagoes</i> )
goesti ajoe)	raden aria ( <i>or arya</i> )	tumenggung (toemenggoeng)
gusti gde (goesti gede)	raden mas	tunku (toenkoe)
hadji (haji)	raden nganten	

*Gelar*, meaning "titled," often precedes an Indonesian title. Do not use the following terms of address in headings:

bung (boeng)—brother, when used as a term of respect  
empu (mpu) —mister  
engku (ungku) —mister  
entjik (encik che, entje, inche, tje) —mister or mistress  
ibu (boe, bu, iboe) —mother, when used as a term of respect  
njonja (yonya) —mistress  
nona—miss  
pak (pa') —father, when used as a term of respect  
tuan (toean) —mister  
wan—mister

**Djuanda, H.**

(*Name and title* hadji Djuanda *appears as*: Dr. H. Djuanda)

x Djuanda, Hadji

x Hadji Djuanda

(22.26G1.)

**22.27. MALAY NAMES**

**22.27A. Scope**

**22.27A1.** Apply this rule to Malay names, including names of Arabic origin beginning with the element *a/-*, borne by persons living in Malaysia, Singapore, or Brunei. Apply this rule also to names from other ethnic groups native to Malaysia such as Ibans, Kedazans, etc. Enter a name from an ethnic group of non-Malay origin (e.g., Indian, Chinese) borne by a person living in one of these countries according to the rules for the language of the name.

(22.27A1.)

**22.27B. General rule**

**22.27B1.** Enter a Malay name under the first element of the name and refer from the last element unless it is known that the bearer of the name treats another element of the name as a surname. In that case, enter under the surname and refer from the first element.

**A. Samad Said**

x Said, A. Samad

**Rejab F.I.**

x I., Rejab F.

**Shahnon Ahmad**

x Ahmad, Shahnon

**Luat anak Jabu**

x Jabu, Luat anak

**A.L. Bunggan**

x Bunggan, A.L.

**William Duncan**

(*Full name*: William Duncan anak Ngadan)

x Duncan, William

x Ngadan, William Duncan anak

*but*

**Merican, Faridah**

(*Surname*: Merican)

x Faridah Merican

**Nichol, Linda**  
(*Surname:* Nichol)  
x Linda Nichol

(22.27B1.)

## 22.27C. Filial indicators

**22.27C1.** Omit words or abbreviations denoting filial relationship<sup>23</sup> unless consistently used by the person.

**Adibah Amin**  
(*Sometimes appears as:* Khalidah Adibah binti Haji Amin)

*but*

**Abdullah Sanusi bin Ahmad**

**Siti Norma bte. Ahmad**

(22.27C1.)

**22.27C2.** If the filial relationship is shown beyond one generation, include only the first unless more are required to distinguish between names that are otherwise identical.

**Ali bin Ahmad**  
(*Name appears as:* Ali bin Ahmad bin Hussein)  
x Ahmad, Ali bin  
x Ali bin Ahmad bin Hussein  
x Hussein, Ali bin Ahmad bin

(22.27C2.)

## 22.27D. Titles<sup>24</sup>

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<sup>23</sup> Words denoting filial relationship are:

anak (a., ak, or ak.)—child of  
bin (b.) —son of  
binte (bte.) —daughter of  
binti (bt.) —daughter of  
ibni—son of(royalty)

<sup>24</sup> Iban titles are:

### TITLES OF HONOUR

Tuai Serang  
Tuai Kayau  
Kepala Manok Sabong  
Manok Sabong  
Kepala Pugu Menoa  
Tuai Menoa  
Orang Kaya  
Orang Kaya Panglima  
Orang Kaya Pemanca  
Orang Kaya Temenggong

### TITLES OF OFFICE

Penghulu Dalam  
Pengarah  
Penghulu  
Mandal  
Tuai rumah

### RELIGIOUS TITLES

Kepala Lemambang  
Saut Lemambang



**22.27D1.** Add after the name titles of honour, rank, or position that are commonly associated with the name. Refer from the direct form of title plus name.

**Abdul Majid bin Zainuddin, *Haji***  
x Haji Abdul Majid bin Zainuddin  
x Zainuddin, Haji Abdul Majid bin

**Hamzah Sendut, *Tan Sri Datuk***  
x Tan Sri Datuk Hamzah Sendut  
x Sendut, Tan Sri Datuk Hamzah

**Iskandar bin Raja Muhammad Zahid, *Raja***  
x Raja Iskandar bin Raja Muhammad Zahid  
x Zahid, Raja Iskandar bin Raja Muhammad

(22.27D1.)

## 22.28. THAI NAMES

### 22.28A. General rule

**22.28A1.** Enter a Thai name under the first element. Refer from the last element, which is normally a surname.<sup>25</sup> Omit a term of address (e.g., Khun, Nai, Nang, Nangsfo) unless it is a title of nobility. In case of doubt, include it.

**Dhanit Yupho**  
x Yupho, Dhanit

**Prayut Sitthiphan**  
x Sitthiphan, Prayut

**S. Bannakit**  
x Bannakit, S.

**Maenmas Chavalit**  
x Chavalit, Maenmas

(22.28A1.)

### 22.28B. Royalty

**22.28B1.** Make additions to the name of a king or queen of Thailand (and of a consort of a king or queen) as instructed in 22.17A.

**Bhumibol Adulyadej, King of Thailand**

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Patinggi  
Temenggong  
Radin  
Pateh

Lemambang  
Manang Bali  
Manang Mansau  
Manang Mengeris

<sup>25</sup> Surnames became a legal requirement for most persons in 1915.

**Chulalongkorn, King of Siam**

**Saowapha, Queen, consort of Chulalongkorn, King of Siam**

**Thapthim, Chaoôhçmmanda, consort of Chulalongkorn, King of Siam**  
(22.28B1.)

**22.28B2.** Enter the name of a person of royal descent under the first element of the name, or latest name, that he or she uses. Add Prince or Princess for those of the ranks Chaofa and Phra'ong Ôhao. Use M.C., M.R., and M.L. for Mom Ôhao, Mom Ratchawong, and Mom Luang, respectively. If the person also bears a krom rank, do not add it. Refer from any earlier names, together with associated ranks and titles, borne by the person.

**Damrongrachanuphap, Prince**  
x Rajanubhab, Damron, *Prince*  
x DitsawQnkuman, *Prince*

**Seni Pramoj, M.R.**  
x Pramoj, Seni, *M.R.*  
x Pramot, Séni, *M.R.*

(22.28B2.)

### **22.28C. Nobility (Khunnang)**

22.28C1. Enter a name containing a title of nobility under that title in the vernacular (ratchathinanam). If a person has more than one title, enter under the latest. Add the given name, when ascertainable, in parentheses. Add the vernacular rank (yot bandasak) associated with the title. Refer from the given name, from the surname, and from any earlier titles borne by the person.

**PrachakitkQra,hak (Chæm), Phraya**  
x Chæm Bunnak  
x Bunnak, Chem

**PrachakitkQra,hak (Chup), Phrayf**  
x Chup 'Osathanon  
x 'Osathanon, Chup

**Thammasakmontri (Sanan), Chaophrayâ**  
x Sanan Thephatsadin Na 'Ayutthaya

(22.28C1.)

**22.28C2.** Enter the name of the wife of a man bearing a title of nobility under her own name, followed by the husband's title and the wife's conferred rank, if any.

**Sangiam Phrasadetsurêntharathibodi, Thanphuying**

(22.28C2.)

### **22.28D. Buddhist monastics, ecclesiastics, and patriarchs**

**22.28D1. Monastics.** Enter the name of a Buddhist monastic under the Pali name in religion unless the monastic is better known under the given name. Add Phik-khu to a Pali name in religion. If the monastic is better known under the given name, enter under the given name and add the rank (samanasak) Phra Maha or Phra Khru. In the latter case, refer from the Pali name in religion if known.

**Thammasaro, Phikkhu**

**Khieo, Phra Mahâ**

x Thammathinno, Phikkhu

(22.28D1 .)

**22.28D2. Ecclesiastics.** Enter the name of a Buddhist ecclesiastic under the latest title. Add the given name in parentheses. Add also any word indicating rank. Refer from the distinctive word in the title, from the given name, and from the surname.

**Phra ThammathatsanathQn (Thongsuk)**

x ThammathatsanathQn (Thongsuk), Phra

x ThQngsuk Suthatso

x Suthatso, Thongsuk

x ThQngsuk ChantharakhachQn

x ChantharakhaChQn, ThQngsuk

x Sutsasa, Théra

(22.28D2.)

**22.28D3. Supreme patriarchs.** Enter the name of a supreme patriarch who is a commoner under the given name. Add Supreme Patriarch to the name. Refer from the surname and from any earlier names or titles by which the person is identified.

**Plot, Supreme Patriarch**

x Phra Wannarat (Plot), *Somdet*

x Phra Phrommunî (Plot)

x Phra 'Ariyawongsakhatayan (Plot), *Somdet*

x Plot Kittisophon

x Kittisophon, Plot

x Kittisophano, *Mahâthéra*

x Wannarat (Plot), *Somdet Phra*

x Phrommuni (Plot), *Phra*

x 'Ariyawongsakhatayan (Plot), *Somdet Phra*

Enter the name of a supreme patriarch of royal descent under the conferred name. Add the secular and ecclesiastical titles in that order. Refer from any earlier names or titles by which the person is identified.

**Wachirayanawong, Prince, Supreme Patriarch**

x Chu'n Noppawong, *M.R.*

x Noppawong, Chu'n, *M.R.*

x Phra SukhunkhanaphQn (ChU'n, *M.R.*)

x Phra YanwaraphQn (Chû'n, *M.R.*)

x SukhunkhanaphQn (Chû'n, *M.R.*), *Phra*

## *Special Rules for Family Names*

### **22.29. FAMILY NAMES**

#### **22.29A. General rule**

The heading of a family consists of the family's surname(s) and the term *family*.

#### **22.29B. Entry element**

For a named family in the title proper of the fonds, follow the rules for entry for persons (rules 22.1 to 22.8D inclusive)<sup>26</sup> to create the heading for the family name(s) and add *family* in parentheses.

Giroux (*family*)

Taylor (*family*)

Charron-Lecorre (*family*)

Chaussegros de Léry (*family*)

Molina y Vedia de Bastianini (*family*)

De Villiers (*family*)  
(*for the Afrikaans family*)

Beeck, op de (*family*)  
(*for the Dutch family*)

Bronson (*family*)

MacDonald (*family*)

Mac Muireadach (*family*)

#### **22.29C. Distinguishing among identical names**

Add other elements of the name and other qualifiers as necessary to distinguish otherwise identical headings in the following preferred order:

- forenames;
- titles of nobility and terms of honour in accordance with rule 22.13;
- additions to names in accordance with rules 22.16 to 22.20;

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<sup>26</sup> When creating a heading for a family whose members have different names or different forms of the same name, follow the guidance provided by rules 22.2 and 22.3.

- known or principal place or geographical location of the family in accordance with rules in chapter 23;
- known or principal occupation of the named person;
- date(s) of birth, death, or flourishing of the named person in accordance with rule 22.12.

**Taylor, John** (*family*)

**MacDonald, John A.** (*family*)

**MacDonald, John A.** (*Scottish fiddler, family*)

**MacDonald, John A. (John Alexander) Sir, 1815-1891** (*family*)



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# HEADINGS FOR GEOGRAPHIC NAMES

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- 23.5 PLACE NAMES INCLUDING OR REQUIRING A TERM INDICATING A TYPE OF JURISDICTION

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### 23.1. INTRODUCTORY NOTE

**23.1A.** The names of geographic entities (referred to throughout this chapter as "places") are used to distinguish between corporate bodies with the same name (see 24.4C); as additions to other corporate names (e.g., conference names, see 24.7B4);

## GEOGRAPHIC NAMES

and, commonly, as the names of governments (see 24.3E) and communities that are not governments.<sup>1</sup>

(23.1A.)

### 23.2. GENERAL RULES

#### 23.2A. English form

**23.2A1.** Use the English form of the name of a place if there is one in general use. Determine this from gazetteers and other reference sources published in English-speaking countries. In case of doubt, use the vernacular form (see 23.2B).

<i>not</i>	<b>Austria</b> Österreich
<i>not</i>	<b>Copenhagen</b> København
<i>not</i>	<b>Florence</b> Firenze
<i>not</i>	<b>Ghent</b> Gent Gand
<i>not</i>	<b>Sweden</b> Sverige

If the English form of the name of a place is the English name of the government that has jurisdiction over the place, use that form.

<i>not</i>	<b>Union of Soviet Socialist Republics</b> Soliuz Sovetskikh Sotsialisticheskikh Respublik Russia
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(23.2A1)

#### 23.2B. Vernacular form

**23.2B1.** Use the form in the official language of the country if there is no English form in general use.

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<sup>1</sup> Note that the geographic name headings resulting from the application of these rules are not meant to be used for geographical features that cannot act as corporate bodies, e.g., rivers, mountains, deserts, archaeological sites, named monuments and battlefields.



## GEOGRAPHIC NAMES

**Buenos Aires**

**Gorlovka**

**Tallinn**

**Livorno**

*not* Leghorn  
(*English form no longer in general use*)

If the country has more than one official language, use the form most commonly found in English-language sources.

**Louvain**

*not* Leuven

**Helsinki**

*not* Helsingfors

(23.2B1.)

### 23.3. CHANGES OF NAME

**23.3A.** If the name of a place changes, use as many of the names as are required by:

- 1) the rules on government names (24.3E) (e.g., use *Nyasaland* or *Malawi*, as appropriate)
- or* 2) the rules on additions to corporate names (24.4C6) and conference names (24.7B4) (e.g., use *Léopoldville* or *Kinshasa*, as appropriate)
- or* 3) other relevant rules in chapter 24.

(23.3A.)

### 23.4. ADDITIONS

#### 23.4A. Punctuation

**23.4A1.** Make all additions to place names used as entry elements (see 24.3E) in parentheses.

**Budapest** (*Hungary*)

If the place name is being used as an addition, precede the name of a larger place by a comma.

## GEOGRAPHIC NAMES

**Magyar Nemzeti Galéria** (*Budapest, Hungary*)<sup>2</sup>

(23.4A1.)

### 23.4B. General rule

**23.4B1.** Add to the name of a place (other than a country or a state, etc., listed in 23.4C1 or 23.4D1) the name of a larger place as instructed in 23.4C-23.4F. For additional instructions on distinguishing between place names used as the headings for governments, see 24.6. For instructions on abbreviating some place names used as additions, see B.14.

(23.4B1.)

### 23.4C. Places in Australia, Canada, Malaysia, United States, U.S.S.R., or Yugoslavia

**23.4C1. States, etc.** Do not make any addition to the name of a state, province, territory, etc., of Australia, Canada, Malaysia, the United States, the U.S.S.R., or Yugoslavia.

**Northern Territory**

**Prince Edward Island**

**District of Columbia**

(23.4C1.)

**23.4C2. Other places.** If the place is in a state, province, territory, etc., of one of the countries listed above, add the name of the state, etc., in which it is located.

**Darwin** (*N.T.*)

**Jasper** (*Alta.*)

**George Town** (*Penang*)

**Cook County** (*Ill.*)

**Alexandria** (*Va.*)

**Washington** (*D.C.*)

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<sup>2</sup> This example and the one above are included solely to show the punctuation patterns. For the construction of the heading, see the later rules in this chapter and those in chapter 24.

## GEOGRAPHIC NAMES

**Kiev** (*Ukraine*)

**Split** (*Croatia*)

(23.4C2.)

### 23.4D. Places in the British Isles

**23.4D1.** Do not make any addition to the names of the following parts of the British Isles: England, the Republic of Ireland, Northern Ireland, Scotland, Wales, the Isle of Man, the Channel Islands.

(23.4D1.)

**23.4D2.** If a place is located in England, the Republic of Ireland, Northern Ireland, Scotland, Wales, the Isle of Man, or the Channel Islands, add *England, Ireland, Northern Ireland, Scotland, Wales, Isle of Man, or Channel Islands*, as appropriate.

**Dorset** (*England*)

**Pinner** (*England*)

**Clare** (*Ireland*)

**Waterville** (*Ireland*)

**Bangor** (*Northern Ireland*)

**Strathclyde** (*Scotland*)

**Melrose** (*Scotland*)

**Powys** (*Wales*)

**Bangor** (*Wales*)

**Ramsey** (*Isle of Man*)

**Jersey** (*Channel Islands*)

(23.4D2.)

### 23.4E. Other places

**23.4E1.** Add to the name of a place not covered by 23.4C-23.4D the name of the country in which the place is located.

**Formosa** (*Argentina*)

## GEOGRAPHIC NAMES

**Luanda** (*Angola*)

**Lucca** (*Italy*)

**Madras** (*India*)

**Monrovia** (*Liberia*)

**Niesby** (*Denmark*)

**Paris** (*France*)

**Toledo** (*Spain*)

(23.4E1.)

### 23.4F. Further additions

**23.4F1. Distinguishing between otherwise identical place names.** If the addition of a larger place as instructed in 23.4C-23.4E is insufficient to distinguish between two or more places with the same name, include a word or phrase commonly used to distinguish them.

**Villaviciosa de Asturias** (*Spain*)

**Villaviciosa de Córdoba** (*Spain*)

If there is no such word or phrase, give the name of an appropriate smaller place before the name of the larger place.

**Friedberg** (*Bavaria, Germany*)

**Friedberg** (*Hesse, Germany*)

**Tarbert** (*Strathclyde, Scotland*)

**Tarbert** (*Western Isles, Scotland*)

**Basildon** (*Essex, England*)

**Basildon** (*Berkshire, England*)

## GEOGRAPHIC NAMES

**Saint Anthony** (*Hennepin County, Minn.*)

**Saint Anthony** (*Stearns County, Minn.*)

(23.4F1.)

**23.4F2. Identifying places.** If considered necessary to identify the place (as in the case of a community within a city), give the name of an appropriate smaller place before the name of the larger place specified as an addition by the preceding rules.

**Hyde Park** (*Chicago, Ill.*)

**Chelsea** (*London, England*)

**Everton** (*Liverpool, England*)

**St. Peter Port** (*Guernsey, Channel Islands*)

**Hataitai** (*Wellington, N.Z.*)

**Palermo** (*Sicily, Italy*)

**Swansea** (*Toronto, Ont.*)

**11<sup>e</sup> Arrondissement** (*Paris, France*)

**Minato-ku** (*Tokyo, Japan*)

(23.4F2.)

## 23.5. PLACE NAMES INCLUDING OR REQUIRING A TERM INDICATING A TYPE OF JURISDICTION

**23.5A.** If the first part of a place name is a term indicating a type of jurisdiction and the place is commonly listed under another element of its name in lists published in the language of the country in which it is located, omit the term indicating the type of jurisdiction.

not **Kerry** (*Ireland*)  
County Kerry (*Ireland*)

not **Ostholstein** (*Germany*)  
Kreis Ostholstein (*Germany*)

In all other cases, include the term indicating the type of jurisdiction.

## GEOGRAPHIC NAMES

**Città di Castello** (*Italy*)

**Ciudad Juárez** (*Mexico*)

**District of Columbia**

**Distrito Federal** (*Brazil*)

**Mexico City** (*Mexico*)

(23.5A.)

**23.5B.** If a place name does not include a term indicating a type of jurisdiction and such a term is required to distinguish that place from another of the same name, follow the instructions in 24.6.

(23.5B.)

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# HEADINGS FOR CORPORATE BODIES

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    - 24.7B1 General rule
    - 24.7B2 Number
    - 24.7B3 Date
    - 24.7B4 Location
  
- 24.8 EXHIBITIONS, FAIRS, FESTIVALS, ETC.
  - 24.8A Omissions
  - 24.8B Additions
  
- 24.9 CHAPTERS, BRANCHES, ETC.
  
- 24.10 PLACES OF WORSHIP
  
- 24.11 RADIO AND TELEVISION STATIONS
  - Subordinate and Related Bodies*
  
- 24.12 GENERAL RULE
  
- 24.13 SUBORDINATE AND RELATED BODIES ENTERED SUBORDINATELY
  
- 24.14 DIRECT OR INDIRECT SUBHEADING
  - Special Rules*
  
- 24.15 JOINT COMMITTEES, COMMISSIONS, ETC.



## HEADINGS FOR CORPORATE BODIES

### 24.16 CONVENTIONALIZED SUBHEADINGS FOR STATE AND LOCAL ELEMENTS OF UNITED STATES POLITICAL PARTIES

#### *Government Bodies and Officials*

### 24.17 GENERAL RULE

### 24.18 GOVERNMENT AGENCIES ENTERED SUBORDINATELY

### 24.19 DIRECT OR INDIRECT SUBHEADING

#### *Special Rules*

### 24.20 GOVERNMENT OFFICIALS

- 24.20A Scope
- 24.20B Heads of state, etc.
- 24.20C Heads of governments and of international intergovernmental bodies
- 24.20D Governors of dependent or occupied territories
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### 24.21 LEGISLATIVE BODIES

### 24.22 CONSTITUTIONAL CONVENTIONS

### 24.23 COURTS

- 24.23A Civil and criminal courts
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### 24.24 ARMED FORCES

- 24.24A Armed forces at the national level
- 24.24B Armed forces below the national level

### 24.25 EMBASSIES, CONSULATES, ETC

### 24.26 DELEGATIONS TO INTERNATIONAL AND INTERGOVERNMENTAL BODIES

#### *Religious Bodies and Officials*

### 24.27 RELIGIOUS BODIES AND OFFICIALS

- 24.27A Councils, etc., of a single religious body
- 24.27B Religious officials

## HEADINGS FOR CORPORATE BODIES

- 24.27C Subordinate bodies
- 24.27C1 General rule
- 24.27C2 Provinces, dioceses, synods, etc.
- 24.27C3 Catholic dioceses, etc
- 24.27C4 Central administrative organs of the Catholic Church  
(Roman Curia)
- 24.27D Papal diplomatic missions, etc.

## HEADINGS FOR CORPORATE BODIES

### 24.1. GENERAL RULE

**24.1A.** Enter a corporate body<sup>1</sup> directly under the name by which it is identified, except when the rules that follow provide for entering it under the name of a higher or related body (see 24.13) or under the name of a government (see 24.18).

Determine the name by which a corporate body is identified from the following sources and in the order of preference given:

- a) the name that appears in published items issued by the body
- b) the name that appears in reference sources<sup>2</sup>
- c) the name that appears in the archival material.

If the name of a corporate body consists of or contains initials, omit or include full stops and other marks of punctuation according to the predominant usage of the body. In case of doubt, omit the full stops, etc. Do not leave a space between a full stop, etc., and an initial following it. Do not leave spaces between the letters of an initialism written without full stops, etc.

Make references from other forms of the name of a corporate body as instructed in 26.3.

ABS Productions

Canadian Expedition to Study the Alpha Ridge ...<sup>3</sup>

Canadian Newspapers Company

COTA

Harmon Foundation

Insight Publishing

Maritime Telegraph and Telephone Company

Springhill Heritage Group

University of British Columbia

(24.1A.)

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<sup>1</sup> For definition, see glossary.

<sup>2</sup> Reference sources, as used in this chapter, include official publications such as gazettes, registers, statutes, orders, regulations and, also, books and articles written about the body.

<sup>3</sup> For additions to the name of a conference, congress, expedition, etc., see 24.7B.

## HEADINGS FOR CORPORATE BODIES

### 24.1B. Romanization<sup>4</sup>

**24.1B1.** If the name of the body is in a language written in a nonroman script, romanize the name according to the table for that language adopted by the institution. Refer from other romanizations as necessary.

**Chung-kuo wen tzu kai ko wei yuan hui<sup>5</sup>**  
x Zhongguo wenzi gaige weiyuanhui

(24.1B1.)

### 24.1C. Changes of name

**24.1C1.** If the name of a corporate body has changed (including change from one language to another), establish a new heading under the new name when describing records created and/or accumulated and used under that name. Refer from the old heading to the new and from the new heading to the old (see 26.3C).

#### **Halifax Asylum for the Blind**

Incorporated under the name Halifax Asylum for the Blind in May 1867; name was changed in 1930 to the Halifax School for the Blind.

Records of this body are entered under the latest name used by the body during the time of the records' creation, and/or accumulation and use.

For records of this body, see *also* the later heading:

#### **Halifax School for the Blind**

#### **Halifax School for the Blind**

Incorporated under the name Halifax Asylum for the Blind in May 1867; name was changed in 1930 to Halifax School for the Blind; in 1978, the name was changed again to Sir Frederick Fraser School.

For records of this body, see *also* the earlier heading:

#### **Halifax Asylum for the Blind**

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<sup>4</sup> *Alternative rule. Romanization.* If the name of the body is in a language written in a nonroman script and a romanized form appears in published items issued by the body or in its fonds, use that romanized form. Refer as necessary from other romanizations. If more than one romanized form is found, use the form resulting from romanization according to the table adopted by the institution for the language.

**Zhongguo wenzi gaige weiyuanhui**  
x Chung-kuo wen tzu kai ko wei yuan hui

<sup>5</sup> Systematic romanizations used in the examples in this chapter follow the tables (published by the Library of Congress in *Cataloging Service*, bulletin 118- ) adopted jointly by the American Library Association, the Canadian Library Association, and the Library of Congress.

## HEADINGS FOR CORPORATE BODIES

and see *also* the later heading:

### **Sir Frederick Fraser School (Halifax, N.S.)**

### **Sir Frederick Fraser School (Halifax, N.S.)**

Previously known under the name Halifax School for the Blind; name was changed in 1978 to Sir Frederick Fraser School.

For records of this body see *also* the earlier heading;

### **Halifax School for the Blind**

(24.1C1.)

## **24.2. VARIANT NAMES. GENERAL RULES**

**24.2A.** Apply this rule if a body uses variant names in published items issued by it, if variant names are used in reference sources or, if variant names appear in the archival material. Apply the special rules in 24.3 as well when they are appropriate.

(24.2A.)

### **24.2B. Variant names found in published sources**

**24.2B1.** If variant forms<sup>7</sup> of the name are found in published items issued by the body, use the name as it appears in the chief source of information<sup>8</sup> as opposed to forms found elsewhere in the items.

(24.2B1.)

**24.2B2.** If variant names appear in the chief sources of information for published items, use the name that is presented formally as indicated by layout or typography. If no name is presented formally, or if all names are presented formally, use the predominant form of name.

If there is no predominant form, use a brief form (including an initialism or an acronym) that would differentiate the body from others with the same or similar brief names.

#### **ISTS**

*not* International Simultaneous Translation Service

#### **Canadian Joker Society**

*not* Canadian Joker Society for Promoting Humour in Canadian Life

#### **Chartered Institute of Secretaries in Canada**

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<sup>7</sup> *Variant forms* do not include names that result from a name change. For these, see 24.1C.

<sup>8</sup> For published items the chief source of information is the title page or its equivalent.

## HEADINGS FOR CORPORATE BODIES

*not* Chartered Institute of Secretaries of Joint Stock Companies and Other Public Bodies in Canada

### **Unesco**

*not* United Nations Educational, Scientific, and Cultural Organization

If the variant forms do not include a brief form that would differentiate two or more bodies with the same or similar brief names, use the form found in reference sources. (24.2B2.)

### **24.2C. Variant names found in reference sources**

**24.2C1.** If variant forms of the name are found in reference sources, use the name as it appears in the most appropriate reference source.<sup>9</sup> (24.2C1.)

### **24.2D. Variant names found in the archival material**

**24.2D1.** If variant forms of the name are found in the archival material, use the name as it appears in the following categories of records and in the order of preference given:

- a) records legally establishing the body (e.g., acts of incorporation, letters patent)
- b) records of administrative regulations (e.g., executive orders, constitutions, bylaws)
- c) other records of policy (e.g., minutes, policy and procedures manuals)

**24.2D2.** If the archival material does not include records that fall into the categories listed above, use the form of name that appears most frequently in other records.

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<sup>9</sup> Institutions should establish a policy for determining the form of name to be used when variant names are found in reference sources.

## HEADINGS FOR CORPORATE BODIES

### 24.3. VARIANT NAMES. SPECIAL RULES

#### 24.3A. Language<sup>10</sup>

**24.3A1.** If the name appears in different languages, use the form in the official language of the body.

**Istituto italiano di cultura** (*Toronto, Ont.*)  
*not* Italian Cultural Institute (*Toronto, Ont.*)

**Société historique franco-américaine**  
*not* Franco-American Historical Society

If there is more than one official language and one of these is English, use the English form.

**Canadian Committee on Cataloguing**  
*not* Comité canadien de catalogage

**International Council for Adult Education**  
*not* Consejo Internacional de Educación de Adultos

**Italian Chamber of Commerce of Montreal**  
*not* Camera de commercio italiana

If English is not one of the official languages or if the official language is not known, use the form in the language used predominantly in published items issued by the body, in reference sources, or in its fonds (in that order of preference).

**Associazione italiana di studi canadesi**  
*not* Italian Association for Canadian Studies

**Fédération acadienne de la Nouvelle-Écosse**

**Société d'histoire des Cantons de l'Est**  
*not* Eastern Townships Historical Society

In case of doubt, use the English, French, German, Spanish, or Russian form, in this order of preference. If there is no form in any of these languages, use the form in the language that comes first in English alphabetic order. Refer from form(s) in other languages.

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<sup>10</sup> *Alternative rule. Language.* Use a form of name in a language suitable to the users of the institution's retrieval system if the body's name is in a language that is not familiar to those users.

**Japan Productivity Center**  
*if not* Nihon Seisansei Hombu

## HEADINGS FOR CORPORATE BODIES

(24.3A1.)

### 24.3B. Language. International bodies

**24.3B1.** If the name of an international body appears in English in published items issued by the body, in reference sources, or in its fonds (in that order of preference), use the English form. In other cases, follow the instructions in 24.3A.

**International Air Transport Association**  
*not* Asociación del Transporte Aero Internacional  
Internationale Fluggeschaft Verband  
[etc.]

**European Economic Community**  
*not* Communauté économique européenne  
Europese Economische Gemeenschap  
[etc.]

(24.3B1.)

### 24.3C. Conventional name

**24.3C1. General rule.** If a body is frequently identified by a conventional form of name in reference sources in its own language, use this conventional name.

**Calgary Stampede**  
*not* Calgary Exhibition and Stampede

**Killam Trust**  
*not* Izaak Walton Killam Memorial Fund for Advanced Studies  
Killam Scholarship Program

**Westminster Abbey**  
*not* Collegiate Church of St. Peter in Westminster

(24.3C1.)

**24.3C2. Ancient and international bodies.**<sup>11</sup> If the name of a body of ancient origin or of one that is international in character has become firmly established in an English form in English language usage, use this English form.

#### **Benedictines**

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<sup>11</sup> Apply this rule, for example, to religious bodies, fraternal and knightly orders, church councils, and diplomatic conferences. If it is necessary to establish a heading for a diplomatic conference that has no formal name and has not yet acquired a conventional name, use the name found most commonly in periodical articles and newspaper accounts in English. If another name becomes established later, change the heading to that name.



## HEADINGS FOR CORPORATE BODIES

**Cluniacs**

**Franciscans**

**Freemasons**

**Vatican Council ...**

(24.3C2.)

**24.3C3. Autocephalous patriarchates, archdioceses, etc.** Enter an ancient autocephalous patriarchate, archdiocese, etc., of the Eastern Church under the place by which it is identified. Add a word or phrase designating the type of ecclesiastical jurisdiction.

**Antioch** (*Jacobite patriarchate*)

**Constantinople** (*Ecumenical patriarchate*)

(24.3C3.)

### **24.3D. Religious orders and societies**

**24.3D1.** Use the best-known form of name, in English, if possible, for a religious order or society. In case of doubt, follow this order of preference:

- a) the conventional name by which its members are known in English
- b) the English form of name used by units of the order or society located in English-speaking countries
- c) the name of the order or society in the language of the country of its origin.

**Franciscans**

*not* Ordo Fratrum Minorum  
Order of St. Francis  
Minorites  
[etc.]

**Sisters of Our Lady of the Sacred Heart**

*not* Suore di Nostra Signora del Sacro Cuore

(24.3D1.)

## HEADINGS FOR CORPORATE BODIES

### 24.3E. Governments

**24.3E1.** Use the conventional name of a government,<sup>12</sup> unless the official name is in common use. The conventional name of a government is the geographic name (see chapter 23) of the area (e.g., country, province, state, county, municipality) over which the government exercises jurisdiction. See also 24.6.

**Québec** (*Québec*)  
*not* La ville de Québec

**Edmonton** (*Alta.*)  
*not* City of Edmonton

**France**  
*not* République française

**Massachusetts**  
*not* Commonwealth of Massachusetts

If the official name of the government is in common use, use it.

**Metropolitan Toronto** (*Ont.*)

**Communauté urbaine de Montréal** (*Québec*)

(24.3E1.)

### 24.3F. Conferences, congresses, meetings, etc.

**24.3F1.** If, among the variant forms of a conference name appearing in published items issued by the body, in reference sources, or in its fonds, there is a form that includes the name or abbreviation of the name of a body associated with the meeting to which the meeting is not subordinate, use this form.

**FAO Hybrid Maize Meeting ...**

If, however, the name is of a body to which the meeting is subordinate (e.g., the annual meeting of an association), see 24.13A, type 6.

**Canadian Hog Farmers.** *Annual Meeting*

**Canadian Industrial Relations Association.** *Meeting*

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<sup>12</sup> *Government* is used here to mean the totality of corporate bodies (executive, legislative, and judicial) exercising the powers of a jurisdiction. Treat as a government agency a corporate body known as *government*, or its equivalent in other languages, or a term with similar meaning, that is an executive element of a particular jurisdiction (see 24.18).

## HEADINGS FOR CORPORATE BODIES

**Canadian Institute for the Administration of Justice. Conference**

**West Mississauga Jazz Muddies. Meeting**

(24.3F1.)

**24.3F2.** If a conference has both a specific name of its own and a more general name as one of a series of conferences, use the specific name.

**Symposium on Endocrines and Nutrition**

*not* Nutrition Symposium

**Symposium on Protein Metabolism ...**

*not* Nutrition Symposium ...

(24.3F2.)

### **24.3G. Places of worship**

**24.3G1.** If variant forms of the name of a local church, cathedral, monastery, convent, abbey, temple, mosque, synagogue, etc., appear in published items issued by the body, in reference sources, or in its fonds, use the predominant form. If there is no predominant form, follow this order of preference:

- a) a name containing the name of the person(s), object(s), place(s), or event(s) to which the place of worship is dedicated or after which it is named

**All Saints Church ...**

**St. Peter's Church ...**

**St. Mark's Cathedral ...**

- b) a name beginning with a word or phrase descriptive of a type of place of worship

**Cathedral of St. John the Baptist ...**

**Great Synagogue ...**

**Monastery of the Apostles ...**

**Temple Beth Sholom ...**

- c) a name beginning with the name of the place in which the place of worship is situated.

## HEADINGS FOR CORPORATE BODIES

### Toronto Chinese Baptist Church

### West Flamboro Presbyterian Church

For additions to the name of a place of worship, see 24.10.

(24.3G1.)

### *Additions, Omissions and Modifications*

## 24.4. ADDITIONS

### 24.4A. General rule

**24.4A1.** Make additions to the name of a corporate body as instructed in 24.4B-24.4C.

For additions to special types of corporate bodies (e.g., governments, conferences), see 24.6-24.11. Enclose in parentheses all additions required by rules in this chapter.

(24.4A1.)

### 24.4B. Names not conveying the idea of a corporate body

**24.4B1.** If the name alone does not convey the idea of a corporate body, add a general designation in English.

**Anna C. Minch** (*Ship*)

**J. Hugh Whitford** (*Firm*)

**Sydney P. Dumaresq** (*Firm*)

(24.4B1.)

### 24.4C. Two or more bodies with the same or similar names

**24.4C1. General rule.** If two or more bodies have the same name, or names so similar that they may be confused, add a word or phrase to each name as instructed in 24.4C2-24.4C9. Add such a word or phrase to any other name if the addition assists in the understanding of the nature or purpose of the body.

Do not include the additions to names of places prescribed in 24.6 when the names of these places are used to indicate the location of corporate bodies.

(24.4C1.)

## HEADINGS FOR CORPORATE BODIES

**24.4C2. Names of countries, states, provinces, etc.** If a body has a character that is national, state, provincial, etc., add the name of the country, state, province, etc., in which it is located.

**Caucus conservateur** (*N.B.*)

**National Farmers Union** (*Canada*)

**Provincial Agricultural Society** (*N.S.*)

**Provincial Temperance Society** (*Alta.*)

If such an addition does not provide sufficient identification or is inappropriate (as in the case of national, state, provincial, etc., universities of the same name serving the same country, state, province, etc.), follow the instructions in 24.4C3-24.4C9.

(24.4C2.)

**24.4C3. Local place names.** In the case of any other body, add the name of the local place (see 24.4C4-24.4C6) in which the body is located or that is commonly associated with its name, unless the name of an institution, the date(s) of the body, or other designation (see 24.4C7-24.4C9) provides better identification.

**Heritage Museum** (*St. Albert, Alta.*)

**Jewish Historical Society** (*Halifax, N.S.*)

**Place des Arts** (*Montréal, Québec*)

(24.4C3.)

**24.4C4. Bodies located outside the British Isles.** In the case of a body located outside the British Isles (the United Kingdom and the Republic of Ireland), add the name of the smallest or most specific local political jurisdiction in which the body is located or that is commonly associated with its name (e.g., the name of a city, town, borough).

**Empire Hotel** (*North Bay, Ont.*)

**Miller Hospital** (*Kentville, N.S.*)

**Victoria College** (*Cobourg, Ont.*)

**Victoria College** (*Toronto, Ont.*)

If further distinction is necessary, give the name of a particular area within that jurisdiction before the name of the jurisdiction.

**St. David's Church** (*Beaches, Toronto, Ont.*)

## HEADINGS FOR CORPORATE BODIES

### **St. David's Church** (*Swansea, Toronto, Ont.*)

If the body is not located in, or if it is not associated with the name of, an incorporated municipality, add the geographic name that is most commonly used to specify its location (e.g., the name of an unincorporated community, the name of a city or town in the vicinity, the name of the county).

### **Kings County Historical Society** (*Kings County, N.B.*)

### **Kings County Historical Society** (*Kings County, N.S.*)

If a body located in a specific local jurisdiction is more commonly associated with the name of another city or town or an unincorporated community in its vicinity, prefer the name of that place.

### **York University** (*Toronto, Ont.*)

*(University is located in Downsview, an unincorporated locality in the City of North York, which is part of Metropolitan Toronto)*

(24.4C4.)

**24.4C5. Bodies located in the British Isles.** In the case of a body located in the British Isles, add either the name of a geographic entity or the name of the smallest or most specific jurisdiction, whichever is more commonly associated with the name of the body.

### **St. Peter's Church** (*Hook Norton, England*)

### **St. Peter's Church** (*Sudbury, England*)

### **Red Lion Hotel** (*Newport, Wales*)

### **Red Lion Hotel** (*Newport, Isle of Wight, England*)

### **Red Lion Hotel** (*Newport, Shropshire, England*)

### **Esso Refinery** (*Fawley, England*)

(24.4C5.)

**24.4C6. Change of name of jurisdiction or locality.** If the name of the local jurisdiction or geographic locality changes during the lifetime of the body, add the latest name in use in the lifetime of the body.

### **Economical Fire Insurance Company** (*Kitchener, Ont.*)

*not* Economical Fire Insurance Company (*Berlin, Ont.*)

*(Company founded early in the twentieth century. Place name changed in 1916)*

## HEADINGS FOR CORPORATE BODIES

**St. Demetrius Ukrainian Catholic Church** (*Etobicoke, Ont.*)  
*not* **St. Demetrius Ukrainian Catholic Church** (*Weston, Ont.*)

*but* **Historisk samfund** (*Christiania, Norway*)  
(*Ceased to exist before Christiania became Oslo*)

(24.4C6.)

**24.4C7. Institutions.** Add the name of an institution instead of the local place name if the institution's name is commonly associated with the name of the body. Give the name of the institution in the form and language used for it as a heading.

**Newman Club** (*Trent University*)  
*not* Newman Club (*Peterborough, Ont.*)

(24.4C7.)

**24.4C8. Year(s).** If the name has been used by two or more bodies that cannot be distinguished by place, add the year of founding or the inclusive years of existence.

**British Columbia. Royal Commission on Forest Resources**  
(*1955-1957*)

**British Columbia. Royal Commission on Forest Resources**  
(*1975-*)

**Nova Scotia. Royal Commission on Automobile Insurance**  
(*1955-1957*)

**Nova Scotia. Royal Commission on Automobile Insurance**  
(*1971-1973*)

(24.4C8.)

**24.4C9. Other additions.** If none of the place name, name of institution, or date(s) is sufficient or appropriate for distinguishing between two or more bodies, add an appropriate general designation in English.

**Church of God** (*Adventist*)

**Church of God** (*Apostolic*)

## 24.5. OMISSIONS

### 24.5A. Initial articles

## HEADINGS FOR CORPORATE BODIES

**24.5A1.** Omit an initial article unless the heading is to file under the article (e.g., a corporate name that begins with an article that is the first part of the name of a person or place).

**Canadian Club**  
*not* The Canadian Club

**Canadian Imperial Bank of Commerce**  
*not* The Canadian Imperial Bank of Commerce

**Library Association**  
*not* The Library Association

*but* **Le Corbusier Sketchbook Publication Committee**

**Los Angeles Symphony** (*Orchestra*) (24.5A1.)

### **24.5B. Citations of honours**

**24.5B1.** Omit a phrase citing an honour or order awarded to the body. (24.5B1.)

### **24.5C. Terms indicating incorporation and certain other terms**

**24.5C1.** Omit an adjectival term or abbreviation indicating incorporation (e.g., *Incorporated, E.V., Ltd.*) or state ownership of a corporate body, and a word or phrase, abbreviated or in full, designating the type of incorporated entity (e.g., *Aktiebolaget, Gesellschaft mit beschränkter Haftung, Kabushiki Kaisha, Società per azione*), unless it is an integral part of the name or is needed to make it clear that the name is that of a corporate body.

**Henry Birks and Sons**  
(*Without Ltd.*)

**T. Eaton Co.**  
(*Without Ltd.*)

**American Ethnological Society**  
(*Without Inc.*)

*but*

**Films Incorporated**

**Peter Davies Limited**



## HEADINGS FOR CORPORATE BODIES

### **Vickers (Aviations) Limited**

(24.5C1.)

**24.5C2.** If such a term is needed to make it clear that the name is that of a corporate body and it occurs at the beginning of the name, transpose it to the end.

**Elektrometall, Aktiebolaget**  
*not* Aktiebolaget Elektrometall

(24.5C2.)

**24.5C3.** Omit an initial word or phrase in an oriental language indicating the private character of a corporate body (e.g., *Shiritsu, Ssu li*), unless the word or phrase is an integral part of the name.

**Tan-chiang Ying yu chuan k o hsueh hsiao**  
*not* Ssu li Tan-chiang Ying yu chuan k o hsueh hsiao

(24.5C3.)

**24.5C4.** Omit abbreviations (e.g., *U.S.S., H.M.S.*) occurring before the name of a ship.

**Ark Royal (Ship)**  
*not* H.M.S. Ark Royal

(24.5C4.)

## **24.6. GOVERNMENTS. ADDITIONS**

### **24.6A. Scope**

**24.6A1.** Apply this rule to the names of governments that are not differentiated by the application of 23.4. Make the further additions prescribed here following a space, colon, space, and within the same parentheses that enclose the additions prescribed by 23.4.  
(24.6A1.)

**24.6B.** Add the type of jurisdiction in English if other than a city or a town. If there is no English equivalent for the vernacular term, or in case of doubt, use the vernacular term.

**Guadalajara (Mexico)**  
**Guadalajara (Spain)**  
**Guadalajara (Spain : Province)**

**Québec (Province)**  
**Québec (Québec)**  
**Québec (Québec : Comté)**

(24.6B.)

## HEADINGS FOR CORPORATE BODIES

**24.6C.** If the type of jurisdiction does not provide a satisfactory distinction, add an appropriate word or phrase.

**Germany** (*Democratic Republic*)

**Germany** (*Federal Republic*)

(24.6C.)

**24.6D.** If two or more governments lay claim to jurisdiction over the same area (e.g., as with occupying powers and insurgent governments), add a suitable designation to one or each of the governments, followed by the inclusive years of its existence.

**Algeria**

**Algeria** (*Provisional government, 1958-1962*)

**France**

**France** (*Territory under German occupation, 1940-1944*)

(24.6D.)

### 24.7. CONFERENCES, CONGRESSES, MEETINGS, ETC.

#### 24.7A. Omissions

**24.7A1.** Omit from the name of a conference, etc., indications of its number, frequency, or year(s) of convocation.

**International Congress of Immunology ...**  
*not* Sixth International Congress of Immunology

**Larval Fish Conference ...**  
*not* 8th Annual Larval Fish Conference ...

**Analogies Symposium**  
*not* 1986 Analogies Symposium

(24.7A1.)

#### 24.7B. Additions

**24.7B1. General rule.** Add to the name of a conference, etc. (including that of a conference entered subordinately, see 24.13), the number of the conference, etc. (if appropriate), the year(s), and the place(s) in which it was held. Separate these elements by a space, colon, space.

(24.7B1.)

## HEADINGS FOR CORPORATE BODIES

**24.7B2. Number.** If a conference, etc., is stated or inferred to be one of a series of numbered meetings of the same name, add the ordinal numeral in its English form (see C.8A).

**International Congress of Immunology** (*6th : ...*)

If the numbering is irregular, do not add it. *Optionally*, provide an explanation of the irregularities in a note or an explanatory reference.

(24.7B2.)

**24.7B3. Date.** If the heading is for a single meeting, add the year or years in which the conference, etc., was held.

**International Congress of Immunology** (*6th : 1986 : ...*)

**Conference on Library Surveys** (*1965 : ...*)

**Study Institute on Special Education** (*1969-1970 : ...*)

Add specific dates if necessary to distinguish between two or more meetings held in the same year.

**Conférence agricole interalliée** (*1st : 1919 Feb. 11-15 : ...*)

**Conférence agricole interalliée** (*2nd : 1919 Mar. 17-19 : ...*)

(24.7B3.)

**24.7B4. Location.** Add the name of the local place or other location (institution, etc.) in which the conference, etc., was held. Give a local place name in the form prescribed in chapter 23. Give any other location in the nominative case in the language and form in which it is found in the descriptive unit.

**International Congress of Immunology** (*6th : 1986 : Toronto, Ont.*)

**Regional Conference on Mental Measurements of the Blind**  
(*1st : 1951 : Perkins Institution*)

**International Conference on the Biology of Whales**  
(*1971 : Shenandoah National Park*)

If the heading is for a series of conferences, etc., do not add the location unless all were held in the same place.

**Hybrid Corn Industry Research Conference**

If the location is part of the name of the conference, etc., do not repeat it.

## HEADINGS FOR CORPORATE BODIES

### **Calgary Conference on the Canadian Novel (1978)**

### **Arden House Conference on Medicine and Anthropology (1961)**

If the sessions of a conference, etc., were held in two locations, add both names.

### **Conference and Festival of the Canadian League of Composers**

*(1981 : Windsor, Ont. and Detroit, Mich.)*

### **Joint Atlantic Canada/Western Canadian Studies Conference (1978 :**

*Calgary, Alta. and Fredericton, N.B.)*

### **Joint ICE/ASCE/CSCE Conference (6th : 1984 : Montréal,**

*Québec and Montebello, Québec)*

If the sessions of a conference, etc., were held in three or more locations, add the first named place followed by *etc.*

### **International Conference on Alternatives to War (1982 : San Francisco, Calif., etc.)**

(24.7B4.)

## **24.8. EXHIBITIONS, FAIRS, FESTIVALS, ETC.**

### **24.8A. Omissions**

**24.8A1.** As instructed in 24.7A1, omit from the name of an exhibition, fair, festival, etc., word(s) that denote its number.

(24.8A1.)

### **24.8B. Additions**

**24.8B1.** As instructed in 24.7B, add to the name of an exhibition, fair, festival, etc., its number, date, and location. Do not add the date and/or location if they are integral parts of the name.

### **Biennale de Venezia (36th : 1972)**

### **Expo 67 (Montréal, Québec)**

### **U of T Day (1987 : Toronto, Ont.)**

### **World's Columbian Exposition (1893 : Chicago, Ill.)**

(24.8B1.)

## **24.9. CHAPTERS, BRANCHES, ETC.**

## HEADINGS FOR CORPORATE BODIES

**24.9A.** If a chapter, branch, etc., entered subordinately (see 24.13), carries out the activities of a corporate body in a particular locality or within a particular institution, add the name of the locality or institution, unless it is part of the name of the chapter, branch, etc.

**Freemasons.** *Degree Lodge, No. 56 (Lawrencetown, N.S.)*

**Independent Order of Oddfellows.** *Fuller Lodge, No. 5 (Stellarton, N.S.)*

**Psi Upsilon (Fraternity).** *Gamma Chapter (York University)*

**Scottish Rite (Masonic Order).** *Supreme Council (Canada)*

*but*

**Society of the Plastics Industry of Canada.** *Manitoba Chapter*

**Alpha Delta Phi.** *Toronto Chapter*

(24.9A.)

### 24.10. PLACES OF WORSHIP

**24.10A.** If the name of a place of worship does not convey the idea of a place of worship add a general designation in English.

**Monte Cassino** *(Monastery)*

(24.10A.)

**24.10B.** Add to the name of a place of worship the name of the place or local ecclesiastical jurisdiction (e.g., parish, Pfarrei) in which it is located (see 24.4C3-24.4C6), unless the location is clear from the name itself.

**Dominion-Chalmers United Church** *(Ottawa, Ont.)*

**Eden Mennonite Church** *(Chilliwack, B.C.)*

**St. Luke's Church** *(Victoria, B.C.)*

**Toronto Chinese Baptist Church**

*not* Toronto Chinese Baptist Church *(Toronto, Ont.)*

If there are two or more places of worship with the same name in the same locality, add a further suitable designation.

## HEADINGS FOR CORPORATE BODIES

**St. Peter's Church** (*Toronto, Ont. : Catholic*)

**St. Peter's Church** (*Toronto, Ont. : Anglican*)

(24.10B.)

### 24.11. RADIO AND TELEVISION STATIONS

**24.11A.** If the name of a radio or television station consists solely or principally of its call letters or if its name does not convey the idea of a radio or television station, add *Radio station* or *Television station* and the name of the place in which the station is located.

**CKWX** (*Radio station : Vancouver, B.C.*)

**CBHT** (*Television station : Halifax, N.S.*)

(24.11A.)

**24.11B.** Add to the name of any other radio or television station the place in which it is located unless the name of the place is an integral part of the name of the station.

**Radio Maroc** (*Rabat, Morocco*)

*but* **TV Ontario**

(24.11B.)

### *Subordinate and Related Bodies*

### 24.12. GENERAL RULE

**24.12A.** Enter a subordinate body (other than a government agency entered under jurisdiction, see 24.18) or a related body directly under its own name (see 24.1-24.3) unless its name belongs to one or more of the types listed in 24.13. Refer to the name of a subordinate body entered directly from its name in the form of a subheading of the higher body (see 26.3A7).

**Crane Library**

x University of British Columbia. *Crane Library*

**Osgoode Hall Law School**

x York University (*Toronto, Ont.*). *Osgoode Hall Law School*

## HEADINGS FOR CORPORATE BODIES

### **Vancouver Historical Society**

x British Columbia Historical Association. *Vancouver Historical Society*

(24.12A.)

## **24.13. SUBORDINATE AND RELATED BODIES ENTERED SUBORDINATELY**

**24.13A.** Enter a subordinate or related body as a subheading of the name of the body to which it is subordinate or related if its name belongs to one or more of the following types.<sup>13</sup> Make it a direct or indirect subheading as instructed in 24.14. Omit from the subheading the name or abbreviation of the name of the higher or related body in noun form unless the omission would result in a heading that does not make sense.

TYPE 1. A name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*).

**Canadian Cancer Society.** *Regina Branch*

**Westcoast Petroleum Ltd.** *Pipeline Division*

**International Federation of Library Associations and Institutions.**  
*Section on Cataloguing*

TYPE 2. A name containing a word that normally implies administrative subordination (e.g., *Committee, Commission*) provided that the name of the higher body is required for the identification of the subordinate body.

**Bureau of Canadian Archivists.** *Planning Committee on Descriptive Standards*

**Canadian Council of Archives.** *Conservation Committee*

**Dominion Textile Company.** *Staff Relations Committee*

TYPE 3. A name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of a parent body.

**Canadian Broadcasting Corporation.** *Pacific Region*  
*(Name: Pacific Region)*

**Canadian Hydrographic Service.** *Atlantic Region*  
*(Name: Atlantic Region)*

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<sup>13</sup> Distinguish cases in which the subordinate body's name includes the names of higher bodies from cases in which the names of higher bodies appear only in association with the subordinate body's name.

## HEADINGS FOR CORPORATE BODIES

**Canadian Jewish Congress.** *Central Region*  
(Name: *Central Region*)

**Eastern Ontario Women's Institute.** *Ottawa Area*  
(Name: *Ottawa Area*)

In case of doubt, enter the body directly.

**Human Resources Centre** (*London, England*)  
x Tavistock Institute of Human Relations. *Human Resources Centre*

**Research Centre for Management of New Technology**  
x Wilfrid Laurier University. *Research Centre for Management of New Technology*

TYPE 4. A name that does not convey the idea of a corporate body.

**Canadian Electrical Association.** *Research and Development*  
(Name: *Research and Development*)

**Dominion Engineering Works.** *Pulp and Paper*  
(Name: *Pulp and Paper*)

**Bell Canada.** *Corporate Public Relations*  
(Name: *Corporate Public Relations*)

TYPE 5. A name of a university faculty, school, college, institute, laboratory, etc., that simply indicates a particular field of study.

**Dalhousie University.** *Faculty of Medicine*

**University of Alberta.** *Dept. of English*

**University of Toronto.** *Department of History*

TYPE 6. A name that includes the entire name of the higher or related body.

**Canadian Legion.** *Auxiliary*  
(Name: *Canadian Legion Auxiliary*)

**Canadian Wheat Board.** *Advisory Committee*  
(Name: *Canadian Wheat Board Advisory Committee*)

**University of British Columbia.** *Library*



## HEADINGS FOR CORPORATE BODIES

(Name: University of British Columbia Library)

**Friends of the Earth.** *Camden Friends of the Earth*

(Name: Camden Friends of the Earth)

**United Methodist Church.** *(U.S.) General Conference*

(Name: General Conference of the United Methodist Church)

*but* **BBC Symphony Orchestra**

*not* British Broadcasting Corporation. *Symphony Orchestra*

*but* **CN Marine**

*not* Canadian National. *Marine*

(24.13A.)

### 24.14. DIRECT OR INDIRECT SUBHEADING

**24.14A.** Enter a body belonging to one or more of the types listed in 24.13 as a subheading of the lowest element in the hierarchy that is entered under its own name. Omit intervening elements in the hierarchy unless the name of the subordinate or related body has been, or is likely to be, used by another body entered under the name of the same higher or related body. In that case, interpose the name of the lowest element in the hierarchy that will distinguish between the bodies.

**Association of Canadian Archivists.** *Editorial Review Board*

*Hierarchy:* Association of Canadian Archivists

Publications Committee

Editorial Review Board

**Council of Ontario Universities.** *Committee of Vice-Presidents*

*Academic. Study Group on Accounting*

*Hierarchy:* Council of Ontario Universities

Committee of Vice-Presidents Academic

Study Group on Accounting

Refer from the name in the form of a subheading of the name of its immediately superior body when the heading does not include the name of that superior body (see 26.3A7).

**Canadian Broadcasting Corporation.** *International Service*

*Hierarchy:* Canadian Broadcasting Corporation

External Services Division

International Service

x Canadian Broadcasting Corporation. *External Services Division.*

*International Service*

## HEADINGS FOR CORPORATE BODIES

**Concordia University. Doctoral Program in Art Education**

*Hierarchy:* Concordia University

Faculty of Fine Arts

Division of Graduate Studies

Doctoral Program in Art Education

x Concordia University. *Faculty of Fine Arts. Division of Graduate Studies. Doctoral Program in Art Education*

**University of British Columbia. Child Study Centre**

*Hierarchy:* University of British Columbia

Faculty of Education

Dept. of Young Children

Child Study Centre

x University of British Columbia. *Faculty of Education. Dept. of Young Children. Child Study Centre*

**University of Toronto. Task Force on the Government and Administration of Athletics and Physical Education**

*Hierarchy:* University of Toronto

Governing Council

Internal Affairs Committee

Task Force on the Government ...

x University of Toronto. *Governing Council. Internal Affairs Committee. Task Force on the Government and Administration of Athletics and Physical Education*

(24.14A.)

### *Special Rules*

#### **24.15. JOINT COMMITTEES, COMMISSIONS, ETC.**

**24.15A.** Enter a body made up of representatives of two or more other bodies directly under its own name.

**Canadian Committee on MARC**

*(A joint committee of the Association pour l'avancement des sciences et des techniques de la documentation, the Canadian Library Association, and the National Library of Canada)*

Omit the names of the parent bodies when these occur within or at the end of the name and if the name of the joint unit is distinctive without them.

## HEADINGS FOR CORPORATE BODIES

### **Joint Committee on Bathing Places**

(*Name:* Joint Committee on Bathing Places of the Conference of State Sanitary Engineers and the Engineering Section of the American Public Health Association)

*but* **Joint Commission of the Council for Education in World Citizenship and the London International Assembly**

### **Joint Committee on Taxation of the Canadian Bar Association and the Canadian Institute of Chartered Accountants**

(24.15A.)

**24.15B.** If the parent bodies are entered as subheadings of a common higher body, enter the joint unit as instructed in 24.12-24.14.

**American Library Association.** *Joint Committee to Compile a List of International Subscription Agents*  
(*A joint committee of the Acquisitions and Serials sections of the American Library Association's Resources and Technical Services Division*)

(24.15B.)

## **24.16. CONVENTIONALIZED SUBHEADINGS FOR STATE AND LOCAL ELEMENTS OF UNITED STATES POLITICAL PARTIES**

**24.16A.** Enter a state or local unit of a political party in the United States under the name of the party followed by the state or local name in parentheses and then the name of the unit. Omit from the name of the unit any indication of the name of the party or the state or locality.

**Republican Party (Mo.).** *State Committee*  
(*Name:* Missouri Republican State Committee)

**Democratic Party (Tex.).** *State Convention (1857 : Waco, Tex.)*  
(*Name:* State Convention of the Democratic Party of the State of Texas)

(24.16A.)

### *Government Bodies and Officials*

## **24.17. GENERAL RULE**

**24.17A.** Enter a body created or controlled by a government directly under its own name (see 24.1-24.3) unless it belongs to one or more of the types listed in 24.18. However, if a body is subordinate to a higher body that is entered under its own name, formulate the

## HEADINGS FOR CORPORATE BODIES

heading for the subordinate body according to 24.12-24.14. Refer to the name of a government agency entered directly from its name in the form of a subheading of the name of the government (see 26.3A7).

**Canada Institute for Scientific and Technical Information**  
*x Canada. Institute for Scientific and Technical Information*

**Canadian National Railways**  
*x Canada. Canadian National Railways*

**University of British Columbia**  
*x British Columbia. University*

(24.17A.)

### 24.18. GOVERNMENT AGENCIES ENTERED SUBORDINATELY

**24.18A.** Enter a government agency subordinately to the name of the government if it belongs to one or more of the following types. Make it a direct or indirect subheading of the heading for the government as instructed in 24.19. Omit from the subheading the name or abbreviation of the name of the government in noun form unless such an omission would result in a heading that does not make sense.

**Canada.** *Agriculture Canada*  
*not Canada. Agriculture*

TYPE 1. An agency with a name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*, and their equivalents in other languages).

**British Columbia.** *Heritage Conservation Branch*

**Canada.** *Internal Energy Programs Division*

**Manitoba.** *Dept. of Urban Affairs*

TYPE 2. An agency with a name containing a word that normally implies administrative subordination in the terminology of the government concerned (e.g., *Committee, Commission*), provided that the name of the government is required for the identification of the agency.

**Canada.** *Royal Commission on Banking and Finance.*

**New Brunswick.** *Commission on Selected Health Care Programs*

**Ontario.** *Committee on Government Productivity*

## HEADINGS FOR CORPORATE BODIES

*but* **Royal Commission on Higher Education in New Brunswick**

TYPE 3. An agency with a name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of the government or of one of its agencies entered subordinately.

**British Columbia.** *Environment and Land Use Committee Library.*  
(Name: Library)

**Canada.** *Environment Canada. Atlantic Region*  
(Name: Atlantic Region)

In case of doubt, enter the body directly.

**National Portrait Gallery (U.K.)**  
*not* United Kingdom. *National Portrait Gallery*

**Governor's Internship Program.**  
*not* Minnesota. *Governor's Internship Program*

TYPE 4. An agency with a name that does not convey the idea of a corporate body and does not contain the name of the government.

**Canada.** *Ocean and Aquatic Sciences*  
(Name: Ocean and Aquatic Sciences)

**Manitoba.** *Resource Allocation*  
(Name: Resource Allocation)

TYPE 5. An agency that is a ministry or similar major executive agency (i.e., one that has no other agency above it) as defined by official publications of the government in question.

**Ontario.** *Ministry of Culture and Recreation*

**Prince Edward Island.** *Ministry of the Attorney-General*

TYPE 6. A legislative body (see also 24.21).

**Canada.** *Parliament*

**United States.** *Congress*

**Chicago (Ill.)** *City Council*

## HEADINGS FOR CORPORATE BODIES

TYPE 7. A court (see also 24.23).

**Ontario.** *High Court of Justice*

**Canada.** *Supreme Court*

TYPE 8. A principal service of the armed forces of a government (see also 24.24).

**Canada.** *Canadian Armed Forces*

**New York (State).** *Militia*

TYPE 9. A head of state or head of government (see also 24.20).

**Canada.** *Prime Minister*

**Montréal (Québec).** *Mayor*

TYPE 10. An embassy, consulate, etc. (see also 24.25).

**Canada.** *Embassy (U.S.)*

**United Kingdom.** *Consulate (New York, N.Y.)*

TYPE 11. A delegation to an international or intergovernmental body (see also 24.26).

**Canada.** *Delegation to the General Assembly of the United Nations*  
(24.18A.)

### 24.19. DIRECT OR INDIRECT SUBHEADING

**24.19A.** Enter an agency belonging to one or more of the types listed in 24.18 as a direct subheading of the heading for the government unless the name of the agency has been, or is likely to be, used by another agency entered under the name of the same government. In that case, interpose the name of the lowest element in the hierarchy that will distinguish between the agencies.

**British Columbia.** *Schools Operations Branch*

*Hierarchy:* British Columbia

Schools Dept.

Division of Operations and Services

Schools Operations Branch

## HEADINGS FOR CORPORATE BODIES

**Canada. Real Estate Services Directorate**

*Hierarchy:* Canada

Public Works Canada

Realty

Real Estate Services Directorate

*but*

**United Kingdom. Department of Employment. Solicitors Office**

*Hierarchy:* United Kingdom

Department of Employment

Solicitors Office

*(Other ministries and departments have had subordinate units called Solicitors Office)*

Refer from the name in the form of a subheading of the name of its immediately superior body when the heading does not include the name of that superior body (see 26.3A7).

**Canada. Technology Transfer and Documentation Programs Division**

*Hierarchy:* Canada

Energy Mines and Resources Canada

Technology Transfer and Documentation

Programs Division

*x Canada. Energy Mines and Resources Canada. Technology Transfer and Documentation Programs Division*

**Edmonton (Alta.). Planning and Building Dept. Corporate Forecasting Group**

*Hierarchy:* Edmonton

Planning and Building Dept.

Long Range Planning Branch

Corporate Forecasting Group

*x Edmonton (Alta.). Planning and Building Dept. Long Range Planning Branch. Corporate Forecasting Group*

(24.19A.)

## HEADINGS FOR CORPORATE BODIES

### *Special Rules*

#### **24.20. GOVERNMENT OFFICIALS**

##### **24.20A. Scope**

**24.20A1.** Apply this rule only to officials of countries and other states that have existed in postmedieval times and to officials of international intergovernmental organizations.  
(24.20A1.)

##### **24.20B. Heads of state, etc.**

**24.20B1.** Enter a sovereign, president, other head of state, or governor acting in an official capacity under the heading for the jurisdiction, followed by the title of the official in English (unless there is no equivalent English term). Add the inclusive years of the reign or incumbency and the name of the person in a brief form and in the language of the heading for that person.

**United States.** *President (1953-1961 : Eisenhower)*

**Canada.** *Governor-General (1979-1984 : Schreyer)*

If the title varies with the gender of the incumbent, use a general term (e.g., *Sovereign* rather than *King* or *Queen*).

**Russia.** *Sovereign (1894-1917 : Nicholas II)*

**United Kingdom.** *Sovereign (1837-1901 : Victoria)*

If there are two or more nonconsecutive periods of incumbency, use separate headings.

**Canada.** *Governor-General (1672-1682 : Frontenac)*

**Canada.** *Governor-General (1689-1698 : Frontenac)*

If the heading applies to more than one incumbent, do not add the dates and names.

**Canada.** *Governor-General*

(24.20B1.)

**24.20B2.** If a heading is established for an incumbent head of state, etc., as a person in addition to the heading as a head of state, etc., make an explanatory reference under the heading for the head of state, etc. (see 26.3C1).

(24.20B2.)



## HEADINGS FOR CORPORATE BODIES

### **24.20C. Heads of governments and of international intergovernmental bodies**

**24.20C1.** Enter a head of government acting in an official capacity who is not also a head of state under the heading for the jurisdiction, followed by the title of the official in the vernacular. Do not add dates or names.

**Canada.** *Prime Minister*

**Montréal (Québec).** *Mayor*

(24.20C1.)

**24.20C2.** Enter a head of an international intergovernmental organization acting in an official capacity under the heading for the organization, followed by the title of the official in the language of the heading for the organization.

**United Nations.** *Secretary-General*

(24.20C2.)

### **24.20D. Governors of dependent or occupied territories**

**24.20D1.** Enter a governor of a dependent territory (e.g., a colony, protectorate) or of an occupied territory (see 24.6D) acting in an official capacity under the heading for the colony, territory, etc., followed by the title of the governor in the language of the governing power.

**Vancouver Island.** *Governor*

**Germany (Territory under Allied occupation, 1945-1955 : U.S. Zone).**  
*Military Governor*

(24.20D1.)

### **24.20E. Other officials**

**24.20E1.** Enter any other official under the heading for the ministry or agency that the official represents.

**British Columbia.** *Office of the Ombudsman*  
*not* British Columbia. *Ombudsman*

**Ontario.** *Office of the Chief Economist*  
*not* Ontario. *Chief Economist*

(24.20E1.)

## HEADINGS FOR CORPORATE BODIES

**24.20E2.** Enter an official who is not part of a ministry, etc., or who is part of a ministry, etc., that is identified only by the title of the official, under the heading for the jurisdiction, followed by the title of the official.

**Nova Scotia.** *Provincial Secretary*

**United Kingdom.** *Lord Privy Seal*

(24.20E2.)

### **24.21. LEGISLATIVE BODIES**

**24.21A.** Enter a legislature under the name of the jurisdiction for which it legislates.

**British Columbia.** *Legislative Assembly*

If a legislature has more than one chamber, enter each as a subheading of the heading for the legislature. Refer from the name of the chamber as a direct subheading of the jurisdiction.

**Canada. Parliament.** *House of Commons*  
x *Canada. House of Commons*

**Canada. Parliament.** *Senate*  
x *Canada. Senate*

(24.21A.)

**24.21B.** Enter a committee or other subordinate unit (other than a legislative subcommittee of the United States Congress, see 24.21C) as a subheading of the legislature or of a particular chamber, as appropriate.

**Nova Scotia.** *House of Assembly. Select Committee on Trade Negotiations*

(24.21B.)

**24.21C.** Enter a legislative subcommittee of the United States Congress as a subheading of the committee to which it is subordinate.

**United States.** *Congress. Senate. Committee on Foreign Relations. Subcommittee on Canadian Affairs*  
*not* **United States.** *Congress. Senate. Subcommittee on Canadian Affairs*

(24.21C.)

**24.21D.** If successive legislatures are numbered consecutively, add the ordinal numeral and the year or years to the heading for the particular legislature or one of its chambers.

**Canada.** *Parliament (27th : 1964-1968)*

## HEADINGS FOR CORPORATE BODIES

**Canada.** *Parliament (27th : 1964-1968). Senate*

If, in such a case, numbered sessions are involved, add the session and its number and the year or years of the session to the number of the legislature.

**Canada.** *Parliament (5th, 1st session : 1854-1855)*

(24.21D.)

### 24.22. CONSTITUTIONAL CONVENTIONS

**24.22A.** Enter a constitutional convention under the heading for the government that convened it, followed by the name of the convention. Add the year or years in which it was held.

**Canada.** *Constitutional Conference (1971)*

(24.22A.)

**24.22B.** If there is variation in the forms of name of constitutional conventions convened by a jurisdiction using English as an official language, use *Constitutional Convention* as the subheading for each of the conventions.

**New Hampshire.** *Constitutional Convention (1781)*

*not* New Hampshire. *Convention for Framing a New Constitution or Form of Government (1781)*

**New Hampshire.** *Constitutional Convention (1889)*

**New Hampshire.** *Constitutional Convention (1912)*

*not* New Hampshire. *Convention to revise the Constitution (1912)*

If English is not an official language of the jurisdiction, follow the instructions in 24.2 and 24.3.

(24.22B.)

### 24.23. COURTS

#### 24.23A. Civil and criminal courts

**24.23A1.** Enter a civil or criminal court under the heading for the jurisdiction whose authority it exercises, followed by the name of the court.

**Manitoba.** *Court of Appeal*

Omit the name (or abbreviation of the name) of the place in which the court sits or the area which it serves unless the omission would result in objectionable distortion. If the name of the place or the area served is required to distinguish a court from others of the same name, add it in a conventionalized form.

## HEADINGS FOR CORPORATE BODIES

**Alberta.** *Court of Queen's Bench*  
(Name: Court of Queen's Bench of Alberta)

**Ontario.** *Surrogate Court (Frontenac County)*  
(Name: Frontenac County Surrogate Court)

**Ontario.** *Surrogate Court (Lanark County)*  
(Name: Lanark County Surrogate Court)

**Canada.** *Supreme Court*  
(Name: Supreme Court of Canada)

(24.23A1.)

### 24.23B. Ad hoc military courts

**24.23B1.** Enter an ad hoc military court (e.g., court-martial, court of inquiry) under the heading for the particular military service (see 24.24), followed by the name of the court. Add the surname of the defendant and the year of the trial.

**United States.** *Army. Court of Inquiry (Hall : 1863)*

**Virginia.** *Militia. Court-martial (Yancey : 1806)*

(24.23B1.)

### 24.24. ARMED FORCES

#### 24.24A. Armed forces at the national level

**24.24A1.** Enter a principal service of the armed forces of a national government under the heading for the government, followed by the name of the service. Omit the name (or abbreviation of the name) of the government in noun form unless the omission would result in objectionable distortion.

**Canada.** *Canadian Armed Forces*

Enter a component branch, command district, or military unit, large or small, as a direct subheading of the heading for the principal service of which it is a part.

**Canada.** *Canadian Armed Forces. Air Command*

**Canada.** *Canadian Armed Forces. Snowbirds*

If the component branch, etc., is identified by a number, follow the style of numbering found in the name (spelled out, roman numerals, or arabic numerals) and place the numbering after the name.

## HEADINGS FOR CORPORATE BODIES

**Canada.** *Canadian Armed Forces. Composite Unit, 111*

**Canada.** *Canadian Armed Forces. Squadron, 416*

If the name of such a component branch, etc., begins with the name, or an indication of the name, of the principal service, enter it as a direct subheading of the heading for the government.

**Canada.** *Army Benevolent Fund Board*

If the name of such a component branch, etc., contains, but does not begin with, the name or an indication of the name of the principal service, enter it as a direct subheading of the heading for the service and omit the name or indication of the name unless objectionable distortion would result.

**Canada.** *Canadian Army. Royal Canadian Army Medical Corps*  
(24.24A1.)

### **24.24B. Armed forces below the national level**

**24.24B1.** Enter an armed force of a government below the national level under the heading for the government, followed by the name of the force.

**New York (State).** *Militia*

**New York (State).** *National Guard*  
(24.24B1.)

**24.24B2.** Enter a component branch of an armed force of a government below the national level as a subheading of the heading for the force as instructed in 24.24A.

**New York (State).** *Militia. Regiment of Artillery, 9th*  
(Name: 9th Regiment of Artillery, N.Y.S.M.)

**New York (State).** *National Guard. Coast Defense Command, 9th*  
(24.24B2.)

**24.24B3.** Enter a component branch, etc., of a force below the national level that has been absorbed into the national military forces as a component branch of the national force (see 24.24A).

**United States.** *Army. New York Volunteers, 83rd*

**United States.** *Army. Regiment Infantry, New York Volunteers, 9th*  
(24.24B3.)

## HEADINGS FOR CORPORATE BODIES

### 24.25. EMBASSIES, CONSULATES, ETC.

**24.25A.** Enter an embassy, consulate, legation, or other continuing office representing one country in another under the heading for the country represented, followed by the name of the embassy, etc. Give the subheading in the language (see 24.3A) of the country represented, and omit from it the name of the country.

If the heading is for an embassy or legation, add the name of the country to which it is accredited.

**Canada.** *Embassy (Belgium)*

**United States.** *Legation (Bulgaria)*

If the heading is for a consulate or other local office, add the name of the city in which it is located.

**United States.** *Consulate (Woodstock, N.B.)*

(24.25A.)

### 24.26. DELEGATIONS TO INTERNATIONAL AND INTERGOVERNMENTAL BODIES

**24.26A.** Enter a delegation, commission, etc., representing a country in an international or intergovernmental body, conference, undertaking, etc., under the heading for the country represented, followed by the name of the delegation, etc. Give the subheading in the language (see 24.3A) of the country represented. Omit from the subheading the name or abbreviation of the name of the government in noun form unless such an omission would result in objectionable distortion. If the name of the delegation, etc., is uncertain, give *Delegation [Mission, etc.] to ...* (or equivalent terms in the language of the country represented). Omit number, date, and location statements found in the name of a delegation, etc., to a meeting, and add the number, date, and location (in that order) at the end of the heading (see 24.7B). Make explanatory references as necessary from the heading for the international body, etc., followed by an appropriate subheading (see 26.3C1).

**Canada.** *Mission to the European Communities*

## HEADINGS FOR CORPORATE BODIES

### **Canada.** *Mission to the United Nations*

*Explanatory reference:*

#### **United Nations.** *Missions*

Delegations, missions, etc., from member nations to the United Nations and to its subordinate units are entered under the name of the nation followed by the name of the delegation, mission, etc.; e.g.,

**Canada.** *Mission to the United Nations*

**Canada.** *Delegation to the General Assembly of the United Nations*

*Make the same explanatory reference under **United Nations.***

*Delegations, and under **United Nations.** *General Assembly.**

*Delegations, and under other appropriate headings*

If it is uncertain that a delegation represents the government of a country, enter it under its own name.

(24.26A.)

### *Religious Bodies and Officials*

## **24.27. RELIGIOUS BODIES AND OFFICIALS**

### **24.27A. Councils, etc., of a single religious body**

**24.27A1.** Enter a council, etc., of the clergy and/or membership (international, national, regional, provincial, state, or local) of a single religious body under the heading for the religious body, followed by the name of the council, etc. When appropriate, make additions to the heading as instructed in 24.7B.

**Anglican Church of Canada.** *Council for Social Service*

**United Church of Canada.** *Bay of Quinte Conference*

(24.27.A1)

**24.27A2.** If the name of a council, etc., of the Catholic Church is given in more than one language, use (in this order of preference) the English, Latin, French, German, or Spanish name, and make appropriate references.

**Catholic Church.** *Canadian Conference of Catholic Bishops*

## HEADINGS FOR CORPORATE BODIES

**Catholic Church.** *Concilium Plenarium Americae Latinae (1899 : Rome, Italy)*

(24.27A2.)

**24.27A3.** If a council, etc., is subordinate to a particular district of the religious body, enter it under the heading for that district (see 24.27C2-24.27C3), followed by the name of the council, etc. If the name appears in more than one language, use the name in the vernacular of the district.

**Catholic Church.** *Diocese of Grand Falls. Council for the Family*

**Methodist Episcopal Church in Canada.** *General Conference (1874 : Napanee, Ont.)*

(24.27A3.)

### 24.27B. Religious officials

**24.27B1.** Enter a religious official (e.g., bishop, abbot, rabbi, moderator, mullah, patriarch) acting in an official capacity under the heading for the religious jurisdiction (e.g., diocese, order, rabbinate, synod, denomination, see 24.27C2-24.27C3), followed by the title of the official in English (unless there is no equivalent English term). Add the inclusive years of incumbency and the name of the person in a brief form and in the language of the heading for that person.

**Catholic Church.** *Archdiocese of Halifax. Archbishop (1892-1906 : O'Brien)*

**Catholic Church.** *Diocese of Rimouski. Bishop (1867-1891 : Langevin)*

**United Church of England and Ireland.** *Diocese of Toronto. Archdeacon (1846-1867 : Bethune)*

If the heading applies to more than one incumbent, do not add the dates and names.

**Anglican Church of Canada.** *Diocese of Toronto. Bishop*

If a heading is established for the incumbent as a person in addition to the heading as a religious official, make an explanatory reference under the heading for the official (see 26.3C1).

(24.27B1.)

**24.27B2. Popes.** Enter a pope acting in an official capacity under *Catholic Church*, followed by *Pope*. Add the year or inclusive years of the reign, and the pontifical name in its catalogue entry form.



## HEADINGS FOR CORPORATE BODIES

**Catholic Church.** *Pope (1878-1903 : Leo XIII)*

**Catholic Church.** *Pope (1978 : John Paul I)*

If the heading applies to more than one pope, do not add the dates and names.

**Catholic Church.** *Pope*

If a heading is established for a pope as a person in addition to the heading as a religious official, make an explanatory reference under the heading for the official (see 26.3C1).

(24.27B2.)

### **24.27C. Subordinate bodies**

**24.27C1. General rule.** Except as provided in 24.27C2-24.27C4, enter subordinate religious bodies according to the instructions in 24.12-24.13. For religious orders and societies, see 24.3D.

(24.27C1.)

**24.27C2. Provinces, dioceses, synods, etc.** Enter a province, diocese, synod, or other subordinate unit of a religious body having jurisdiction over a geographic area under the heading for the religious body, followed by the name of the province, etc.

**Anglican Church of Canada.** *Diocesan Synod of Fredericton*

**Anglican Church of Canada.** *Ecclesiastical Province of British Columbia*

**United Church of England and Ireland.** *Diocese of Fredericton*

(24.27C2.)

**24.27C3. Catholic dioceses, etc.** Use an English form of name for a patriarchate, diocese, province, etc., of the Catholic Church. Give the name of the see according to the instructions in chapter 23.

**Catholic Church.** *Archdiocese of Ottawa*

**Catholic Church.** *Province of Québec*

Do not apply this rule to an ecclesiastical principality (often called *Bistum*) of the Holy Roman Empire bearing the same name as a Catholic diocese and ruled by the same bishop.

**Catholic Church.** *Diocese of Fulda*

*but* **Fulda** (*Ecclesiastical principality*)

(24.27C3.)

## HEADINGS FOR CORPORATE BODIES

### **24.27C4. Central administrative organs of the Catholic Church (Roman Curia).**

Enter a congregation, tribunal, or other central administrative organ (i.e., one that is part of the Roman Curia) of the Catholic Church under *Catholic Church*, followed by the Latin form of the name of the congregation, etc. Omit any form of the word *sacer* when it is the first word of the name and make an explanatory reference (see 26.3C1) from the form of the name beginning with it.

**Catholic Church.** *Rota Romana*

**Catholic Church.** *Congregatio Sacrorum Rituum*

(24.27C4.)

### **24.27D. Papal diplomatic missions, etc.**

**24.27D1.** Enter a diplomatic mission from the pope to a secular power under *Catholic Church*, followed by *Apostolic Nunciature* or *Apostolic Internunciature*, as appropriate. Add the heading for the government to which the mission is accredited.

**Catholic Church.** *Apostolic Nunciature (Canada)*

Enter a nondiplomatic apostolic delegation under *Catholic Church* followed by *Apostolic Delegation*. Add the name of the country or other jurisdiction in which the delegation functions.

**Catholic Church.** *Apostolic Delegation (Canada)*

Enter an emissary of the pope acting in an official capacity (other than a nuncio, internuncio, or apostolic delegate) under *Catholic Church*, followed by the title of the emissary (in English if there is an equivalent term; otherwise in Latin). Add the name of the country or region in which the emissary functions.

**Catholic Church.** *Legate (Colombia)*

If the country or region cannot be ascertained, add the name of the emissary in brief form.

**Catholic Church.** *Commissary Apostolic (Robertus Castellensis)*

(24.27D1.)

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# REFERENCES

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## REFERENCES

### 26.1. GENERAL RULE

**26.1A.** Make references as instructed in the previous rules in part II. In addition, follow the more general instructions in this chapter.

In making references, ensure that:

- a) there is an entry in the retrieval system under the name heading to which the reference is made and/or from which a *see also* reference is made
- b) there is a record of every reference under the name heading to which it refers in order to make possible the correction or deletion of the reference.

In case of doubt as to whether to make a reference, make it.  
Omit an initial article from a title appearing in a reference.

(26.1A.)

### 26.1B. See references

**26.1B1.** Make a *see* reference from a form of the name of a person or a corporate body that might reasonably be sought to the form that has been chosen as a name heading.

(26.1B1.)

### 26.1C. See *also* references

**26.1C1.** Make a *see also* reference from one name heading to another related name heading.

(26.1C1.)

### 26.1D. Name-title references

**26.1D1.** Make a *see* or *see also* reference from a title that has been entered under a personal or corporate heading in the form of a name-title reference beginning with the personal or corporate heading followed by the title concerned.

(26.1D1.)

### 26.1E. Explanatory references

**26.1E1.** If a *see* or *see also* reference does not give adequate guidance to the user of the retrieval system, make an explanatory reference giving more explicit guidance.

(26.1E1.)

### 26.1F. Form of references

**26.1F1.** In making a reference, give the name of a person, place, or corporate body from which reference is made in the same structure as it would have as a heading.

## REFERENCES

**Guillaume d'Auvergne**, *Bishop of Paris*  
see **Guilelmus Arvernus**, *Bishop of Paris*

**Gand** (*Belgium*)  
see **Ghent** (*Belgium*)

In making a reference to two or more different headings from the same form, make one reference, listing all headings to which reference is being made.

**Ontario**. *Ministry of Industry and Tourism*  
see also  
**Ontario**. *Dept. of Tourism and Recreation*  
**Ontario**. *Dept. of Trade and Development*  
**Ontario**. *Ministry of Industry and Trade*  
**Ontario**. *Ministry of Tourism and Recreation*

(26.1F1.)

**26.1G.** The layout, arrangement, and wording of the examples in this chapter are not prescriptive (i.e., they represent one of several possible methods of making references).

(26.1G.)

**26.1H.** Do not make a reference if the reference is so similar to a name heading or to another reference as to be unnecessary.

(26.1H.)

**26.1J.** Use, as appropriate, additions to names as set out in rules 22.12, 22.17-22.19, 23.4, 24.4, and 24.6 to distinguish between names from which references are made and other name headings or references.

(26.1J.)

## 26.2. NAMES OF PERSONS

### 26.2A. See references

**26.2A1. Different names.** Refer from a name used by a person, or found in reference sources, that is different from the name used in the heading for that person. (For persons entered under two or more different headings, see also 26.2C1 and 26.2D1.) Typical instances are:

*Pseudonym to real name*  
**Berwick, Claude**  
see **Hunt, Anna Rebecca**

**Quinpool, John**  
see **Regan, John W.**

## REFERENCES

### *Real name to pseudonym*

**Herman, Alan**  
see **Allan, Ted**

**Johnston, Mabel Annesley Sullivan**  
see **Marny, Suzanne**

**Stifle, June**  
see **Campbell, Maria**

### *Phrase*

**Author of Memoirs of a fox-hunting man**  
see **Sassoon, Siegfried**

**Memoirs of a fox-hunting man, Author of**  
see **Sassoon, Siegfried**

**Maple Leaf**  
see **Gwilt, Fanny G.**

### *Secular name*

**Bessette, Alfred**  
see **Andre, Brother**

**Marie de Saint-Joseph de l'Eucharistie, Mother**  
see **Ouellet, Marie-Anne**

### *Earlier name*

**Foot, Sir Hugh**  
see **Caradon, Hugh Foot, Baron**

**Smith, Donald A., Sir**  
see **Strathcona and Mount Royal, Donald Alexander Smith, Baron**

**Beaconsfield, Benjamin Disraeli, Earl of**  
see **Disraeli, Benjamin**

(26.2A1.)

**26.2A2. Different forms of the name.** Refer from a form of name used by a person, or found in reference sources, or resulting from a different romanization of the name, if it differs significantly from the form used in the heading for that person. Always make a reference if any of the first five letters of the entry element for that form differ from the first five letters in the entry element of the heading. Typical instances are:

## REFERENCES

*Difference in fullness of name*  
**Campbell, C. Alexander G.**  
see **Campbell, Alec**

**Gurnsey, Frederick N.**  
see **Gurnsey, Rick**

*Full name to initials used as heading*  
**Worsley, Edward**  
see **E.W.**

*Different language form*  
**Mikes, György**  
see **Mikes, George**

*Different spelling*  
**Raleigh, Sir Walter**  
see **Raleigh, Sir Walter**

**Luly, Jean**  
see **Lœillet, Jean Baptiste**

*Different romanization*  
**Cao, Xuequin**  
see **Ts`ao, Hsüeh-ch`in**

**Garkavi, Avraam IAkovlevich**  
see **Harkavi, Avraham Eliyahu**

(26.2A2.)

**26.2A3. Different entry elements.** Refer from different elements of the heading for a person under which that name might reasonably be sought. Typical instances are:

*Different elements of a compound name*  
**Crowe, Jean Elizabeth Auger-**  
see **Auger-Crowe, Jean Elizabeth**

**Jones, Daryl Howes-**  
see **Howes-Jones, Daryl**

**Stark, Laurel Campbell-**  
see **Campbell-Stark, Laurel**

*Part of surname following a prefix*  
**Duca, Irene L. del**  
see **Del Duca, Irene L. (Irene Luigia)**

## REFERENCES

**Aerde, Michel Willem van**  
see **Van Aerde, Michel Willem**

**Visser, Elsa R.M. de**  
see **De Visser, Elsa R.M.**

Prefix to surname used as entry element (see also 26.2D2)

**D'Amours, Jacques**  
see **Amours, Jacques d'**

**Von Hofmannsthal, Hugo**  
see **Hofmannsthal, Hugo von**

Part of surname following a prefix combined with surname

**Breton, Clarence Le**  
see **Lebreton, Clarence**

**Cosmos, Amor de**  
see **DeCosmos, Amor**

*First given name of person without surname when it is not the entry element*

**Maria Helena**  
see **Helena, Maria**

*Epithet or byname*

**Aquinas, Thomas, Saint**  
see **Thomas, Aquinas, Saint**

**Udine, Giovanni da**  
see **Giovanni, da Udine**

*Last element when it is not the entry element*

**Barry, Jeanne Bécu, comtesse Du**  
see **Du Barry, Jeanne Bécu, comtesse**

**Capella, Martianus**  
see **Martianus Capella**

**Maung, Chit, Saw**  
see **Chit Maung, Saw**

*Person as saint*

**Edward, the Confessor, Saint**  
see **Edward, King of the English**



## REFERENCES

**Constantine, Saint**  
see **Constantine I, Emperor of Rome**

*Family name of saint*  
**Yepes y Alvarez, Juan de**  
see **John of the Cross, Saint**

**Soubirous, Marie-Bernarde**  
see **Bernadette, Saint**

*Family, dynastic, etc., name of ruler*  
**Bonaparte, Napoléon**  
see **Napoleon I, Emperor of the French**

**Bernadotte, Jean-Baptiste-Jules**  
see **Charles XIV John, King of Sweden and Norway**

*Inverted form of initials entered in direct order*  
**C., M.**  
see **M.C.**

**E., A.L.O.**  
see **A.L.O.E.**

*Direct form of inverted phrase heading*  
**Miss Read**  
see **Read, Miss**

**Dr. Seuss**  
see **Seuss, Dr.**

*Inverted form of direct phrase heading*  
**George, Boy**  
see **Boy George**

**X, Dr.**  
see **Dr. X**

*Honorary titles and terms of address when sometimes used as names*  
**U Kyin U**  
see **Kyin U, U**

(26.2A3.)

## REFERENCES

### 26.2B. Name-title references

**26.2B1.** If the works of a person are entered under two or more different headings, make a name-title reference when the name appearing in a particular edition or version of a work is not the name used as the heading for that work:

**Ashe, Gordon**

Croaker

see **Creasey, John**

*(Title page reads: The croaker / John Creasey as Gordon Ashe)*

**Halliday, Michael**

Edge of Terror

see **York, Jeremy**

*(Title page reads: The edge of terror / by Michael Halliday.*

*A later edition published under the name Jeremy York)*

(26.2B1.)

**26.2B2.** Make a name-title reference from the inverted form of initials entered in direct order for each work entered under those initials.

**D., H.**

Helidora and other poems

see **H.D.**

**D., H.**

Hymen

see **H.D.**

**D., H.**

Sea garden

see **H.D.**

(26.2B2.)

**26.2B3.** When two or more persons have used the same pseudonym and one or more is entered under another name, make a name-title reference from the pseudonym for each work of a person that is so entered.

**Theophilus**

Burmese loneliness

see **Enriquez, Colin Metcalf**

## REFERENCES

### **Theophilus**

Defence of the dialogue entitled A display of God's special grace  
see **Dickinson, Jonathon**

(26.2B3.)

**26.2B4.** If a pseudonym consists of initials, a sequence of letters, or numerals, make a name-title reference from the phrase in direct order for each descriptive unit entered under the pseudonym.

### **Garcin, Étienne**

Nouveau dictionnaire provençal-français  
see **M.G.**  
(*Initials stand for Monsieur Garcin*)

In addition, if the initials, etc., stand for a phrase other than a name, make a name-title reference from the phrase in direct order for each descriptive unit entered under the pseudonym.

### **Lawrence, Curly**

Betty the mongoliper  
see **L.B.S.C.**

(26.2B4.)

### **26.2C. See also references**

**26.2C1.** If the records of one person are entered under two different headings, make a *see also* reference from each heading to the other (see also 26.2D1).

### **Wright, Willard Huntington**

*see also* **Van Dine, S.S.**

### **Van Dine, S.S.**

*see also* **Wright, Willard Huntington**

If the records of one person are entered under three or more different headings, make an explanatory reference as instructed in 26.2D.

(26.2C1.)

**26.2C2.** If there are entries in the retrieval system under the name of a known person and under the appellation of an unknown person including the name, or part of the name, of that known person, make a *see also* reference from the appellation to the name. Make an explanatory reference from the name to the appellation as instructed in 26.2D1.

## REFERENCES

### **Pseudo-Brutus**

*see also* **Brutus, Marcus Junius**

(26.2C2.)

### **26.2D. Explanatory references**

**26.2D1.** Make an explanatory reference when more guidance than a *see* or *see also* reference is required.

#### **Ross, W.E.D. (William Edward Daniel)**

For works and/or records of this person created under other pseudonyms, *see*

**Ames, Leslie**

**Brooks, Laura Frances**

**Carter, Marilyn**

**Dana, Amber**

**Dana, Richard**

**Gilmer, Ann**

**Randall, Diana**

*[etc., as required]*

#### **Carter, Marilyn**

For works and/or records of this person created under other names, *see*

**Ames, Leslie**

**Brooks, Laura Frances**

**Dana, Amber**

**Dana, Richard**

**Gilmer, Ann**

**Randall, Diana**

**Ross, W.E.D. (William Edward Daniel)**

*[etc., as required]*

*Make similar references under the other pseudonyms*

#### **Gustaf, Adolf, King of Sweden**

Kings of Sweden with this name are entered in a single sequence of all the kings of Sweden with the first name Gustaf, e.g.,

**Gustaf I Vasa, King of Sweden**

**Gustaf II Adolph, King of Sweden**

**Gustaf III, King of Sweden**

*Make a similar reference under* **Gustaf Vasa, King of Sweden**

(26.2D1.)

## REFERENCES

**26.2D2.** *Optionally*, make explanatory references under the various separately written prefixes of surnames to explain how names with such prefixes are entered in the retrieval system.

### **De la**

Some names beginning with this prefix are also entered under **La** (e.g., La Bretèque, Pierre de) and others under the name following the prefix (e.g., Torre, Marie de la).

*Make a similar reference under **La***

(26.2D2.)

## 26.3 GEOGRAPHIC NAMES AND NAMES OF CORPORATE BODIES

### 26.3A. See references

**26.3A1. Different names.** Refer from the name of a place found in reference sources that is significantly different from the form used as the entry element in a heading.

**Aix-la-Chapelle** (*Germany*)

see **Aachen** (*Germany*)

**Hellas**

see **Greece**

Refer from a name used by a body, or found in reference sources, that is significantly different from that used in the heading for that body.

**Common Market**

see **European Economic Community**

**Quakers**

see **Society of Friends**

Make an explanatory reference for a place or a body that has changed its name as instructed in 26.3C1.

(26.3A1.)

**26.3A2. General and specific names of conferences.** Refer from a general name for a conference to the specific name used as the heading.

**Nutrition Symposium** (*1953 : University of Toronto*)

see **Symposium on Protein Metabolism** (*1953 : University of Toronto*)

## REFERENCES

**Moisture Management in Crop Production Conference (5th : 1986 : Calgary, Alta.)**

see **Western Provinces Conference Rationalization of Soil and Water Research and Management (1986 : Calgary, Alta)**

**Eastern Canada Pesticide Workshop (20th : 1988 : Sault Ste. Marie, Ont.)**

see **Eastern Canada Workshop on Pesticide Residues and Environmental Contaminants (1988 : Sault Ste. Marie, Ont.)**

(26.3A2.)

**26.3A3. Different forms of the name.** Refer from a form of name used by a body, or from a form of name of a place or body found in reference sources or resulting from a different romanization, if that form differs significantly from the form used in the heading for that body or place. Typical instances are:

*Different language forms*

**Danmark**

see **Denmark**

**French Association for Canadian Studies**

see **Association française d'études canadiennes**

*Initials and acronyms*

**ACOA**

see **Atlantic Canada Opportunities Agency**

**E.E.C.**

see **European Economic Community**

*Full names*

**International Business Machines Corporation**

see **IBM**

**European Atomic Energy Community**

see **Euratom**

*Different spelling*

**Rumania**

see **Romania**

**Coopératives unies de l'Ontario**

see **Co-opératives unies de l'Ontario**

## REFERENCES

**Shippigan** (*N.B.*)  
see **Shippegan** (*N.B.*)

*Different romanization*  
**Beijing** (*China*)  
see **Peking** (*China*)

*Other variants (including shorter, fuller, and inverted forms)*  
**Religious Society of Friends**  
see **Society of Friends**

**Friends, Society of**  
see **Society of Friends**

**St. Dominic, Order of**  
see **Dominicans**

**United Kingdom. Army. Middlesex Regiment**  
see **United Kingdom. Army. Infantry Regiment, 57th**

**Arts Council of Ontario**  
see **Ontario Arts Council**

**Leonowens (Anna) Gallery**  
see **Anna Leonowens Gallery**

**Roman Catholic Church**  
see **Catholic Church**

(26.3A3.)

**26.3A4. Initials.** If a heading consists of an initialism or acronym and, in the retrieval system, initials with full stops are filed differently from those without full stops, refer from one form to the other, depending on which has been used in the heading.

**NAAB**  
see **N.A.A.B.**

**U.N.E.S.C.O.**  
see **Unesco**

In the context of such a retrieval system, *optionally* refer from initials without full stops, as well as with full stops (see 26.3A3), to a full name used as a heading (see also 26.3C2).

**NATO**  
see **North Atlantic Treaty Organization**

## REFERENCES

### **N.A.T.O.**

see **North Atlantic Treaty Organization**

(26.3A4.)

**26.3A5. Numbers.** If, in the retrieval system, numbers expressed as words are filed differently from numbers expressed as numerals, follow the instructions below if a heading begins with a number or contains a number in such a position that it affects the filing of the heading.

- a) If the number is expressed as a numeral, refer from the form of the heading with the number expressed as a word.

### **Gallery One Hundred and One**

see **Gallery 101**

### **Twentieth Century Heating & Ventilating Co.**

see **XXth Century Heating & Ventilating Co.**

- b) If the number is expressed as a word and if desirable, refer from the form of the heading with the number expressed as an arabic numeral.

### **4 Corners Geological Society**

see **Four Corners Geological Society**

### **25th Street House Theatre**

see **Twenty-fifth Street House Theatre**

(26.3A5.)

**26.3A6. Abbreviations.** If, in the retrieval system, abbreviated words are filed differently from words written in full and if the heading begins with an abbreviated word or contains an abbreviated word in such a position that it affects the filing of the heading, refer from the form of the heading with the abbreviated word written in full in the language of the heading.

### **Société Saint-Jean-Baptiste de Montréal**

see **Société St-Jean-Baptiste de Montréal**

### **Saint John Yacht Club**

see **St John Yacht Club**

(26.3A6.)

**26.3A7. Different forms of heading.** Refer from different forms of heading under which a corporate body might reasonably be sought. Typical instances are:



## REFERENCES

*Subordinate heading and its variants to a name entered directly*

**Canada.** National Research Council  
see **National Research Council Canada**

**University of Toronto.** *Library. Thomas Fisher Rare Book Library*  
see **Thomas Fisher Rare Book Library**

**University of Toronto.** *University Press*  
see **University of Toronto Press**

*Name and its variants in the form of subheadings under the immediately superior body when the name has been entered under a body higher than the immediately superior body*

**Canada.** *Dept. of Labour. Research and Development Program.  
Economics and Research Branch*  
see **Canada.** *Dept. of Labour. Economics and Research Branch*

**Canadian Pulp and Paper Association.** *Technical Section. Sulphite  
Committee*  
see **Canadian Pulp and Paper Association.** *Sulphite Committee*

**University of Toronto.** *Library. Humanities and Social Sciences Division.  
Reference Dept.*  
see **University of Toronto.** *Library. Reference Dept.*

*For bodies entered subordinately, the name and its variants in the form of independent headings whenever the name does not suggest subordinate entry*

**Ryerson Staff Association**  
see **Ryerson Polytechnical Institute.** *Staff Association*

**Saskatchewan Energy and Mines**  
see **Saskatchewan.** *Saskatchewan Energy and Mines*

(26.3A7.)

**26.3B.** See *also* references

**26.3B1.** Make see *also* references between independently entered corporate headings for bodies that are related:

**British Iron and Steel Research Association**  
see *also* **Iron and Steel Institute**

**Iron and Steel Institute**  
see *also* **British Iron and Steel Research Association**

(26.3B1.)

## REFERENCES

### 26.3C. Explanatory references

**26.3C1. General rule.** Make an explanatory reference when more detailed guidance than a *see* or *see also* reference is required. Typical instances are:

- a) Scope of heading  
**Freemasons**  
Under subdivisions of this heading will be found records of the lodges, grand lodges, etc., of the basic orders of Freemasonry (also called "craft" Masonry) in which are conferred the first three Masonic degrees.  
For records of Masonic bodies conferring degrees beyond the first three, *see*  
**Knights Templar** (*Masonic order*)  
**Royal and Select Masters**  
**Royal Arch Masons**  
**Scottish Rite** (*Masonic order*)  
For records of other Masonic bodies, *see* their names, e.g.,  
**Order of the Secret Monitor**  
  
**Canada. Governor-General (1984-1989 : Sauvé)**  
Here are entered records of the Governor-General acting in her official capacity.  
For other records created and accumulated in her private capacity, *see*  
**Sauvé, Jeanne, 1922-**
- b) References applicable to several headings  
**Conference ...**  
Conference proceedings are entered under the name of the conference, etc. *See also* **Symposium ...**, **Workshop ...**, etc.  
  
**Catholic Church. Sacra ...**  
*Sacra* is omitted from the heading for an administrative body of the Catholic Church when it occurs at the beginning of the name, e.g., for the Sacra Rota Romana, *see* **Catholic Church. Rota Romana**.
- c) Earlier and later headings
  - i) Simple situations (usually only two headings involved).  
  
*Name change*  
**Manitoba Crop Insurance Corporation**  
*see also the earlier heading*  
**Manitoba Crop Insurance Agency**

## REFERENCES

**Manitoba Crop Insurance Agency**

*see also the later heading*

**Manitoba Crop Insurance Corporation**

**Alberta Motor Transport Association**

*see also the later heading*

**Alberta Trucking Association**

**Alberta Trucking Association**

*see also the earlier heading*

**Alberta Motor Transport Association**

*Merger of two bodies to form a third*

**British Columbia. Examinations Branch**

*see also the later heading*

**British Columbia. Student Assessment Branch**

**British Columbia. Learning Assessment Branch**

*see also the later heading*

**British Columbia. Student Assessment Branch**

**British Columbia. Student Assessment Branch**

*see also the earlier headings*

**British Columbia. Examinations Branch**

**British Columbia. Learning Assessment Branch**

- ii) Complex situations requiring more explanation (usually more than two headings involved). Make explanatory references with the same information under each of the headings.

*Complete information available*

**Canadian Imperial Bank of Commerce**

Established in 1961 by the union of the Canadian Bank of Commerce and the Imperial Bank of Canada.

*Make the same reference under **Canadian Bank of Commerce and Imperial Bank of Canada***

## REFERENCES

### **Prince Edward Island. Dept. of Community Affairs**

Established Apr. 1980 by the amalgamation of Dept. of the Environment, Dept. of Municipal Affairs, the conservation functions of the former Dept. of Tourism, Parks and Conservation and related services from other government agencies. Name changed fall of 1982 to Dept. of Community and Cultural Affairs. For records of these bodies, see their names as subheadings of **Prince Edward Island**.

*Make a similar reference under the heading for each of these government bodies*

*Incomplete information available*

### **Zambia. Ministry of Mines and Mining Development**

The Ministry of Mines and Mining Development was created about 1970.

For related bodies see also

**Zambia. Ministry of Lands and Mines**

**Zambia. Ministry of Mines**

**Zambia. Ministry of Mines and Co-operatives**

*Make a similar reference under the heading for each of these government bodies*

iii) Multiple headings for one series of meetings. Make the same explanatory reference under each of the conference headings involved.

### **Symposium on the Plasma Membrane (1961 : New York, N. Y.)**

Records of this series of meetings are found under the following headings or titles:

3<sup>rd</sup>: **Symposium on the Plasma Membrane (1961 : New York, N. Y.)**

4<sup>th</sup>: Connective tissue

5<sup>th</sup>: Differentiation and development

7<sup>th</sup>: **Symposium on Macromolecular Metabolism (1965 : New York, N. Y.)**

8<sup>th</sup>: Contractile process

9<sup>th</sup>: **Basic Science Symposium**

*Make the same explanatory reference under the heading for the 7<sup>th</sup> and for the 9<sup>th</sup> - symposia*

(26.3C1.)

**26.3C2. Acronyms.** If, in the retrieval system, initials with full stops are filed differently from initials without full stops, and more detailed guidance than a see reference is required, make an explanatory reference under each form.

## REFERENCES

### **N.A.T.O.**

see **North Atlantic Treaty Organization**

When these initials occur in a title or other heading without spaces or full stops, they are filed as a single word.

*Make a similar explanatory reference under **NATO***

In the context of such a retrieval system, if the abbreviated form does not consist entirely of the initial letters of the name, make the references from the form with the letters represented as separate initials only if they might be so construed.

### **S.A.C.L.A.N.T.**

see **Supreme Allied Commander, Atlantic**

When these initials occur in a heading without spaces or full stops, they are filed as a single word.

*Make a similar explanatory reference under **SACLANT***

However, make a see reference without explanation if only one reference is to be made.

(26.3C2.)



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## CAPITALIZATION

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## CAPITALIZATION

### *General Rules*

#### **A.1. INITIALS AND ACRONYMS**

**A.1A.** Capitalize the letters of an initialism or acronym used by a corporate body according to the predominant usage of the body.

AFL–CIO

Unesco

**A.1B.** Capitalize words in a personal, place, or corporate name as instructed in the rules for the language involved (see A.12–A.52). For such names used in headings, see also A.2.

#### **A.2. HEADINGS FOR PERSONS, PLACES, AND CORPORATE BODIES**

##### **A.2A. General rule**

**A.2A1.** In all cases, capitalize the first word of each heading and subheading.<sup>1</sup> Capitalize other words in personal, place, and corporate names used as headings and corporate names used as subheadings as instructed in the rules for the language involved.

**Alexander, of *Aphrodisias***

**De la Mare, Walter**

**Musset, Alfred de**

**Cavour, Camillo Benso, *conte di***

**Third Order Regular of St. Francis**

**Société de chimie physique**

**Ontario. *High Court of Justice***

**Norske Nobelinstitutt**

**El Greco Society**

##### **A.2B. Words or phrases characterizing persons**

**A.2B1.** Capitalize a word, or the substantive words in a phrase, characterizing a person and used as a heading (see also 22.11D and A.13H1). Capitalize proper names contained in such a phrase as instructed in the rules for the

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<sup>1</sup> If a personal name begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*) or with the Hebrew article *ha* (*he*), do not capitalize it, whether written separately or hyphenated with the following word.

## CAPITALIZATION

language involved. Capitalize a quoted title within a personal name heading as instructed in A.4B.

**Physician**  
**Lady of Quality**  
**Citizen of Albany**  
**Author of Early impressions**

### A.2C. Additions to certain headings for persons

**A.2C1.** Capitalize additions to headings for persons made according to the instructions in certain rules (e.g., 22.11, 22.12, 22.15A, 22.19) as instructed in the rules for the language involved. If the addition is given in parentheses (see 22.11A and 22.19A), capitalize the first word of the addition and any proper name.

<b>Moses, <i>Grandma</i></b>	<b>John, <i>Abbot of Ford</i></b>
<b>Deidier, <i>abbé</i></b>	<b>Thomas (<i>Anglo–Norman poet</i>)</b>
<b>Alfonso XIII, <i>King of Spain</i></b>	<b>Brown, <i>George, Rev.</i></b>

### A.2D. Additions to names of corporate bodies

**A.2D1.** Capitalize the first word of each addition to the name of a corporate body. Capitalize other words in the addition as instructed in the rules for the language involved.

**Bounty (*Ship*)**  
**Knights Templar (*Masonic order*)**  
**Regional Conference on Mental Measurement of the  
Blind (*1st : 1951 : Perkins Institution*)**

## A.3. UNIFORM TITLES

### A.3A. Individual uniform titles

**A.3A1.** Capitalize an individual uniform title as instructed in A.4.

[Hard times]  
**Bava kamma**  
**Nicene Creed**  
[De bello Gallico]

### A.3B. Collective uniform titles

## CAPITALIZATION

**A.3B1.** Capitalize only the first word of a collective uniform title (see 25.8–25.10 and 25.34).

[Works]

[Short stories]

[Instrumental music]

[Polonaises, piano]

### **A.3C. Additions to uniform titles**

**A.3C1.** Capitalize the first word of each addition to an individual uniform title or a collective uniform title. Capitalize other words in the addition as instructed in the rules for the language involved.

**Seven sages of Rome** (*Southern version*)

**Guillaume** (*Chanson de geste*)

**Genesis** (*Middle High German poem*)

[Sketches by Boz. German. Selections]

[Poems. Selections]

[Goyescas (Opera)]

[Iliad. Book 1. Selections]

In addition to uniform titles for music, do not capitalize words (including abbreviations) indicating medium of performance (see 25.30B), words (including abbreviations) accompanying serial numbers and opus or thematic index numbers (see 25.30C), or words accompanying statements of key (see 25.30D), unless the word is, or the abbreviation stands for, a proper name. Do not capitalize *arr.*

[Trios, piano, strings, no. 2, op. 66, C minor]

[Sonatas, piano, K. 457, C minor]

## **A.4. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

### **A.4A. Title elements (general rule)**

**A.4A1.** Capitalize the first word of the title proper, an alternative title, or a parallel title (see also A.4B below).<sup>2</sup> Capitalize other words, including the first word of

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<sup>2</sup> If a parallel title begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*) or with the Hebrew article *ha* (*he*), do not capitalize it, whether written separately or hyphenated with the following word.

## CAPITALIZATION

each element of other title information, as instructed in the rules for the language involved. See A.20 for the capitalization of names of documents.

The materials of architecture  
The 1919/20 Breasted Expedition to the Near East  
Les misérables  
IV informe de gobierno  
Eileen Ford's a more beautiful you in 21 days  
Journal of polymer science  
Sechs Partiten für Flöte  
Still life with bottle and grapes  
The Edinburgh world atlas, or, Advanced atlas of  
modern geography  
Coppélia, ou, La fille aux yeux d'émail  
Strassenkarte der Schweiz = Carte routière de la  
Suisse = Carta stradale della Svizzera = Road  
map of Switzerland  
The Greenwood tree : newsletter of the Somerset and  
Dorset Family History Society  
Quo vadis? : a narrative from the time of Nero  
King Henry the Eighth ; and, The tempest

### **A.4B. Quoted titles**

**A.4B1.** Capitalize the first word of a quoted title (but see also A.4D).

An interpretation of The ring and the book  
Selections for the Idylls of the king  
... / by the Author of Memoirs of a fox-hunting man

### **A.4C. Titles preceded by dashes indicating incompleteness**

**A.4C1.** Do not capitalize the first word of a title if it is preceded by a dash indicating that the beginning of the phrase from which the title was derived has been omitted.

-- and master of none

### **A.4E. Certain titles of serials that have merged or been absorbed**

## CAPITALIZATION

**A.4E1.** When one serial absorbs or merges with another and incorporates that serial's title with its own, do not capitalize the first word of the incorporated title unless the rules for the language involved require its capitalization for another reason.

Farm chemicals and crop life *not* Farm chemicals and Crop life

### **A.4F. Grammatically independent titles of supplements and sections of an item**

**A.4F1.** If the title proper of an item that is supplementary to, or a section of, another item consists of two or more parts that are not grammatically linked (see 1.1B9, 12.1B3, and 12.1B4), capitalize the first word of the title of the second and subsequent parts.

Faust. Part one

Advanced calculus. Student handbook

Journal of biosocial science. Supplement

Acta Universitatis Carolinae. Philologica

If the title of the part is introduced by an alphabetic or a numeric designation beginning with a word, capitalize also that word.

Progress in nuclear energy. Series 2, Reactors

### **A.4G. General material designation**

**A.4G1.** Do not capitalize the word(s) in a general material designation.

[music]

[map (braille)]

[computer file]

### **A.4H. Statement of responsibility**

**A.4H1.** In the statement of responsibility element, capitalize as instructed in the rules for the language involved all personal and corporate names; titles of nobility; terms of address, honour, and distinction; and initials of societies, etc., accompanying personal names. In general, do not capitalize other words.

. . . / by Mrs. Charles H. Gibson

. . . / by Walter de la Mare

. . . / by Alfred, Lord Tennyson

. . . / by a Lady of Quality

## CAPITALIZATION

. . . / International Symposium on the Cataloguing,  
Coding, and Statistics of Audio–Visual  
Materials ; organised by ISO/TC 46  
Documentation in collaboration with IFLA and  
IFTTC, 7-9 January 1976 in Strasbourg

### A.5. EDITION AREA

**A.5A.** If an edition statement (or a statement relating to a named revision of an edition) begins with a word or an abbreviation of a word, capitalize it. Capitalize other words as instructed in the rules for the language involved.

Household ed.  
Facsim. ed.  
1st standard ed.  
Neue Aufl.  
Rev. et corr.  
Wyd. 2-gie  
World's classics ed., New ed. rev.

### A.6. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

**A.6A.** If the material (or type of publication) specific details area begins with a word or an abbreviation of a word, capitalize it. Capitalize other elements as instructed in the rules for the language involved.

Scale 1:500,000                      Vol. 1, no. 1 (Jan./Mar. 1974)-  
Computer program (2150 No 1 (juil. 1970)-  
statements)

### A.7. PUBLICATION, DISTRIBUTION, ETC., AREA

#### A.7A. General rule

**A.7A1.** Capitalize the names of places, publishers, distributors, and manufacturers as instructed in the rules for the language involved. Capitalize also the shortened form of name of a publisher, distributor, etc., when used as instructed in 1.4D4.

Montréal  
Coloniae Agrippinae

## CAPITALIZATION

The Hague  
Den Haag                           *but*           's-Gravenhage  
T. Wall and Sons  
The Museum (i.e., *The British Museum*)  
Presses universitaires de France  
O.L.F. (i.e., *Office de la langue française*)

### **A.7B. Initial words or abbreviations not part of a name**

**A.7B1.** In general, if an element begins with a word or abbreviation not an integral part of the name of the place, publisher, distributor, manufacturer, etc., capitalize the word or abbreviation. Do not capitalize other words or abbreviations not part of a name unless the rules for the language involved require their capitalization. Capitalize only the *s* of *s.l.* Do not capitalize *s.n.*

V Praze  
Londini : Apud B. Fellowes  
Lipsiae : Sumptibus et typis B.G. Teubneri  
New York : Released by Beaux Arts  
New York : The Association  
Wiesbaden : In Kommission bei O. Harrassowitz  
Toronto : Published in association with the Pulp and  
                    Paper Institute of Canada by University of  
                    Toronto Press  
[S.l. : s.n.]

## **A.8 PHYSICAL DESCRIPTION AREA**

**A.8A.** Capitalize proper nouns and certain technical terms appearing in this area as instructed in the rules for the language involved. Do not capitalize other words, including those appearing first in the area.

leaves 81-144  
1000 p. in various pagings  
310 leaves of braille  
. . . : ill., col. maps, ports. (some col.)  
on 1 side of 1 sound disc (13 min.)  
1 videoreel (ca. 75 min.)



## CAPITALIZATION

12 slides : sd., col.

205 leaves of braille and Nemeth code

### A.9 SERIES AREA

#### A.9A. General rule

**A.9A1.** Capitalize the title proper, parallel titles, other title information, and statements of responsibility of a series as instructed in A.4.

Great newspapers reprinted

Master choruses for Lent and Easter

Jeux visuels = Visual games

Concertino : Werke für Schul- und Liebhaber Orchester

Standard radio supersound effects. Trains

Acta Universitatis Stockholmiensis. Stockholm  
studies in history of literature

Publicación / Universidad de Chile, Departamento de  
Geología

#### A.9B. Terms used in conjunction with series numbering

**A.9B1.** Do not capitalize a term such as *v.*, *no.*, *reel*, *t.*, that is part of the series numbering unless the rules for a particular language required capitalization (e.g., noun capitalization in German). Capitalize other words and alphabetic devices used as part of a numbering system according to the usage of the item.

Deutscher Planungsatlas ; Bd. 8

Exploring careers ; group 8

Music for today. Series 2 ; no. 8.

Typewriting. Unit 2, Skill development ; program 1

National standard reference data series ; NSRDS-  
NBS 5

### A.10. NOTE AREA

**A.10A.** Capitalize the first word in each note or an abbreviation beginning a note. If a note consists of more than one sentence, capitalize the first word of each subsequent sentence. Capitalize the first word following introductory wording and a colon (see 1.7A1.). Capitalize other words as instructed in the rules for the language involved.

## CAPITALIZATION

Title from container

Intended audience: Secondary school students

Facsim. reprint. Originally published: London : I.

Walsh, ca. 1734

### A.11. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

**A.11A.** Capitalize letters that are of a standard number.

ISSN 0305-3741

Do not capitalize qualifiers added to a standard number or to a price.

ISBN 0-435-91660-2 (cased)

\$1.00 (pbk.)

£4.40 (complete collection). – £0.55 (individual  
sheets)

Capitalize the first word of the statement giving the terms on which the item is available if the statement appears without a price.

ISBN 0-902573-45-4 : Subscribers only

Free to high school students

### *English Language*

### A.12. GENERAL RULE

**A.12A.** The rules for English–language capitalization basically follow those of the *Chicago Manual of Style*. Certain rules that differ have been modified to conform to the requirements of bibliographic records and long–standing cataloguing practice.

**A.12B.** Where a rule prescribes the capitalization of the name of a person, corporate body, or place, or of a title of nobility, term of honour, appellation, epithet, etc., understand this to mean that each separate word or initial is to be capitalized excepting articles, prepositions, and conjunctions. However, in a place name, capitalize an article that forms an accepted part of the name according to gazetteers.

**A.12C.** Capitalize a plural generic term when it precedes the distinctive nouns in two or more proper names. Do not capitalize the generic term when it follows the nouns.

## CAPITALIZATION

Saints Constantine and Helen  
Secretaries of Defense and State  
Lakes Erie and Ontario

*but*

Industry and Trade departments  
Authorized and Revised versions

**A.12D.** For the capitalization of roman numerals, see C.2B3.

### **A.13. PERSONAL NAMES**

#### **A.13A. General rule**

**A.13A1.** Capitalize the name of a person (including initials).

D.H. Lawrence	Benjamin Franklin
H.D.	C. Day-Lewis
John the Baptist	

#### **A.13B. Names with prefixes**

**A.13B1.** If a name includes a prefix from a language other than English (e.g., *de, des, la, l', della, von, von der*), follow the usage of the person with regard to capitalization of the prefix. In case of doubt, capitalize it.

Daphne du Maurier; du Maurier  
Eva Le Gallienne; Le Gallienne  
Mark Van Doren; Van Doren  
Mazo de la Roche; de la Roche

#### **A.13C. Titles preceding the name**

**A.13C1.** Capitalize any title or term of honour or address that immediately precedes a personal name.

Dame Judi Dench	President Carter
Field Marshal Sir Michael Carver	Prime Minister Pierre Trudeau
Gen. Fred C. Weyand	Queen Elizabeth II
Grandma Moses	Rabbi Stephen Wise
John Henry Cardinal Newman	Senator Hubert H. Humphrey
Mrs. Humphry Ward	Sir Gordon Richards

## CAPITALIZATION

Pope Paul VI

Sister Mary Joseph

### **A.13D. Ordinal numerals following names of sovereigns and popes**

**A.13D1.** Capitalize an ordinal number expressed as a word(s) used after the name of a sovereign or pope to denote order of succession.

King George the Sixth

John the Twenty-third

### **A.13E. Titles following a name or used alone in place of a name**

**A.13E1. Royalty, nobility, baronets.** Capitalize a title of royalty or nobility.

Elizabeth II, Queen of the United Kingdom; the Queen

Charles, Prince of Wales; the Prince of Wales; the  
Prince

Frank Pakenham, Earl of Longford; the Earl of Longford; the  
Earl

Do not capitalize *bart*.

Sir Thomas Beecham, *bart*.

*(A baronet is not a member of the nobility)*

**A.13E2. Religious titles.** Capitalize a religious title.

His Holiness Paul VI, Pope; the Pope

Most Rev. and Rt. Hon. Frederick Donald Coggan,

Archbishop of Canterbury; the Archbishop of Canterbury

the Reverend Michael O'Sullivan, Pastor of Saint

Peter's Church; the Pastor

the Dalai Lama

**A.13E3. Civil and military titles.** Do not capitalize a civil or military title.<sup>3</sup>

Jimmy Carter, president of the United States; the

president of the United States; the president

---

<sup>3</sup> Capitalize such words as *president*, *prime minister*, and *governor* as instructed in A.18B when they designate the office rather than a particular person occupying the office.

## CAPITALIZATION

James Callaghan, prime minister; the prime minister  
the Hon. Walter Stewart Owen, lieutenant-governor of  
British Columbia; the lieutenant-governor of  
British Columbia; the lieutenant-governor  
Warren Earl Burger, chief justice of the United States;  
the chief justice of the United States; the chief  
justice  
Gen. Bernard A. Rogers, chief of staff, U.S. Army; the  
general  
James F. Calvert, rear admiral, USN  
Hubert H. Humphrey, senator from Minnesota, the  
senator from Minnesota; the senator  
Kingman Brewster, ambassador to the United  
Kingdom; the ambassador to the United  
Kingdom; the ambassador

**A.13E4. Professional and academic titles.** Capitalize the title of a named professorship. In general, do not capitalize other professional and academic titles.

W. Carson Ryan, Kenan Professor of Education; the  
professor  
Robert Paul Bergman, associate professor of fine  
arts; the professor  
R.F. Bennett, president of the Ford Motor Company  
of Canada; the president  
Olga Porotnikoff, secretary, IFLA Committee on  
Cataloguing

### **A.13F. Certain other terms following names**

**A.13F1.** Capitalize the name or abbreviation of an academic degree, honour, religious order, etc.

C.D. Needham, Fellow of the Library Association  
R.C. Strong, Ph.D., F.S.A.  
Father Joseph Anthony Barrett, S.J.

## CAPITALIZATION

Ralph Damian Goggens, Order of Preachers

Capitalize *esquire*, *junior*, or *senior* (and their abbreviations) following a name.

John Mytton, Esq.

John D. Rockefeller, Jr.

### **A.13G. Terms of honour and respect**

**A.13G1.** Capitalize a term of honour or respect.

Her Majesty

Your Excellency

His Royal Highness

Your Grace

His Holiness

Your Honour

### **A.13H. Epithets**

**A.13H1.** Capitalize an epithet occurring with, or used in place of, a personal name.

the Iron Chancellor

Old Hickory

Bonnie Prince Charlie

Elroy "Crazy Legs" Hirsch

Jerome H. (Dizzy) Dean

Abraham Lincoln, the Great Emancipator

### **A.13J. Personifications**

**A.13J1.** Capitalize a personification.

A dialogue between Death and a beautiful lady

Let Fame sound the trumpet

## **A.14. NAMES OF PEOPLES, ETC.**

**A.14A.** Capitalize the name of a people, race, tribe, or ethnic or linguistic group.

Africans

Polynesians

Celts

Scandinavians

Germans

Slavs

Hottentots

Teutons

## CAPITALIZATION

Mongols

Yoruba

Capitalize an adjective derived from such a name.

African

Scandinavian

Capitalize the name of a language.

English

Estonian

### A.15. PLACE NAMES

#### A.15A. Geographic features, regions, etc.

**A.15A1.** Capitalize the name of a geographic feature, region, etc. Do not capitalize a descriptive adjective not part of an accepted name.

Arctic Circle

Arctic Ocean

Asia; Asian continent

Atlantic; South Atlantic; southern Atlantic

Central America; central European (*but* Central Europe *when referring to the geopolitical entity*)

Cheviot Hills

the Continent (i.e., Europe); continental Europe; the European continent; Continental customs

East; the Orient; Far East(ern); Near East(ern);

Middle East(ern); Eastern customs; oriental

(adjective); eastern Europe (*but* Eastern

Europe *when referring to the geopolitical entity*);

the East (U.S.)

Great Lakes

Great Slave Lake

Isthmus of Suez

Mississippi Delta

North Temperate Zone

Sea of Marmara

South America; South American continent

## CAPITALIZATION

Southeast Asia; southern Asia  
Strait of Dover  
Tropic of Capricorn; the tropics  
the West, Far West, Middle West, Midwest (U.S.);  
western, far western, midwestern

### **A.15B. Political divisions**

**A.15B1.** Capitalize the name of a political division (e.g., a country, state, province, city). Capitalize a word such as *empire*, *kingdom*, *state*, *country*, and *city* following a proper name if it is a commonly accepted part of the name. Do not capitalize such a word when used alone to indicate a political division.

Austrian Empire; the empire  
Eleventh Congressional District; the congressional  
district  
New York City; the city of New York  
Simcoe County; the county  
Sixth Precinct; the precinct  
Washington State; the state of Washington

### **A.15C. Popular names**

**A.15C1.** Capitalize a popular name of a place, or the name of a legendary place.

Atlantis	New World
Bay Area	Old World
Benelux	the Nutmeg State
the Channel (English Channel)	Old Dominion
City of Brotherly Love	Panhandle
Erin	the Potteries
Eternal City	South Seas
Latin Quarter	the Village
Middle Earth	the West End

## **A.16 NAMES OF STRUCTURES, STREETS, ETC.**

**A.16A.** Capitalize the name of a building, monument, or other structure; and the name of a road or street. Do not capitalize words such as *avenue*, *bridge*, *hotel*,



## CAPITALIZATION

and *park* when they are used alone. See A.18E for the capitalization of names of buildings in which religious bodies meet.

the Capitol  
Central Park; the park  
Cleopatra's Needle  
Drury Lane Theatre; the theatre  
Forty-second Street  
Hoover Dam; the dam  
Iroquois Lock  
Jacques Cartier Bridge; the bridge  
Oxford Circus; the circus  
Pyramid of the Sun; the pyramid  
Royal Air Force Memorial

### A.17. DERIVATIVES OF PROPER NAMES

**A.17A.** Do not capitalize a word derived from a personal or place name when it is used with a specialized meaning.

angstrom unit	italicize
arabic numbers	malapropism
bikini	melba toast
bourbon whiskey	nile green
burnt sienna	raglan sleeves
cologne	roman type
diesel engine	timothy grass
hamburger	vernier telescope

### A.18. NAMES OF CORPORATE BODIES

#### A.18A. International organizations and alliances

**A.18A1.** Capitalize the name of an international organization or alliance.

Central Treaty Organization  
Common Market  
Hanseatic League; Hansa

## CAPITALIZATION

Holy Alliance  
International Monetary Fund  
Little Entente  
Organization of African Unity  
Triple Alliance, 1882  
United Nations; United Nations Security Council; the  
Security Council; the council  
World Health Organization

### **A.18B. Government bodies**

**A.18B1.** Capitalize the full name of a legislative or judicial body; administrative department, bureau, or office; armed forces (or component part of an armed force); or an accepted shortened form of its name. Do not capitalize other incomplete designations (except abbreviations) or adjectives derived from such a name.

Agency for International Development  
Atlantic Fleet  
Canadian Armed Forces  
Canadian Citizenship Branch  
Central Office of Information  
Circuit Court of the United States; the federal Circuit  
Court  
Commission on Post-Secondary Education in Ontario  
Congress; the Ninety-fifth Congress; congressional  
Court of Appeals of the State of Colorado  
Department of State; State Department  
District Court for the Southern District of New York;  
district court  
Division of Education for the Disadvantaged  
Domestic Council Committee on Illegal Aliens  
First Army; the First  
First Infantry Division  
House of Commons

## CAPITALIZATION

House of Representatives; the House; the lower house of Congress  
Juvenile and Domestic Relations Court; juvenile court; domestic relations court  
Middlesex Regiment; the Diehards; the regiment  
Ministry of Agriculture, Fisheries, and Food  
Parliament; parliamentary  
Peace Corps  
President of the United States (i.e., the office)  
Prime Minister (i.e., the office)  
Queen's Bench Division of the High Court of Justice  
Royal Air Force  
Royal Gloucestershire Hussars  
Twenty-first Regiment of U.S. Infantry  
United States Court of Appeals for the Second Circuit; court of appeals  
United States Navy

### **A.18C. Political parties**

**A.18C1.** Capitalize the name of a political party and of its members.

Communist Party of Great Britain; Communist(s)  
Democratic Party; Democrat(s)  
Liberal party; Liberal(s)  
Nazi Party; Nazi(s)

### **A.18D. Political and economic systems**

**A.18D1.** Do not capitalize the name of a political or economic system or school of thought or its proponents unless derived from proper nouns. In general, do not capitalize names of political groups other than parties.

anarchism	mugwumps
capitalism	nationalism
egalitarianism	right wing
fascism	socialist bloc

## CAPITALIZATION

farm bloc	<i>but</i>
independent(s)	Benthamism
mercantilism	Marxism
monarchism	Thatcherism

### **A.18E. Other corporate bodies**

**A.18E1.** Capitalize the name of an institution, association, conference, company, religious denomination or order, local church, etc. (see A.19D1 for the names of religions), or of a department or division. Do not capitalize an article preceding the name, even when a part of the official name. Do not capitalize a generic word (e.g., *society, company, conference*) when used alone or with an article (but see A.7A1).

Abbey of Mont Saint-Michel  
American Library Association  
the Board of Regents of the University of California  
Boy Scouts of America; a Boy Scout; a Scout  
Canadian National Railways  
Church of England  
Christian Brothers  
Church of the Redeemer  
Conference, 1980 Advances in Reactor Physics and  
Shielding  
Congregation Anshe Mizrach  
Fifty-second Annual Meeting of the American  
Historical Association  
First Baptist Church  
Garrick Club  
General Council of the United Church of Canada  
General Foods Corporation  
Green Bay Packers; the Packers; the team  
Independent Order of Odd Fellows; IOOF; an Odd  
Fellow  
Iowa Falls High School  
League of Women Voters

## CAPITALIZATION

Midwest Baptist Conference  
Mosque of Sidi Okba  
National Bank of New Zealand, Ltd.  
National Dance Theatre Company of Jamaica  
Order of Preachers  
Presbyterian Church in Canada  
Printed Circuit World Expo '81 West  
Reference Section of the Canadian Library  
Association  
Second Vatican Council; Vatican II  
Society of Jesus; Jesuits; a Jesuit  
Special Session on Ordered Fields and Real  
Algebraic Geometry  
Synod of Whitby  
Temple Israel  
Textile Workers Union of America; the union  
Toronto Symphony Orchestra  
Young Men's Christian Association

### A.19. RELIGIOUS NAMES AND TERMS

#### A.19A. Deities

**A.19A1.** Capitalize the name of a deity and any term referring to the Christian Trinity.

Adonai	Mars
Allah	Messiah (Jesus
Christ)	
the Almighty	Minerva
Astarte	the Omnipotent
Brahma	Prince of Peace
Christ	Providence
the Father	Son of God
the First Cause	Son of Man

## CAPITALIZATION

Hera	the Supreme Being
Holy Ghost	Vishnu
Holy Spirit	the Word
Jehovah	Yahweh
King of Kings	Zeus
Lamb of God	

**A.19A2.** Do not capitalize a pronoun referring to the name of a deity unless capitalization is necessary to avoid ambiguity.

God as I understand him  
The appearance of Christ after his resurrection

*but*

God gives man what He wills  
Trust Him who doeth all things well

**A.19A3.** Do not capitalize words derived from the names of deities.

God's fatherhood, kingship, omnipotence  
Jesus' sonship  
godlike  
messianic hope  
christological                      *but* Christ-like

### **A.19B. Names of Satan**

**A.19B1.** Capitalize a word specifically denoting Satan.

the Devil  
His Satanic Majesty  
Lord of the Flies  
Lucifer

*but*

a devil; the devils  
devilled eggs  
the devil's advocate

### **A.19C. Revered persons**

## CAPITALIZATION

**A.19C1.** Capitalize an appellation of a revered person such as a prophet, guru, saint, or other religious leader.

the Apostle to the Gentiles	Mother of God
the Baptist	Our Lady
the Beloved Apostle	Panchen Lama
the Blessed Virgin	the Prophet (i.e., <i>Mohammed</i> )
Buddha	the Twelve
the Fathers; church fathers	the Virgin (i.e., <i>Mary</i> )
the Mahatma	

### **A.19D. Religions**

**A.19D1.** Capitalize the name of a religion, sect, or specific religious movement. Capitalize also a name describing its members and any adjective derived from such a name. See A.18E for the names of denominations, orders, local churches, etc.

Anglicanism; an Anglican; Anglican communion  
Arianism; Arian heresy  
Buddhism; a Buddhist; Buddhist ideas  
Catholicism; a Catholic  
Christian Science; a Christian Scientist  
Dissenter  
Islam; Islamic; Muslim  
Judaism; Orthodox Judaism; Reform Judaism; an Orthodox Jew  
Lutheranism; a Lutheran  
Protestantism; a Protestant  
Shinto  
Theosophy; Theosophist  
Vedanta  
Zen; Zen Buddhism  
Zoroastrianism

### **A.19E. Religious events and concepts**

**A.19E1.** Capitalize the name of a major Biblical or religious event or concept.

## CAPITALIZATION

Armageddon	the Hegira
the Assumption of the Virgin	Judgement Day
the Captivity (Babylonian)	the Last Supper
the Crucifixion	Redemption
the Enlightenment (Buddhism)	the Second Advent

### **A.19F. Creeds and confessions**

**A.19F1.** Capitalize the name of a creed or confession.

Augsburg Confession  
Nicene Creed  
the Thirty-nine Articles

### **A.19G. The Eucharist**

**A.19G1.** Capitalize a term referring to the Eucharist.

Communion	the Lord's Supper
the Divine Liturgy	the Mass
Holy Communion	

### **A.19H. Sacred Scriptures**

**A.19H1.** Capitalize the title of a sacred scripture, one of its divisions, a group of books, or an individual book.

Holy Bible	Apocrypha
Holy Scriptures	Five Scrolls
Sacred Scriptures	Historical Books
New Testament	Minor Prophets
Old Testament	Pentateuch
New Covenant	History of Susanna
Gospels	Song of Songs
Acts of the Apostles	Koran
Apocalypse of John	Qu'ran
Epistles of Paul	Zend-Avesta
	Talmud Yerushalmi



## CAPITALIZATION

**A.19H2.** Capitalize *book* when it refers to the entire; otherwise, do not capitalize it.

the Book

*but*

the book of Proverbs

the book of the Prophet Isaiah

the second book of Kings

### **A.19J. Special selections for the Bible**

**A.19J1.** Capitalize the first word of the name of a special selection from the Bible that is commonly referred to by a specific name.

the Beatitudes

the Decalogue

the Lord's prayer

mount

the Miserere

commandments

the Nunc dimittis

the Shema

the Sermon on the

t h e T e n

### **A.19K. Versions of the Bible**

**A.19K1.** Capitalize the name of a version of the Bible (see 25.18A11).

Authorized Version

Confraternity Version

Jerusalem Bible

New American Standard Bible

New English Bible

Septuagint

Vulgate

## **A.20. NAMES OF DOCUMENTS**

**A.20A.** Capitalize the formal, or conventional, name of a document such as a charter, constitution, legislative act, pact, plan, statement of policy, or treaty.

Articles of Confederation

Atlantic Charter

Bill of Rights

British North America Act

Civil Rights Act of 1964

## CAPITALIZATION

Constitution of Virginia; the constitution  
Declaration of Independence  
Fourteenth Amendment (U.S. Constitution)  
Magna Charta  
Marshall Plan; the plan  
Reform Bill  
Third Five Year Plan (India)  
Treaty of Versailles; the treaty  
Universal Copyright Convention; the convention

In case of doubt whether the title of a document is its formal or conventional name, capitalize the title according to other rules in this appendix.

An act to amend the constitution and to prohibit taxes  
on property . . .

### **A.21. NAMES OF HISTORICAL AND CULTURAL EVENTS AND PERIODS**

**A.21A.** Capitalize the name of an historical or cultural event and of a major historical or cultural period.

Age of Discovery	Norman Conquest
Battle of Dunkirk	Operation Deep Freeze
Boxer Rebellion	Reformation
Dark Ages	Second Battle of the Marne
Elizabethan Age	Second World War
French Revolution	Siege of Leningrad
Grand National Steeplechase	Thirty Years' War

### **A.22. DECORATIONS, MEDALS, ETC.**

**A.22A.** Capitalize the name of a particular decoration, medal, or award.

Bronze Star Medal  
Congressional Medal of Honor  
Iron Cross  
Victoria Cross

### **A.23. NAMES OF CALENDAR DIVISIONS**

## CAPITALIZATION

**A.23A.** Capitalize the name of a month of the year or day of the week.

January

Monday

Do not capitalize the name of a season.

winter

### A.24. NAMES OF HOLIDAYS

**A.24A.** Capitalize the name of a secular or religious holiday and of a religious season.

Advent

Fourth of July

Boxing Day

Lent

Christmas Day

Ramadan

Epiphany

Saint Patrick's Day

Feast of the Annunciation

Thanksgiving

### A.25. SCIENTIFIC NAMES OF PLANTS AND ANIMALS

**A.25A.** Capitalize the Latin name of a phylum, class, order, family, or genus, and names of intermediate groupings (e.g., subclasses). Do not capitalize the name of a species or subspecies even if it is derived from a proper name. Do not capitalize English derivatives of scientific names.

Arthropoda (*phylum*)

Insecta (*class*)

*but* arthropod (*from* Arthropoda)

### A.26. GEOLOGIC TERMS

**A.26A.** Capitalize the distinctive word(s) in the name of a geologic era, period, etc. Do not capitalize words such as *era* and *period* and modifiers such as *early*, *middle*, or *late* when used only descriptively.

Eocene epoch

Jurassic period

Lower Triassic period

Mesozoic period

*but*

the early Miocene

the late Eocene

## CAPITALIZATION

### A.27. ASTRONOMICAL TERMS

**A.27A.** Capitalize the name of a planet, satellite, star, constellation, asteroid, etc. Do not capitalize the words *sun*, *moon*, and *earth* except, in the case of *earth*, when the word is used in conjunction with the names of other planets (e.g., *The planet Mars lies between the Earth and Jupiter*).

Alpha Centauri	Mercury
Canis Major	the Milky Way
Little Dipper	North Star

### A.28. SOIL NAMES

**A.28A.** Capitalize the name of a soil classification.

Alpine Meadow	Half Bog
Chernozem	Prairie

### A.29. TRADE NAMES

**A.29A.** Capitalize a trade name, variety name, or market grade. Do not capitalize a common noun following such a name.

Choice lamb ( <i>market grade</i> )
Formica ( <i>trade name</i> )
Orlon ( <i>trade name</i> )
Polaroid film ( <i>trade name</i> )
Red Radiance rose ( <i>variety</i> )
Yellow Stained cotton ( <i>market grade</i> )

### A.30. SINGLE LETTERS USED AS WORDS OR PARTS OF COMPOUNDS

**A.30A.** Capitalize the pronoun *I* and the interjection *O* (*Oh*). Capitalize a single letter used as part of a compound word whether or not hyphenated. Capitalize a letter that refers to a letter of the alphabet as such.

A major	vitamin B
H-bomb	X-ray
U-boat	Y is for yellow

### A.31. HYPHENATED COMPOUNDS

**A.31A.** If the rules require the capitalization of a hyphenated compound, capitalize the first part, and capitalize the second, etc., part if it is a noun or a proper adjective or if it has the same force as the first part.

## CAPITALIZATION

Twentieth-Century

Blue-Black

Basket-Maket

Secretary-Treasurer

**A.31B.** Do not capitalize the second part if it modifies the first part or if the two parts constitute a single word.

French-speaking

Twenty-five

Co-ordinate

### A.32 HYPHENATED PREFIXES

**A.32A.** Do not capitalize a prefix joined by a hyphen to a capitalized word unless other rules require its capitalization.

ex-President Roosevelt

trans-Siberian

pre-Cambrian

un-American

### *Foreign Languages*

### A.33. GENERAL RULE

**A.33A.** Apply the rules for the capitalization of English (A.12-A.32) to the capitalization of a foreign language unless a contrary rule is provided in a section below treating that language or unless the romanization table for the language adopted by the cataloguing agency provides otherwise.

### A.34. CAPITALIZATION OF ROMANIZED HEADINGS AND TITLES

**A.34A.** Capitalize words in romanized headings and titles as instructed in A.33. If the language has no system of capitalization, capitalize the first word of a title or a sentence and the first word of the name of a corporate body or a subdivision of a corporate body. Capitalize proper names according to English usage.

### A.35. BULGARIAN

#### A.35A. Proper names and their derivatives

**A.35A1.** Do not capitalize names of peoples, races and residents of specific localities: българин; соФиянец; семит.

**A.35A2.** Do not capitalize names of religions and their adherents: будизъм; християнство; лютеранец.

**A.35A3.** Do not capitalize proper adjectives: соФийски улици.

**A.35B. Names of regions, localities, and geographic features, including streets, parks, etc.**

## CAPITALIZATION

**A.35B1.** Capitalize the first word unless it is a common noun. Capitalize other words only if they are proper nouns: Орлово гнездо; Бряг на слоновата кост; Стара Загора; Охридско езеро; село Белица; Червеният площад; ул. Шипка.

### **A.35C. Names of countries and administrative divisions**

**A.35C1.** Capitalize the first word and proper nouns in names of countries and administrative subdivisions: Обединена арабска република; Народна република България; СоФийска област; Министерство на селскостопанското производство.

### **A.35D. Names of corporate bodies**

**A.35D1.** Capitalize only the first word and proper nouns in the names of corporate bodies: Българска комунистическа партия; Организация на обединените народи; Държавна библиотека "Васил Коларов"; Български червен кръст.

### **A.35E. Titles of persons**

**A.35E1.** Capitalize свети and titles of royalty, high government officials, and high ecclesiastical officials if they are followed by a name: Министър Даскалов; Свети Климент.

**A.35E2.** Capitalize any title occurring in conjunction with the name of a well-known personage: Отец Паисий; Хаджи Димитър; Бачо Киро.

**A.35E3.** In general, do not capitalize other titles: министър; крал; отец; професор; отец Борис.

### **A.35F. Personal pronouns**

**A.35F1.** Do not capitalize аз.

**A.35F2.** Capitalize Вие (Вий), Ви, Вас, and Вам when used in formal address.

### **A.35G. Names of calendar divisions**

**A.35G1.** Do not capitalize the names of days of the week and of months.

### **A.35H. Names of historic events, etc.**

**A.35H1.** Capitalize the first word and proper nouns in the names of historic events, etc.: Първата световна война; Великата октомврийска социалистическа революция; Възраждането; Битката при Косово поле.

## **A.36. CZECH (BOHEMIAN)**

### **A.36A. Proper names and their derivatives**

**A.36A1.** Capitalize only the distinctive word in geographic names consisting of a distinctive word and a generic word: *Tichý oceán*.

## CAPITALIZATION

**A.36A2.** Capitalize the first word and any other word that is a derivative of a proper name in names of streets: *U invalidovny; Na růžku; Na Smetance.*

### **A.36B. Names of corporate bodies**

**A.36B1.** In general, capitalize only the first word in names of corporate bodies: *Československá republika; Česká akademie věd a umění; Bratři čeští; Milosrdní bratři.*

**A.36B2.** Do not capitalize names of branches of schools, conservatories, universities, ministries, and departments of government: *ministerstvo školství; závodní rada.*

### **A.36C. Titles of persons**

**A.36C1.** Do not capitalize titles of persons: *doktor; král; ministr, svatý.*

### **A.36D. Personal pronouns**

**A.36D1.** Do not capitalize *já.*

**A.36D2.** Capitalize the pronouns of formal address: *Ty, tvůj, Tobě; Vy, Vám; Vás, Váš.*

### **A.36E. Names of calendar divisions**

**A.36E1.** Do not capitalize the names of days of the week and of months.

**DANISH.** See Scandinavian languages.

## **A.37. DUTCH**

### **A.37A. Single letter as the first word**

**A.37A1.** Capitalize the first word of a sentence if it is the interjection *O*, the pronoun *U*, or a letter referring to a letter of the alphabet as such (e.g., *A is een aapje*).

**A.37A2.** Do not capitalize any other single letter that is the first word of a sentence or the first word of a proper name. Capitalize the next word: *'s Avonds is het koud; 'k Weet niet wat hij zegt; 's Gravenhage.*

### **A.37B. Prefixes in personal names**

**A.37B1.** Capitalize the prefixes *de, ten, van*, if not preceded by the Christian name.

### **A.37C. Personal pronouns**

**A.37C1.** Do not capitalize *ik.*

**A.37C2.** In general, capitalize *U, Uw, and Gij* in personal correspondence.

## CAPITALIZATION

### A.37D. Names of calendar divisions

**A.37D1.** Do not capitalize the names of days of the week and of months.

## A.38. FINNISH

### A.38A. Names of corporate bodies

**A.38A1.** Capitalize only the first word and proper nouns in names of state and local government agencies, courts, and church bodies: *Erillinen komppania Kontula; Helsingin kaupunginkirjasto; Kauppa- ja teollisuusministeriö; Kirkon ulkomaanasiain toimikunta; Korkein oikeus; Suomen Unesco-toimikunta.*

**A.38A2.** In general, capitalize only the first word and proper nouns in names of scientific and economic institutions of the state: *Kansallismuseon esihistoriallinen osasto; Geodeettinen laitos; Helsingin yliopisto.* Exceptions: *Suomen Akatemia; Suomen Pankki.*

**A.38A3.** In the names of other institutions, societies, and firms, follow the usage of the body. If the usage is not known, capitalize all words.

### A.38B. Names of buildings

**A.38B1.** Capitalize proper nouns in the names of buildings: *kaupungintalo; Helsingin kulttuuritalo.*

## A.39. FRENCH

### A.39A. Proper names and their derivatives

**A.39A1.** Do not capitalize names of members of religious groups, sects, religious orders, political and other organizations, names of religions, and names of languages: *les jésuites; les démocrates; le bouddhisme; l'anglais* (the English language).

**A.39A2.** Do not capitalize adjectives derived from names of members of religious groups, sects, religious orders, political and other organizations, names of religions, names of languages, geographic names, and adjectives denoting nationality: *la religion catholique; la région alpine; le peuple français.*

**A.39A3.** Capitalize nouns denoting nationality: *les Français.*

**A.39A4.** Do not capitalize a common noun used as a generic word in a geographic name: *la mer du Nord; l'île aux Oiseaux.*

### A.39B. Names of corporate bodies

**A.39B1.** In general, capitalize the first word, any adjectives preceding the first noun, the first noun, and all proper nouns in the names of corporate bodies: *Société de chimie physique; Grand Orchestre symphonique de la R.T.B.; Église réformée de France.* Notable exceptions: *Société des Nations; Nations Unies.*



## CAPITALIZATION

**A.39B2.** Capitalize the nouns and adjectives in hyphenated corporate names: *le Théâtre-Français*.

### **A.39C. Prefixes in names of persons**

**A.39C1.** Capitalize prefixes consisting of an article or a contraction of an article and a preposition: *La Fontaine; Du Cange*.

### **A.39D. Titles of persons**

**A.39D1.** Do not capitalize titles designating rank or office: *le roi; le ministre; le pape Léon X*.

**A.39D2.** Capitalize titles of address and titles of respectful address or reference: *Monsieur; Mme de Lafayette; Son Éminence; Sa Majesté le roi de France*.

**A.39D3.** Do not capitalize *saint* (*sainte*, etc.) when it refers exclusively to a person; otherwise capitalize it: *saint Thomas More*; but *la cathédrale Saint-Lambert; l'été de la Saint-Martin*.

### **A.39E. Personal pronouns**

**A.39E1.** Do not capitalize a personal pronoun.

### **A.39F. Names of calendar divisions**

**A.39F1.** Do not capitalize the names of days of the week and of months.

### **A.39G. Miscellaneous**

**A.39G1.** Do not capitalize *rue* and its synonyms: *rue de la Nation; avenue de l'Opéra*.

**A.39G2.** Do not capitalize *église* when it indicates a building: *l'église Notre-Dame*. Capitalize it when it refers to the Church as an institution.

**A.39G3.** Capitalize *état* when denoting the nation: *le Conseil d'État*.

## **A.40. GERMAN**

### **A.40A. Nouns**

**A.40A1.** Capitalize all nouns and words used as nouns: *das Buch; das Geben; die Armen; das intime Du* (reference to the word *du*).

### **A.40B. Proper names and their derivatives**

**A.40B1.** In general, do not capitalize proper adjectives; *die deutsche Sprache*.

**A.40B2.** Capitalize adjectives derived from personal names when used in their original meaning: *die Lutherische Übersetzung; die Platonischen Dialoge*. Do not

## CAPITALIZATION

capitalize them when they are used descriptively: *die lutherische Kirche; die platonische Liebe*.

**A.40B3.** Capitalize indeclinable adjectives derived from geographic names: *Schweizer Ware; die Zürcher Bürger*.

**A.40B4.** Capitalize adjectives, pronouns, and numerals used as parts of a name or title: *Alexander der Grosse; das Schweizerische Konsulat. Seine Excellenz; Friedrich der Zweite; Bund der Technischen Angestellten und Beamten; der Erste der Klasse* (expressing rank). See also A.40D1b.

### A.40C. Pronouns

**A.40C1.** Do not capitalize *ich*.

**A.40C2.** Capitalize *Du, Ihr, Dein, and Euer* and their inflected forms when used in correspondence.

**A.40C3.** Capitalize *Sie* and *Ihr* and their inflected forms when used in formal address.

### A.40D. Miscellaneous

**A.40D1.** Do not capitalize the following:

- a) pronouns (see also A.40C): *jemand, ein jeder, der eine . . . der andere, etwas anderes, die übrigen*
- b) numerals (see also A.40B4): *die beiden, alle drei, der vierte* (indicating numerical order)
- c) adverbs: *mittags, anfangs, morgen, montags, aufs neue, fürs erste, im voraus*
- d) verbal phrases: *not tun, schuld sein, haushalten, preisgeben, teilhaben, wundernehmen, ausser acht lassen, zuteil werden, zumute sein*
- e) adjectives modifying nouns that are implied if the noun has been expressed elsewhere in the same sentence: *Hier ist die beste Arbeit, dort die schlechteste*.

## A.41. HUNGARIAN

### A.41A. Proper names and their derivatives

**A.41A1.** Do not capitalize nouns denoting nationality: *az oroszok*.

**A.41A2.** Do not capitalize adjectives derived from proper names: *budapesti*.

### A.41B. Titles of persons

**A.41B1.** Capitalize titles used in direct address: *Felséges Uram*.

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**A.41B2.** Do not capitalize titles of nobility, including those consisting of an adjectival term derived from place of origin, etc.: *gróf Teleki Pál; Körmendi Frim Jakab*.

### **A.41C. Personal pronouns**

**A.41C1.** Do not capitalize *én*.

**A.41C2.** Capitalize pronouns used in formal address: *Maga*.

### **A.41D. Names of calendar divisions**

**A.41D1.** Do not capitalize the names of days of the week and of months.

## **A.42. ITALIAN**

### **A.42A. Proper names and their derivatives**

**A.42A1.** Do not capitalize names of members of religious groups, sects, religious orders, political and other organizations, names of religions, and names of languages: *i protestanti; i benedettini; un democratico; il buddhismo; il francese* (the French language).

**A.42A2.** Do not capitalize adjectives derived from names of members of religious groups, sects, religious orders, political and other organizations, names of religions, names of languages, geographic and personal names, and adjectives denoting nationality: *la religione cattolica; la flora alpina; il popolo italiano; iconografia dantesca*.

**A.42A3.** Capitalize nouns denoting nationality: *gl'Italiani*.

### **A.42B. Names of corporate bodies**

**A.42B1.** In general, capitalize only the first word, proper nouns, religious terms, and the word following an adjective denoting royal or pontifical privilege in the names of corporate bodies: *Istituto nazionale di fisica nucleare; Accademia nazionale de Santa Cecilia; Università cattolica del Sacro Cuore; Pontificio Seminario francese; Chiesa evangelica italiana*. Notable exceptions: *Società delle Nazioni; Nazioni Unite; Croce Rossa*.

### **A.42C. Titles of persons**

**A.42C1.** Do not capitalize titles of persons except for ceremonial titles consisting of a possessive pronoun and a noun expressing an abstract quality: *signora; il signor Donati; il duca d'Aosta; Umberto I, re d'Italia*; but *Sua Santità; Sua Altezza Reale il principe Umberto; le LL. MM. il re e la regina*.

**A.42C2.** Do not capitalize *san* (*santo*, etc.) when referring exclusively to a person; capitalize it when it is abbreviated and when it is an integral part of the name of a place, a building, etc.: *san Francesco d'Assisi*; but *S. Girolamo; Castel Sant'Angelo*.

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### A.42D. Personal pronouns

**A.42D1.** Do not capitalize *io*.

**A.42D2.** Capitalize the pronouns of formal address: *Ella; Lei; Loro*.

### A.42E. Names of calendar divisions

**A.42E1.** Do not capitalize the names of days of the week and of months.

### A.42F. Names of centuries

**A.42F1.** Capitalize the proper names of centuries: *il Cinquecento; il Seicento*; but *il sedicesimo secolo*.

### A.42G. Miscellaneous

**A.42G1.** Do not capitalize *via* and its synonyms: *via Vittorio Veneto; corso Umberto I*.

**A.42G2.** Do not capitalize *chiesa* when it indicates a building *la chiesa di S. Maria degli Angeli*. Capitalize it when it refers to the Church as an institution.

**A.42G3.** Capitalize *stato* when denoting the nation: *Consiglio di Stato*.

## A.43. LATIN

**A.43A.** Follow the instructions in A.12.-A.32.

**NORWEGIAN.** See Scandinavian languages.

## A.44. POLISH

### A.44A. Proper names and their derivatives

**A.44A1.** Do not capitalize names of residents of cities and towns: *warszawianin*.

**A.44A2.** Do not capitalize adjectives derived from proper names: *mickiewiczowski*.

**A.44A3.** Do not capitalize names of religions and their adherents and names of members of religious orders: *katolicyzm; katolik; mahometanin; jezuici*.

**A.44A4.** Capitalize each part of a compound geographic name unless the distinctive word is in nominative case and stand alone; in that case, capitalize only the distinctive word: *Morze Bałtyckie*; but *jezioro Narocz*.

**A.44A5.** Do not capitalize geographic names applied to wines, dances, etc.: *tokaj; krakowiak*.

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**A.44A6.** Do not capitalize names of administrative districts and geographic adjectives: *województwo poznańskie; diecezja omżyńska.*

### **A.44B. Names of corporate bodies**

**A.44B1.** Capitalize all words except conjunctions and prepositions in the names of corporate bodies: *Towarzystwo Naukowe w Toruniu; Ewangelicko-Augsburski Kościół.*

### **A.44C. Titles of persons**

**A.44C1.** Do not capitalize titles of persons except in direct address: *papież, król; święty.*

### **A.44D. Personal pronouns**

**A.44D1.** Do not capitalize *ja*.

**A.44D2.** Capitalize the pronouns of formal address: *Ty, Tobie, Twój; On, Ona, Jego, Jej, Jemu; Wy, Wam, Was.*

### **A.44E. Names of calendar divisions**

**A.44E1.** Do not capitalize the names of days of the week and of months.

### **A.44F. Names of historic events, etc.**

**A.44F1.** Do not capitalize names of historic events and wars: *pokój wersalski; wojna siedmioletnia.*

## **A.45 PORTUGUESE**

### **A.45A. Derivatives of proper names**

**A.45A1.** Do not capitalize derivatives of proper names: *os homens alemães; os franceses.*

### **A.45B. Titles of persons**

**A.45B1.** Capitalize names of positions or posts of dignitaries and words that designate titles: *o Arcebispo de Braga; o Duque de Caxias; o Presidente da República; Senhor Professor.*

### **A.45C. Personal pronouns**

**A.45C1.** Do not capitalize *eu*.

### **A.45D. Religious terms**

**A.45D1.** Capitalize *igreja* when referring to the Church as an institution.

## CAPITALIZATION

### A.45E. Names of calendar divisions

**A.45E1.** Do not capitalize the names of days of the week and of months.

## A.46. RUSSIAN

### A.46A. Proper names and their derivatives

**A.46A1.** Do not capitalize prefixes, prepositions, and conjunctions forming part of a proper name, except when they are connected to the following part of the name by a hyphen: фон Клаузевиц; ван Бетховен; Ван-Гог.

**A.46A2.** Do not capitalize names of peoples, races, and residents of specific localities: араб; таджик; москвичи.

**A.46A3.** Do not capitalize the names of religions and their adherents: католицизм; католик.

**A.46A4.** Do not capitalize proper nouns that are parts of adverbs: по-пушкински.

### A.46B. Names of regions, localities, and geographic features, including streets, parks, etc.

**A.46B1.** Do not capitalize a common noun forming part of a geographic name: мыс Горн; остров Рудольфа; канал Москва-Волга.

**A.46B2.** Capitalize a common noun forming an integral part of a name: Кривой Рог; Белая Церковь; Богемский Лес.

**A.46B3.** Capitalize the common noun if it is a foreign word that has not become a part of the Russian language: Рю-де-ла-Пе (Рю—meaning street, Пе—meaning peace); Сыр-Дарья (Дарья—meaning river).

**A.46B4.** Do not capitalize the title or rank of the person in whose honour a place is named: остров королевы Виктории; мыс капитана Джеральда.

**A.46B5.** Do not capitalize adjectives derived from geographic names: московские улицы.

**A.46B6.** Do not capitalize geographic names applied to wines, species of animals, birds, etc.: мадера; херес; сенбернар.

### A.46C. Names of countries and administrative divisions

**A.46C1.** Capitalize the first word in the commonly accepted names of groups of countries: Балканские страны.

**A.46C2.** Capitalize unofficial but commonly accepted names of countries, cities, and territorial divisions: Советский Союз; Страна Советов; Приуралье; Белокаменная (for Moscow).

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### **A.46C3.** Capitalize administrative divisions of the USSR as follows:

- a) Capitalize every word in the names of republics and autonomous republics: Башкирская Автономная Советская Социалистическая Республика.
- b) Capitalize only the first word in the names of provinces, autonomous provinces, territories, regions, and village soviets: Алма-Атинская область; Приморский край; Коми-Пермяцкий национальный округ; Егоршинский район; Краснинский сельсовет.
- c) Capitalize every word in the names of the highest Soviet and non-Russian governmental units and Communist Party organizations except those in parentheses and партия : Верховный Совет СССР (also of the Union republics and autonomous republics); Совет Союза, Совет Национальностей; Всесоюзная Коммунистическая партия (большевиков); Рейхстаг; Конгресс США; Правительствующий Сенат.
- d) Capitalize only the first word and proper nouns in the names of other governmental units: Государственная плановая комиссия СССР; Народный комиссариат иностранных дел; Военный совет Закавказского военного округа.
- e) Do not capitalize the names of bureaus when used in the plural and when used in a general sense: советы народных комиссаров; народный комиссариат.
- f) Capitalize Совет in Совет депутатов трудящихся : Загорский районный Совет депутатов трудящихся.

### **A.46D. Names of corporate bodies**

**A.46D1.** Capitalize only the first word and proper nouns in names of corporate bodies: Академия наук СССР; Книжная палата; Профессиональный союз работников высшей школы и научных учреждений; Дом книги.

**A.46D2.** If part of the name of a corporate body is in quotation marks, capitalize only the first word and proper nouns within the quotation marks: завод "Фрезер"; совхоз "Путь к социализму".

**A.46D3.** If a corporate body is also known by a part of its name, capitalize the first word of the part when it appears in conjunction with the full name: Государственный ордена Ленина академический Большой театр (Большой театр).

**A.46D4.** Do not capitalize the following words in the names of congresses, conferences, etc.: съезд; конференция; сессия; пленум.

**A.46D5.** Do not capitalize совет when used to refer to the council of a society or institution.

## CAPITALIZATION

### A.46E. Titles of persons

**A.46E1.** Capitalize the titles of the highest government officials: Председатель Совета Народных Комиссаров; Маршал Советского Союза.

### A.46F. Pronouns

**A.46F1.** Do not capitalize я.

**A.46F2.** Capitalize pronouns of formal address: Вы; Вам; Вас.

### A.46G. Names of calendar divisions

**A.46G1.** Do not capitalize the names of days of the week and of months.

### A.46H. Names of historic events, etc.

**A.46H1.** Capitalize the first word, the distinctive word, and proper nouns in the names of historic periods and events: Великая Октябрьская социалистическая революция; Возрождение; Третья республика; Парижская коммуна; Кровавое воскресенье; Ленский расстрел; Бородинский бой.

**A.46H2.** Do not capitalize the names of the five-year plans: третья сталинская пятилетка; *but* соревнование имени Третьей Сталинской Пятилетки.

**A.46H3.** Do not capitalize война in the names of wars: Франко-Прусская война; Русско-Японская война; Великая Отечественная война; Отечественная война.

## A.47. SCANDINAVIAN LANGUAGES

### A.47A. Derivatives of proper names

**A.47A1.** Do not capitalize adjectives derived from proper names: *europæisk; københavnsk; luthersk; svensk.*

### A.47B. Names of corporate bodies

**A.47B1.** In general, capitalize the first word and the word following an adjective denoting royal privilege in the names of corporate bodies. Capitalize other words, such as proper nouns, according to the appropriate rule: *Kungl. Universitet i Lund; Ministeriet for kulturelle anliggender; Selskabet for dansk skolehistorie.*

### A.47C. Compound names

**A.47C1.** In general, capitalize only the first word of a compound name, other than a compound personal name: *Förenta staterna; Kronborg slot; Norske kirke.*

### A.47D. Titles of persons



## CAPITALIZATION

**A.47D1.** In general, do not capitalize titles of persons: *fru Larsen; kong Haakon VII; Gustav, prins av Vasa.*

### **A.47E. Personal Pronouns**

**A.47E1. Danish.** Do not capitalize *jeg*. Capitalize *De; Dem; Deres*. Capitalize the familiar form *I* (you) to distinguish it from *i* (in).

**A.47E2. Norwegian.** Do not capitalize *jeg*. Capitalize *De; Dem; Deres; Dykk; Dykkar*.

**A.47E3. Swedish.** Do not capitalize *jag*. Capitalize *Ni, Eder, and Er* in correspondence.

### **A.47F. Names of calendar divisions**

**A.47F1.** Do not capitalize the names of days of the week, of months, and of holidays; *jul; nyår*.

## **A.48 SERBO-CROATIAN (ROMAN AND CYRILLIC ALPHABETS)**

### **A.48A. Proper names and their derivatives**

**A.48A1.** Do not capitalize names of peoples and races: *bijelac; crnac; semit*.

**A.48A2.** Do not capitalize proper adjectives: *srpskohrvatski jezik*.

**A.48A3.** Do not capitalize names of religions and their adherents: *katoličanstvo; katolik*.

### **A.48B. Names of regions, localities, and geographic features, including streets, parks, etc.**

**A.48B1.** Capitalize only the first word and proper nouns: *Tetovska kotlina; Velika Morava; Bliski istok; Ulica bosanska; Ulica Branka Radičevića; Trg žrtava fašizma; Park bratstva i jedinstva*.

### **A.48C. Names of administrative divisions of countries**

**A.48C1.** Do not capitalize names of administrative divisions of countries: *primorskokrajiška oblast; zagrebački kotar*.

### **A.48D. Names of corporate bodies**

**A.48D1.** Capitalize only the first word and proper nouns in the names of corporate bodies: *Jugoslovenska akademija znanosti i umjetnosti; Udruženje književnika Srbije; Hrvatsko narodno kazalište u Zagrebu; Savez komunista Jugoslavije; Centralni komitet Saveza komunista Jugoslavije*.

### **A.48E. Titles of persons**

## CAPITALIZATION

**A.48E1.** Do not capitalize titles of persons: *predsednik Tito; kralj Georg; ministar; sveti Petar*. However, capitalize *sveti* when it appears in the name of a holiday (see A.48H2).

### **A.48F. Personal pronouns**

**A.48F1.** Do not capitalize *ja*.

**A.48F2.** Capitalize the pronouns of formal address: *Ti, Tvoj, Ti; Vi, Vam, Vas, Vaš*.

### **A.48G. Names of calendar divisions**

**A.48G1.** Do not capitalize names of days of the week and of months.

### **A.48H. Names of historic events, holidays, etc.**

**A.48H1.** Capitalize proper nouns in the names of historic periods and events: *Kameno doba; srednji vijek; oktobarska revolucija; boj na Mišaru; prvi srpski ustanak*.

**A.48H2.** Capitalize the first word and proper nouns in the names of holidays: *Božić, Veliki četvrtak; Nova godina; Sveti Petar*.

## **A.49. SLOVAK**

**A.49A.** Follow the instructions in A.36.

## **A.50. SLOVENIAN**

### **A.50A. Proper names and their derivatives**

**A.50A1.** Do not capitalize names of peoples and races: *arijec; semit; črnec*.

**A.50A2.** Capitalize only the distinctive words in the names of nationalities that consist of more than one word: *severni Korejec; zahodni Nemec*.

**A.50A3.** Do not capitalize proper adjectives: *slovenski jezik*.

**A.50A4.** Do not capitalize the names of religions and their adherents: *katolicizem; katoličan*.

### **A.50B. Names of regions, localities, and geographic features, including streets, parks, etc.**

**A.50B1.** Capitalize only the first word and proper nouns: *Ziljska dolina; Novo mesto; Škofja Loka; Daljni vzhod; Otok kraljice Viktorije; Rtič dobrega upanja; Ulica stare pravde*.

### **A.50C. Names of countries and administrative divisions**

## CAPITALIZATION

**A.50C1.** Capitalize the first word and proper nouns in the names of countries and administrative subdivisions: *Federativna socialistična republika Jugoslavija; Združene države Amerike.*

### **A.50D. Names of corporate bodies**

**A.50D1.** Capitalize the first word and proper nouns in the names of corporate bodies: *Društvo slovenskih Književnikov; Državna založba Slovenije.*

### **A.50E. Titles of persons**

**A.50E1.** Do not capitalize titles of persons: *predsednik; sekretar; doktor; maršal Tito; kralj Matjaž; sveti Peter.* However, capitalize *sveti* when it appears in the name of a holiday (see A.50H).

### **A.50F. Personal pronouns**

**A.50F1.** Do not capitalize *jaz*.

**A.50F2.** Capitalize the pronouns of formal address: *Ti, Tebe, Tebi, s Teboj; Vidva, Vidve, Vaju, Vama; Vi, Vas, Vam, z Vami.*

### **A.50G. Names of calendar divisions**

**A.50G1.** Do not capitalize the names of days of the week and of months.

### **A.50H. Names of historic events, holidays, etc.**

**A.50H1.** Capitalize proper nouns in the names of historic events, holidays, etc.: *ledena doba; renesansa; francoska revolucija; boj na Mišaru; prva srbska vstaja; božič; velika noč; Sveti Peter.*

## **A.51. SPANISH**

### **A.51A. Derivatives of proper names**

**A.51A1.** Do not capitalize derivatives of proper names: *las mujeres colombianas.*

**A.51A2.** Do not capitalize adjectives used substantively: *los franceses.*

### **A.51B. Titles of persons**

**A.51B1.** Capitalize titles of honour and address only when they are abbreviated: *señor, Sr.; doctor, Dr.; general, Gral.*

**A.51B2.** Capitalize *Su Excelencia, Su Majestad*, etc., when used alone, whether written out or abbreviated. Do not capitalize these words when they are used with a name or another title: *su majestad Juan Carlos; su majestad el Rey.*

### **A.51C. Personal pronouns**

## CAPITALIZATION

**A.51C1.** Do not capitalize *yo*.

**A.51C2.** Capitalize the pronouns of formal address: *Vd, Vds. (Ud. Uds.)*.

### **A.51D. Religious terms**

**A.51D1.** Capitalize *iglesia* when it refers to the Church as an institution.

### **A.51E. Names of calendar divisions**

**A.51E1.** Do not capitalize the names of days of the week and of months.

### **A.51F. Questions within a sentence**

**A.51F1.** In general, do not capitalize the first word of a question occurring within a sentence: *Cuando viene la noche ¿cómo se puede ver?*

**SWEDISH,** See Scandinavian languages.

## **A.52. UKRAINIAN**

**A.52A.** Follow the instructions in A.46.

**ABBREVIATIONS**

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TERRITORIES, ETC.
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## ABBREVIATIONS

### B.1. GENERAL RULE

**B.1A.** Use abbreviations in catalogue entries as instructed in B.2-B.8. Use the abbreviations prescribed in B.9-B.15.

### B.2. HEADINGS

**B.2A.** Use only the following categories of abbreviations in headings:

- 1) those that are integral parts of the heading (e.g., *St.* (Saint) if the person or corporate body uses the abbreviation)
- 2) designations of function (e.g., *comp.*) (see 21.0D)
- 3) certain names of larger places added to the name of another place (see 23.4) or to the name of a corporate body (see 24.4C2)
- 4) certain terms used with dates (e.g., *b.*, *fl.*) (see 22.17)
- 5) distinguishing terms added to names of persons, if they are abbreviated in the source from which they are taken (see 22.15B, 22.19B).

### B.3. UNIFORM TITLES

**B.3A.** Use only the following categories of abbreviations in uniform titles:

- 1) those that are integral parts of the title
- 2) designations of parts of a work as instructed in a particular rule (e.g., *N.T.* (New Testament)) (see 25.18A2)
- 3) the ampersand (&) in listing languages.

### B.4. TITLES AND STATEMENTS OF RESPONSIBILITY

**B.4A.** Use only the following categories of abbreviations in the title and statement of responsibility area, any statement of responsibility in the edition area, and titles and statements of responsibility in the series area and contents notes:

- 1) those found in the prescribed sources of information for the particular area
- 2) *i.e.*, *et al.*, and their equivalents in nonroman scripts (see 1.0F, 1.1F5).

### B.5. OTHER PARTS OF THE CATALOGUE ENTRY

**B.5A.** Abbreviate words elsewhere in the catalogue entry, subject to the limitations specified in footnotes to B.9. However, do not do so if the brevity of the statement makes abbreviations unnecessary or if the resulting statement might not be clear. Do not use a single-letter abbreviation to begin a note. Do not abbreviate words in quoted notes.

### B.6. CORRESPONDING WORDS IN ANOTHER LANGUAGE

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**B.6A.** Use an abbreviation for the corresponding word in another language if the abbreviation commonly used in that language has the same spelling. In case of doubt, do not use the abbreviation.

### B.7. COMPOUND WORDS

**B.7A.** Use a prescribed abbreviation for the last part of a compound word (e.g., *Textausg.* for *Textausgabe*).

### B.8. INFLECTED LANGUAGES

**B.8A.** In inflected languages, use the abbreviation of a word listed in B.9-B.15 in the nominative case for an inflected form of that word. If, however, the abbreviation includes the final letter(s) of the word, modify the abbreviation to show the final letter(s) of the inflected form (e.g., *литераура*, *лит-ра*; *литературы*, *лит-ры*).

### B.9. ROMAN ALPHABET ABBREVIATIONS

(Footnotes for this listing appear on page B-7)

TERM	ABBREVIATION	TERM	ABBREVIATION
aastakäik	aastak	Ausgabe	Ausg.
Abdruck	Abdr.	avdeling	avd.
abgedruckt	abgedr.	Band	Bd.
Abteilung, Abtheilung	Abt.	band	bd.
accompaniment	acc.	Bändchen	Bdchn.
afdeling	afd.	Bände	Bde.
aflevering	afl.	baritone	Bar <sup>2</sup>
altitude	alt. <sup>1</sup>	bass	B <sup>2</sup>
alto	A <sup>2</sup>	Before Christ	B.C.
and	& <sup>3</sup>	bilangan	bil.
and others	et al.	binary coded decimal	BCD
Anno Domini	A.D.	bind	bd.
approximately	approx.	black and white	b&w
årgang	årg.	bogtrykkeri	bogtr.
argraffiad	arg.	boktrykkeri	boktr.
arranged	arr.	book	bk.
arranger	arr.	born	b.
átdolgozott	átdolg.	bóvített	bóv.
Auflage	Aufl.	broj	br.
augmenté, -e	augm.	Brother, -s	Bro., Bros. <sup>4</sup>
augmented	augm.	Buchdrucker, -ei	Buchdr.
aumentada	aum.	Buchhandlung	Buchh.
aumentato	aum.	bulletin	bull.

ABBREVIATIONS

TERM	ABBREVIATION	TERM	ABBREVIATION
bytes per inch	bpi	erweitert	erw.
capitolo	cap.	establecimiento	
část	c.	tipográfico	estab. tip.
centimetre, -s	cm	et alii	et al.
century	cent. <sup>5</sup>	et cetera	etc.
cetakan	cet.	évfolyam	évf.
chapter	ch.	facsimile, -s	facsim., facsims.
circa	ca.	fascicle	fasc.
číslo	čís.	fascicule	fasc.
colored, coloured	col.	flourished	fl.
Compagnia	Cia.	folio	fol.
Compagnie	Cie	following	ff.
Compañía	Cía.	foot, feet	ft.
Company	Co.	frame, -s	fr.
compare	cf.	frames per second	fps
compiler	comp. <sup>6</sup>	fratelli	f.lli <sup>4</sup>
confer	cf.	Gebrüder	Gebr. <sup>4</sup>
copyright	c	gedruckt	gedr.
Corporation	Corp.	genealogical	geneal.
corrected	corr.	godina	g.
corregido	corr.	government	govt.
corretto, -a	corr.	Government Printing	
corrigé, -e	corr.	Office	G.P.O.
część	cz.	Handschrift, -en,	Hs., Hss.
declination	decl. <sup>1</sup>	Her (His) Majesty's	
deel	d.	Stationery Office	H.M.S.O.
del (Danish, Norwegian, Swedish)	d.	Hermanos	Hnos. <sup>4</sup>
département	dép.	hour, -s	hr.
Department	Dept.	id est	i.e.
diameter	diam.	Idus	ld.
died	d.	illustration, -s	ill.
diena	d.	illustrator	ill. <sup>6</sup>
djilid	djil.	imienia	im.
document	doc.	imprenta	impr.
dopunjeno	dop.	imprimerie	impr.
drukarnia	druk.	inch, -es	in.
edición	ed.	inches per second	ips
edition, -s	ed., eds.	including	incl.
édition	éd.	Incorporated	Inc. <sup>4</sup>
editor	ed. <sup>6</sup>	introduction	introd.
edizione	ed.	izdája	izd.
enlarged	enl.	izmenjeno	izm.
equinox	eq. <sup>1</sup>	jaargang	jaarg.
ergänzt	erg.	Jahrgang	Jahrg.
		javitott	jav.



ABBREVIATIONS

TERM	ABBREVIATION	TERM	ABBREVIATION
jilid	jil.	nummer	nr.
Kalendae	Kal.	nuovamente	nuov.
kiadás	kiad.	odbitka	odb.
kilometre, -s	km	oddział	oddz.
kniha	kn.	Old Testament	O.T.
knjiga	knj.	omarbeidet	omarb.
Kötet	köt.	oplag	opl.
Księgarnia	księg.	opplag	oppl.
leto	l.	opracowane	oprac.
librairie	libr.	opus	op.
Lieferung	Lfg.	otisk	ot.
Limited	Ltd. <sup>4</sup>	page, -s	p.
livraison	livr.	paperback	pbk.
maatschappij	mij.	part, -s	pt., pts. <sup>7</sup>
manuscript, -s	ms., mss.	parte	pt.
ménue	mèn.	partie, -s	ptie, pties
metai	m.	phonogram (copyright)	p
metre, -s	m	photograph, -s	photo., photos. <sup>8</sup>
mezzo-soprano	Mz <sup>2</sup>	plate number, -s	pl. no.
miesięcznik	mies.	poprawione	popr.
millimetre, -s	mm	portrait, -s	port., ports.
minute, -s	min.	posthumous	posth.
miscellaneous	misc.	predelan	pred.
monophonic	mono.	preface	pref.
Nachfolger	Nachf. <sup>4</sup>	preliminary	prelim.
nakład	nakł.	printing	print. <sup>9</sup>
načladatelství	nakł.	privately printed	priv. print.
naukowy	nauk.	projection	proj. <sup>1</sup>
neue Folge	n.F.	proširen	proš.
new series	new ser.	przekład	przekł.
New Testament	N.T.	przerobione	przerob.
no name (of publisher)	s.n.	pseudonym	pseud.
no place (of publication)	s.l.	publishing	pub.
nombor	no.	quadraphonic	quad.
nomor	no.	redakcja	red.
Nonae	Non.	refondu, -e	ref.
nouveau, nouvelle	nouv.	réimpression	réimpr.
number, -s	no.	report	rept.
numbered	numb.	reprinted	repr.
numer	nr.	reproduced	reprod.
numero (Finnish)	n:o	reviderade	revid.
numéro (French)	no	révisé, -e	rév.
numero (Italian)	n.	revised	rev.
número (Spanish)	no.	revolutions per minute	rpm
Nummer	Nr.	revu, -e	rev.

ABBREVIATIONS

TERM	ABBREVIATION	TERM	ABBREVIATION
right ascension	RA <sup>1</sup>	tome	t.
riveduto	riv.	tomo	t.
ročník	roč	towarzystwo	tow.
rocznik	roc.	translator	tr. <sup>6</sup>
rok	r.	typographical	typog.
rozszerzone	rozs.	typographie,	
second, -s	sec.	typographique	typ.
série	sér.	udarbejdet	udarb.
series	ser.	udgave	udg.
sešit	seš.	udgivet	udg.
signature	sig.	uitgaaf	uitg.
silent	si.	uitgegeven	uitg.
sine loco	s.l.	uitgevers	uitg.
sine nomine	s.n.	umgearbeitet	umgearb.
skład główny	skł. gł.	unaccompanied	unacc.
soprano	S <sup>2</sup>	Universitäts-Buchdrucker, -ei	
sound	sd. <sup>8</sup>	Univ.-Buchdr.	
stabilimento tipográfico	stab. tip.	upplaga	uppl.
stereophonic	stereo.	utarbeidet	utarb.
številka	št.	utgave	utg.
stronica	str.	utgiven	utg.
superintendent	supt.	uzupełnione	uzup.
Superintendent of Documents	Supt. of Docs.	verbesserte	verb.
supplement	suppl.	vermehrte	verm.
svazek	sv.	volume, -s	v.
szám	sz.	volume, -s	vol., vols. <sup>10</sup>
tahum	th.	vuosikerta	vuosik.
talleres gráficos	tall. gráf.	vydání	vyd.
Teil, Theil	T.	wydanie	wyd.
tenor	T <sup>2</sup>	wydawnictwo	wydawn.
tipografía, tipográfica	tip.	wydział	wydz.
tiskárna	tisk.	založba	zal.
title page	t.p.	zeszyt	zesz.
tjetakan	tjet.	zväzok	zv.
		zvezek	zv.

## ABBREVIATIONS

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<sup>1</sup> Use only in recording mathematical data in entries for cartographic materials.

<sup>2</sup> Use only in notes to indicate voice range of vocal works.

<sup>3</sup> Use only in uniform titles in listing languages.

<sup>4</sup> Use only in names of firms and other corporate bodies.

<sup>5</sup> Use in headings and in indicating the period when a manuscript was probably written.

<sup>6</sup> Use only in a heading as a designation of function (see 21.0D).

<sup>7</sup> Do not use in recording the extent of the item in the case of music.

<sup>8</sup> Do not use in general or specific material designations.

<sup>9</sup> Do not use in recording the date of printing in the publication, distribution, etc., area

(see 1.4F6, 1.4G4, 2.4G2).

<sup>10</sup> Use at the beginning of a statement and before a roman numeral.

ABBREVIATIONS

**B.10 CYRILLIC ALPHABET ABBREVIATIONS**

TERM	ABBREVIATION	TERM	ABBREVIATION
без имена	б.и.	и так далее	и т. д.
без имени	б.и.	и тому подобное	и т. п.
без імени	б.і.	издание	изд.
без места	б.м.	издательство	изд-во
без месца	б.м.	имени	им.
без міста	б.м.	Императорский	Имп.
без място	б.м.	институт	ин-т
видання	вид.	исправленный	испр.
видавництво	вид-во	исследовательский	иссл.
відповідальний	відп.	інститут	ін-т
военный	воен.	книга	кн.
всероссийский	всерос.	книгоиздательство	кн-во
всесоюзный	всес.	книга	кн.
вступление,		комитет	ком-т
вступительный	вступ.	литература	лит-ра
выдавецтва	выд-ва	література	літ-ра
выпуск	вып.	медицинский	мед.
географический	геогр.	музыкальный	муз.
геологический	геол.	народный	нар.
главный	глав.	научный	науч.
год	г.	научный	науч.
головний	гол.	областной	обл.
городской	гор.	оборонный	обор.
государственный	гос.	обработанный	обоаб.
губернский	губ.	общество	об-во
державний	держ.	ответственный	отв.
дзяржаўны	дзярж.	отделение	отд-ние
диссертация	дисс.	палітычны	паліт.
дополненный	доп.	педагогический	педагог.
државен	држ.	переработанный	перер.
държавен	държ.	пересмотренный	пересм.
друкарня	друк.	полиграфический	полигр.
електричний	електр.	политический	полит.
енергетичний	енерг.	політичний	політ.
железнодорожный	жел-дор.	предисловие	предисл.
заглавие	загл.	переработан	прер.
и другие	и др.		

## ABBREVIATIONS

TERM	ABBREVIATION	TERM	ABBREVIATION
промышленность	промышл.	типография	тип.
радянський	рад.	типо-литография	типо-лит.
редакция	ред.	товариство	т-во
рік	р.	товарищество	т-во
рэдакця	рэд.	том	т.
селскостопански	сел.-стоп.	транспортный	трансп.
сельскохозяйственный	с.-х.	украинский	укр.
сільськогосподарський	с.-г.	университетский	унив.
скорочений	скор.	управление	упр.
советский	сов.	учебный	учеб.
сокращенный	сокр.	финансовый	фин.
социалистический	социалист.	химический	хим.
социальный	соц.	хімічний	хім.
статистический	стат.	художественный	худож.
страница	стр.	центральный	центр.
строительный	строит.	часть	ч.
текстильный	текстил.	экономический	экон.
теоретический	теорет.	электрический	электр.
технический	техн.	энергетический	энерг.
		юридический	юрнд.

### B.11 GREEK ALPHABET ABBREVIATIONS

TERM	ABBREVIATION	TERM	ABBREVIATION
Ἀδελφοί	Ἄφοί	ἐπηξημένη	ἐπηξ.
ἀναθεωρημένη	ἀναθ.	καὶ ἄλλοι	κ.ἄ.
ὄνευ ὀνόματος	ᾠ.ὀ.	μέρος	μέρ.
ὄνευ τόπου	ᾠ.τ.	Πανεπιστήμιον	Παν.
ὀριθμᾶς	ᾠρ.	Σύλλογος	Σύλλ.
βελτιωμένη	βελт.	τεύχος	τεύχ.
δελτίον	δελт.	τμήμα	τμ.
δηλαδή	δηл.	τόμος	т.
ἐκδοσίς	ἐκδ.	Τυπογραφεῖον	Τυποгр.
Ἐκδοτικός			
Οἶκος	Ἐκδοτ. Οἶκος		

## ABBREVIATIONS

### B.12. HEBREW ALPHABET ABBREVIATIONS

TERM	ABBREVIATION	TERM	ABBREVIATION
אויסגאבע	"אויסג	חסד מוציא לאור	חמו"ל
אויפלאגע	"אויפל	חסד מקום	ח"מ
און אנדעזע	א"א	טייל	"טל
אן אדט	א"א	טערי דפוס	ט"ד
אן פאדלאג	אפ"ג	יאדגאנג	"יאדג
באנד	"בד	מהדודה	מהד
גליין	גל	מספד	מס
דאס הייסט	ד"ה	נומעד	נומ"
זא אומד	ז"א	פאדבעסעזעטע	פאדב
חובד	חוב	פאדמדטע	"פאדמ

### B.13. ABBREVIATIONS USED IN CITING BIBLIOGRAPHIC SOURCES

**B.13A.** Use common, self-explanatory abbreviations of the type listed below in citing the source of data used in the catalogue entry, provided the use of abbreviations does not obscure the language of the source cited.

TERM	ABBREVIATION	TERM	ABBREVIATION
American	Amer.	directory	direct.
annuaire	ann.	encyclopedia	encycl.
annuario	ann.	English	Engl.
anuario	an.	history	hist.
bibliography	bibl.	Katalog	Kat.
biography	biog.	literature	lit.
British	Brit.	littérature	litt.
catalog(ue)cat.		museum	mus.
cyclopedia	cycl.	national	nat.
diccionario	dicc.	report	rept.
dictionary	dict.		

### B.14. NAMES OF CERTAIN COUNTRIES, STATES, PROVINCES, TERRITORIES, ETC.

**B.14A.** Use the following abbreviations of the names of certain countries and of states, provinces, territories, etc., of Australia, Canada, and the United States when used:

- 1) as additions to certain other place names (see 23.4)
- 2) as additions to names of certain corporate bodies (see 24.4C and 24.9)
- 3) as additions to the name of the place of publication or distribution in the publication, distribution, etc., area (see 1.4C3)
- 4) in notes.

## ABBREVIATIONS

Do not abbreviate the name of a city or town even if it has the same name as a state, etc., listed below (e.g., *Washington, D.C.* not *Wash., D.C.*). Do not abbreviate any place name that is not in the list.

NAME	ABBREVIATION	NAME	ABBREVIATION
Alabama	Ala.	Newfoundland	Nfld.
Alberta	Alta.	North Carolina	N.C.
Arizona	Ariz.	North Dakota	N.D.
Arkansas	Ark.	Northern Territory	N.T.
Australian Capital Territory	A.C.T.	Northwest Territories	N.W.T.
British Columbia	B.C.	Nova Scotia	N.S.
California	Calif.	Oklahoma	Okla.
Colorado	Colo.	Ontario	Ont.
Connecticut	Conn.	Oregon	Or.
Delaware	Del.	Pennsylvania	Pa.
District of Columbia	D.C.	Prince Edward Island	P.E.I.
District Federal	D.F.	Puerto Rico	P.R.
Florida	Fla.	Queensland	Qld.
Georgia	Ga.	Rhode Island	R.I.
Illinois	Ill.	Russian Soviet Federated Socialist Republic	R.S.F.S.R.
Indiana	Ind.	Saskatchewan	Sask.
Kansas	Kan.	South Australia	S. Aust.
Kentucky	Ky.	South Carolina	S.C.
Louisiana	La.	South Dakota	S.D.
Maine	Ma.	Tasmania	Tas.
Manitoba	Man.	Tennessee	Tenn.
Maryland	Md.	Territory of Hawaii	T.H.
Massachusetts	Mass.	Texas	Tex.
Michigan	Mich.	Union of Soviet Socialist Republics	U.S.S.R.
Minnesota	Minn.	United Kingdom	U.K.
Mississippi	Miss.	United States	U.S.
Missouri	Mo.	Vermont	Vt.
Montana	Mont.	Victoria	Vic.
Nebraska	Neb.	Virgin Islands	V.I.
Nevada	Nev.	Virginia	Va.
New Brunswick	N.B.	Washington	Wash.
New Hampshire	N.H.	West Virginia	W. Va.
New Jersey	N.J.	Western Australia	W.A.
New Mexico	N.M.	Wisconsin	Wis.
New South Wales	N.S.W.	Wyoming	Wyo.
New York	N.Y.	Yukon Territory	Yukon
New Zealand	N.Z.		

ABBREVIATIONS

**B.15. NAMES OF THE MONTHS**

Use abbreviations of the names of the months in languages not listed below if they appear in style manuals for the language concerned.

BELORUSSIAN	BULGARIAN	CZECH	DANISH
студз.	ян.	led.	jan.
люут.	февр.	ún.	febr.
сак.	март	břez.	marts
крас.	април	dub.	april
май	май	květ.	maj
чэрв.	юни	červ.	juni
ліп.	юли	červen.	juli
жнівень	авг.	srp.	aug.
верас.	септ.	září	sept.
кастр.	окт.	říj.	okt.
ліст.	ноем.	list.	nov.
снеж.	дек.	pros.	dec.
DUTCH	ENGLISH	ESTONIAN	FRENCH
jan.	Jan.	jaan.	janv.
feb.	Feb.	veebr.	fév.
maart	Mar.	märts	mars
apr.	Apr.	apr.	avril
mei	May	mai	mai
juni	June	juuni	juin
juli	July	juuli	juil.
aug.	Aug.	aug.	août
sept.	Sept.	sept.	sept.
oct.	Oct.	okt.	oct.
nov.	Nov.	nov.	nov.
dec.	Dec.	dets.	déc.
GERMAN	GREEK, MODERN	HUNGARIAN	INDONESIAN
Jan. (Jän.)	Ἰαν.	jan.	Jan. (Djan.)
Feb.	Φεβρ.	feb.	Peb.
März	Μάρτ.	márc.	Mrt.
Apr.	Ἀπρ.	ápr.	Apr.
Mai	Μάϊος	máj.	Mei (Mai)
Juni	Ἰούν.	jún.	Juni (Djuni)
Juli	Ἰούλ.	júl.	Juli (Djuli)
Aug.	Αὔγ.	aug.	Ag.
Sept.	Σεπτ.	szept.	Sept.
Okt.	Ἶκτ.	okt.	Okt.
Nov.	Νοέμ.	nov.	Nop.
Dez.	Δεκ.	dec.	Des.



ABBREVIATIONS

ITALIAN

genn.  
febr.  
mar.  
apr.  
magg.  
giugno  
luglio  
ag.  
sett.  
ott.  
nov.  
dic.

LATIN

Ian.  
Febr.  
Mat.  
Apr.  
Mai.  
Iun.  
Iul.  
Aug.  
Sept.  
Oct.  
Nov.  
Dec.

LATVIAN

jan.  
feb.  
marts  
apr.  
maijs  
junijs  
julijs  
aug.  
sept.  
okt.  
nov.  
dec.

LITHUANIAN

saus.  
vas.  
kovas  
bal.  
geg.  
birž.  
liepa  
rugp.  
rugs.  
spalis  
lapkr.  
gr.

MALAYSIAN

Jan.  
Feb.  
Mac  
Apr.  
Mei  
Jun  
Julai  
Og.  
Sept.  
Okt.  
Nov.  
Dis.

NORWEGIAN

jan.  
febr.  
mars  
april  
mai  
juni  
juli  
aug.  
sept.  
okt.  
nov.  
des.

POLISH

stycz.  
luty  
mar.  
kwiec.  
maj  
czerw.  
lip.  
sierp.  
wrzes.  
paźdz.  
listop.  
grudz.

PORTUGUESE

jan.  
fev.  
março  
abril  
maio  
junho  
julho  
agosto  
set.  
out.  
nov.  
dez.

ROMANIAN

Ian.  
Feb.  
Mar.  
Apr.  
Mai  
Iunie  
Iulie  
Aug.  
Sept.  
Oct.  
Noem.  
Dec.

RUSSIAN

январь.  
февр.  
март (мартъ)  
апр.  
май  
июнь (іюнь)  
июль (іюль)  
авг.  
сент.  
окт.  
ноябрь  
дец.

S E R B O -  
CROATIAN

jan.  
febr.  
mарт  
април  
мај  
јуни  
јули  
ауг.  
септ.  
окт.  
нов.  
дец.

siječ.  
velj.  
ožuj.  
rav.  
svib.  
lip.  
srp.  
kol.  
ruj.  
list.  
stud.  
pros.

SLOVAK

l'ad.  
ún.  
brez.  
dub.  
kvet.  
červ.  
červen.  
srp.  
zári.  
ruj.  
list.  
pros.

jan.  
feb.  
mar.  
apr.  
máj  
jún  
júl  
aug.  
sept.  
okt.  
nov.  
dec.

## ABBREVIATIONS

SLOVENIAN	SPANISH	SWEDISH	UKRAINIAN	WELSH
jan.	enero	jan.	січ.	Ion.
feb.	feb.	febr.	лют.	Chwef.
mar.	marzo	mars	бер.	Maw.
apr.	abr.	april	квіт.	Ebr.
maj	mayo	maj	трав.	Mai
jun.	jun.	juni	чер.	Meh.
iul.	jul.	juli	лип.	Gorff.
avg.	agosto	aug.	серп.	Awst
sept.	sept. (set.)	sept.	вер.	Medi
okt.	oct.	okt.	жовт.	Hyd.
nov.	nov.	nov.	лист.	Tach.
dec.	dic.	dec.	груд.	Rhag.

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# NUMERALS

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### **C.1. GENERAL RULE**

**C.1A.** Apply the following rules to all items published in the nineteenth century or later. Apply them also to items published before the nineteenth century unless rules 2.12-2.18 instruct otherwise.

### **C.2. ARABIC VS. ROMAN**

#### **C.2A. Heading**

## NUMERALS

**C.2A1.** Use roman numerals in headings for persons (e.g., rulers, popes) and for corporate bodies identified by names including roman numerals unless, in the case of a corporate body, a particular rule instructs otherwise (see 24.7B2).

**John XXII, Pope**

**C.2A2.** In uniform titles, use roman numerals that are integral parts of the name of the work.

**Sancho II y el cerco de Zamora**

In the case of numerals used to identify particular parts of a work, follow the instructions in the appropriate rule (see 25.6A2, 25.18A3).

### **C.2B. Description**

**C.2B1.** Substitute arabic numerals for roman in the following areas and elements of the bibliographic description:

- a) in an edition statement
- b) in the material (or type of publication) specific details area unless a particular rule directs otherwise (see 3.3B2) or unless C.2B2 applies
- c) in the date of publication, distribution, etc., element
- d) in the other physical details element of the physical description area
- e) in the series numbering in the series area unless C.2B2 applies.

**C.2B2.** Use roman numerals in the areas and elements listed in C.2B1 if the substitution of arabic numerals makes the statement less clear (e.g., when roman and Arabic numerals are used in conjunction to distinguish the volume, section, series, or other group from the number, part, or other division of that group).

(The Washington papers ; vol. IV, 36)

**C.2B3.** When using roman numerals, give them in capitals except those used in paging or page references and those appearing in lowercase in the chief source of information or in quoted notes. Use lowercase roman numerals in paging or page references even when capitals appear in the item.

xliii, 289p.

## **C.3. ARABIC NUMERALS VS. NUMBERS EXPRESSED AS WORDS**

### **C.3A. Headings**

**C.3A1.** Retain numbers expressed as words in the names of corporate bodies unless a particular rule instructs otherwise (see 24.7B2).

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### **Four Corners Geological Society**

**C.3A2.** Retain numbers expressed as words in uniform titles if they are an integral part of the name of the work. In the case of numbers used to identify particular parts of a work, follow the instructions in the appropriate rule (see 25.6A2, 25.18A3).

### **Quinze joies du mariage**

#### **C.3B. Description**

**C.3B1.** Substitute arabic numerals for numbers expressed as words in the following areas and elements of the bibliographic description:

- a) in an edition statement
- b) in the material (or type of publication) specific details area unless a particular rule directs otherwise (see 3.3B2)
- c) in the date of publication, distribution, etc. element unless a particular rule directs otherwise (see 1.4F1)
- d) in the physical description area
- e) in the series numbering.

#### **C.4. NUMERALS BEGINNING NOTES**

**C.4A.** Express a numeral that is the first word of a note in words unless the note is a quotation. In the latter case, give the numeral as it appears in the source.

First ed. published in 1954  
"5th anniversary printing" – T.p. verso  
Four no. a year, 1931; 5 no. a year, 1932-1934

#### **C.5. ORIENTAL NUMERALS**

**C.5A.** In cataloguing Arabic alphabet, Far Eastern, Greek, Hebrew, Indic, etc., materials, substitute roman numerals or Western-style arabic numerals for numerals in the vernacular as instructed in the following rules.

**C.5B.** Use roman numerals in romanized headings for persons identified by numerals (e.g., rulers).

**C.5C.** Use Western-style arabic numerals in romanized headings for corporate bodies and in uniform titles.

**Thawrat 25 Mayu, 1969**  
**Lajnah al- 'Ulya li-Ihtifalat 14 Tammuz**

## NUMERALS

**C.5D.** Use Western-style arabic numerals in the following areas and elements of the bibliographic description:

- a) in an edition statement
- b) in the material (or type of publication) specific details area unless a particular rule directs otherwise (see 3.3B2)
- c) in the date of publication, distribution, etc. element
- d) in the physical description area
- e) in the series numbering.

**C.5E.** Consider inclusive dates and other numbers to be single unit in languages that are read from right to left.

1960-1965                      *not*      1965-1960

Add punctuation to the left of the inclusive dates or numbers.

.1973-1976.

### C.6. INCLUSIVE NUMBERS

**C.6A.** Give inclusive dates and other inclusive numbers in full.

1967-1972  
p. 117-128

### C.7. ALTERNATIVE DATES

**C.7A.** When alternative dates of birth or death are given in headings for persons (see 22.12A), give the second of the alternatives in full.

1836 or 1837-1896  
d. 1819 or 1820

### C.8. ORDINAL NUMERALS

**C.8A.** In case of English-language items, record ordinal numerals in the form 1st, 2nd, 3rd, 4th, etc.

**C.8B.** In the case of other languages, follow the usage of the language if ascertainable<sup>1</sup>,

1<sup>er</sup>, 2<sup>re</sup>, 3<sup>e</sup>, etc.  
(*French*)  
1., 2., 3., etc.  
(*German*)

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<sup>1</sup> A useful source for the form of ordinal numerals in European languages is : Allen, C.G. *A Manual of European Language for Librarians.* – London ; New York : Bowker, 1975.

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1<sup>o</sup>, 1<sup>a</sup>, 2<sup>o</sup>, 2<sup>a</sup>, 3<sup>o</sup>, 3<sup>a</sup>, etc.  
(*Italian*)

**C.8C.** For Chinese, Japanese, and Korean items, accompany the arabic numeral by the character indicating that the numeral is ordinal.

**C.8D.** If the usage of a language cannot be ascertained, use the form 1., 2., 3., etc.





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## GLOSSARY

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This glossary contains definitions of most of the archival terms used in these rules. The terms have been defined only within the context of the rules. For definitions of other terms, consult the standard glossaries or dictionaries.<sup>1</sup> All terms defined elsewhere in the glossary are capitalized. A *see* reference refers from an unused to a used term. A *see also* reference refers to a related term defined in the glossary. The equivalent term in French appears at the end of the definition in parentheses.

**Access point.** A name, term, etc., by which a DESCRIPTIVE RECORD may be searched and identified. (*Catégorie d'accès*)

**Accession.** (1) The formal acceptance into custody and recording of an ACQUISITION. (2) An ACQUISITION so recorded. (*Acquisition*)

**Accompanying material.** Material issued with, and intended to be used with, the ITEM being described. (*Documents d'accompagnement*)

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<sup>1</sup> The sources consulted in the course of the compilation of this glossary include *Anglo-American Cataloguing Rules* / prepared under the direction of the Joint Steering Committee for Revision of AACR ... - 2nd ed., 1988 revision. - Ottawa : Canadian Library Association; London : Library Association Publishing; Chicago : American Library Association, 1988; *Dictionary of Archival Terminology : English and French : with Equivalents in Dutch, German, Italian, Russian and Spanish = Dictionnaire de terminologie archivistique* / edited by Peter Walne. 2d revised ed. - München ; New York ; London ; Paris : K.G. Saur, 1988. - (ICA handbooks series ; vol. 7); *Dictionnaire des archives : de l'archivage aux système d'information : français-anglais-allemand* / École nationale des chartes. - [Paris] : Afnor, 1991; *A Dictionary of Law : Containing Definitions of the Terms and Phrases of American and English Jurisprudence, Ancient and Modern* / by Henry Campbell Black. - New York : Lawbook Exchange, 1991; *A Glossary for Archivists, Manuscript Curators, and Records Managers* / compiled by Lewis J. Bellardo and Lynn Lady Bellardo. - Chicago : The Society of American Archivists, 1992. - (SAA Archival Fundamentals Series); *Keeping Archives* / edited by Ann Pederson. - Sydney, Australia : Australian Society of Archivists, 1987; *MARC For Archives and Manuscripts : The AMC Format* / by Nancy Sahill. - Chicago : Society of American Archivists, 1985; *Thesaurus for Graphic Materials II: Genre and Physical Characteristic Terms* / Library of Congress, Prints and Photographs Division, 1995.

## GLOSSARY

**Accrual.** An ACQUISITION which belongs to a unit of archival material already in the custody of the repository. (*Versement complémentaire*) See also **Open fonds, collection or series.**

**Acquisition.** An addition to the holdings of a repository. (*Acquisition*)

**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 the word *or* its equivalent in another language. (*Titre alternatif*)

**Architectural drawings.** Graphic delineations made for the design and construction (or documentation of design and construction) of sites, structures, details, fixtures, furnishings, and decorations, as well as other objects designed by an architect or architectural office. (*Dessins d'architecture*)

**Archival document.** See **Record.**

**Archival material.** See **Record.** (*Document d'archives*)

**Area of description.** A major section of the description, comprising data of a particular category or set of categories. (*Zone de description*) See also **Element of description.**

**Arrangement.** The process and results of the analysis and identification of DOCUMENTS, in accordance with archival principles, undertaken with the aim of achieving different types of control (e.g., intellectual, physical, etc.). (*Classification, Classement*) See also **Level of arrangement**

**Artist's series.** See **Publisher's series.**

**Associated material.** RECORDS outside the repository, which are related by PROVENANCE to the UNIT BEING DESCRIBED. (*Documents connexes*)

**Author.** The person(s), corporate body(ies), or family(ies) chiefly responsible for the intellectual or artistic content of a document. (*Auteur*)

## GLOSSARY

**Box.** A storage container, variable in terms of composition, construction, and dimensions, intended to protect and facilitate the shelving and handling of RECORDS. (*Boîte*)

**Caption.** (1) A TITLE given at the beginning of the first page of a textual DOCUMENT. (2) A TITLE given on, or in conjunction with, graphic DOCUMENTS. ((1) *Titre de départ* (2) *Légende*)

**Cartographic records.** Records containing information depicting in graphic or photogrammetric form, a portion of the linear surface of the earth or of a celestial body (such as maps, charts, plans and related materials including globes, atlases, topographic and hydrographic charts, cartograms and relief models, and aerial photographs). (*Document cartographique*)

**Chief source of information.** The source of data to be given preference as the source from which a description (or portion thereof) is prepared. (*Source principale d'information*)

**Collection.** (1) A grouping of DOCUMENTS of any PROVENANCE intentionally assembled on the basis of some common characteristic; (2) A level of description. (*Collection*)

**Collective title.** A formal TITLE PROPER that is an inclusive TITLE for an ITEM containing two or more parts. (*Titre collectif*)

**Collector.** The person or CORPORATE BODY that brought together a COLLECTION. (*Collectionneur*)

**Colophon.** A statement at the end of a DOCUMENT giving information about one or more of the following: the TITLE, AUTHOR(S), publisher, printer, date of publication or printing. It may include other information. (*Achévé d'imprimer*)

**Conventional name.** A name, other than the real or official name, by which a CORPORATE BODY, place, or thing has come to be known. (*Nom conventionnel*)

**Copy.** A duplication, in whole or in part, of an ORIGINAL DOCUMENT. (*Copie*) See *also Facsimile*.

**Corporate body.** An organization or association of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are

## GLOSSARY

societies, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, places of worship, and conferences. (*Personne morale*)

**Creator.** See **Provenance**.

**Description.** The recording in a standardized form of information about the structure, function and content of RECORDS. (*Description*)

**Descriptive record.** A representation of a UNIT BEING DESCRIBED. (*Notice descriptive*)

**Descriptive unit.** (*Unité archivistique à décrire*) See **Unit being described**.

**Discrete item.** An item that does not form a part of a larger body of materials. (*Pièce isolée*)

**Document.** Recorded information. (*Document*) See also **Record**.

**Edition.** All manifestations of a DOCUMENT *either* embodying the same content and made from the same ORIGINAL(S) *or* produced from essentially the same master COPY and issued by the same entity. See also **Copy, Original**.

**Electronic record.** (*Document informatique*) See **Records in electronic form**.

**Element of description.** A word, phrase or group of characters representing a distinct unit of descriptive information and forming part of an AREA OF THE DESCRIPTION. (*Élément de description*)

**Engineering drawings.** See **Technical drawings**. (*Dessins techniques*)

**Extent of descriptive unit.** The first element of the physical description area. It gives the number and the SPECIFIC MATERIAL DESIGNATION of the physical units of the material being described and, in some cases, other indications of the extent, e.g., duration. (*Étendue de l'unité archivistique à décrire*) See also **Specific material designation**.

**Facsimile.** A reproduction of a DOCUMENT, similar in appearance but not necessarily in size. (*Fac-similé*)

## GLOSSARY

**File.** (1) An organized unit of DOCUMENTS, usually within a SERIES, brought together because they relate to the same subject, activity, or transaction. (2) A LEVEL OF DESCRIPTION.

**(Dossier)**

**Finding aids.** Descriptive tools containing information that establishes control over RECORDS and facilitates their retrieval. **(Instrument de recherche)**

**Folder.** A folded sheet of cardboard or heavy paper serving as a cover for a set of related DOCUMENTS. **(Chemise)**

**Fonds.** (1) The whole of the DOCUMENTS, regardless of form or medium, automatically and organically created and/or accumulated and used by a particular individual, family, or CORPORATE BODY in the course of that creator's activities or functions. (2) A LEVEL OF DESCRIPTION. **(Fonds)**

*Note:* For the purposes of these rules, that part of a fonds that is actually present in the repository is what is described at the fonds LEVEL OF DESCRIPTION. A fonds is not equivalent to an accession. A fonds may contain two or more accession units; similarly, an ACCESSION may contain more than one fonds.

**Form.** The physical (e.g., watercolour, drawing) or intellectual (e.g., diary, journal, daybook, minute book) characteristics of a DOCUMENT. **(Forme)**

**Formal title.** The TITLE that appears prominently in or on the CHIEF SOURCE OF INFORMATION. **(Titre officiel propre)**

**General material designation.** A term indicating the broad class of material to which the UNIT BEING DESCRIBED belongs, e.g., graphic material. **(Indication générale du genre de document)** See also **Specific material designation.**

**Graphic material.** DOCUMENTS in the form of pictures, photographs, illustrations, prints, and the products of other pictorial processes. **(Document iconographique)**

**Heading.** **(Vedette)** See **Access point.**

## GLOSSARY

**Item.** (1) An archival unit that can be distinguished from a group and that is complete in itself;  
(2) A LEVEL OF DESCRIPTION. (*Pièce*)

**Leaf.** A sheet of paper or parchment each side of which is referred to as a PAGE. (*Feuillet*)

**Level of arrangement.** A level established during the analysis and identification of documents making up a unit of archival material. (*Niveau de classification*)

**Level of description.** The LEVEL OF ARRANGEMENT of the UNIT BEING DESCRIBED, e.g., FONDS, SERIES, COLLECTION, FILE, ITEM. (*Niveau de description*)

**Level of detail of description.** The number of ELEMENTS OF DESCRIPTION that a particular DESCRIPTIVE RECORD contains. (*Niveau d'information de la description*)

**Moving images.** Visual images, with or without sound, recorded on any medium, which, when viewed, may present the illusion of motion. (*Images en mouvement*)

**Multilevel description.** The preparation of descriptions that are related to one another in a part-to-whole relationship and that need complete identification of both parts and comprehensive whole in multiple descriptive RECORDS. (*Description à plusieurs niveaux*)

**Multimedia.** RECORDS which combine two or more media types but which, for reasons of intellectual continuity, must be conceived of as a unit, e.g., slide tape programs. (*Ensemble multi-support*)

**Multiple media.** More than one broad class of material. (*Supports multiples*)

**Object.** A three-dimensional artefact or a naturally occurring entity. (*Objet*)

**Open fonds, collection or series.** A FONDS, COLLECTION or SERIES to which ACCRUALS are expected. (*Fonds ouvert, collection ouverte ou série ouvert*) See also **Accrual**

**Original.** (1) In archival science, a complete and finished DOCUMENT capable of producing the effects for which it was created, and the first to be issued in that form. (2) In law, the first COPY of a DOCUMENT from which other instruments may be transcribed, copied, or

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imitated. (3) In reprography, the source DOCUMENT or intermediate COPY from which copies are produced. (*Original*)

**Other title information.** Title information usually appearing in or on the CHIEF SOURCE OF INFORMATION in conjunction with a TITLE PROPER, other than the TITLE PROPER or PARALLEL TITLES. (*Complément du titre*)

**Page.** One side of a LEAF. (*Page*)

**Parallel title.** The formal TITLE PROPER in another language and/or script recorded in the title and STATEMENT OF RESPONSIBILITY AREA. (*Titre parallèle*)

**Personal author.** (*Auteur*) See **Author**

**Philatelic records.** Stamps, postal stationery and all other documents created and/or used to signify pre-payment or payment due for postal services; stamps or other labels resembling the material described above, but which have no postal value; cancellations other marks created and/or used by a postal administration to show evidence of postal usage; material bearing one or more of items described above. (*Documents philatéliques*)

**Principle of provenance.** (*Principe de provenance*) See **Respect des fonds**.

**Provenance.** The person(s), family (families), or CORPORATE BODY (bodies) that created and/or accumulated and used RECORDS in the conduct of personal or business life. (*Provenance*) See also **Respect des fonds**.

**Pseudonym.** A name assumed by a PERSONAL AUTHOR to conceal or obscure his or her identity. (*Pseudonyme*)

**Publisher's series.** A group of separate ITEMS related to one another by the fact that each item bears, in addition to its own TITLE PROPER, a COLLECTIVE TITLE applying to the group as a whole. The individual items may, or may not, be numbered. (*Collection*)

**Record.** A DOCUMENT made or received in the course of the conduct of affairs and preserved. (*Document d'archives*)

## GLOSSARY

**Records in electronic form.** Records that are encoded for manipulation by a computer.  
(*Documents sous forme électronique*)

**Respect des fonds.** The principle that the RECORDS of a person, family or CORPORATE BODY must be kept together in their original order, if it exists or has been maintained, and not be mixed or combined with the records of another individual or corporate body. (*Respect des fonds*) See also **Custodial history** and **Provenance**.

**Respect for original order.** (*Respect de l'ordre primitif*) See **Respect des fonds**.

**Restrictions on access.** The conditions governing access to all or part of the UNIT BEING DESCRIBED, including any laws, regulations, policies, donor terms, or any other relevant access conditions. (*Restriction à la consultation*)

**Series (archival).** (1) DOCUMENTS arranged systematically or maintained as a unit because they relate to a particular function or subject, result from the same activity, have a particular form, or because of some other relationship arising out of their creation or, arising out of their receipt and use. (2) A LEVEL OF DESCRIPTION. (*Série*)

**Series (publisher's).** (*Collection*) See **Publisher's series**.

**Sound recording.** A DOCUMENT on which sound has been recorded and may be played back. (*Document sonore*)

**Specific material designation.** The name of the special class of material to which the UNIT BEING DESCRIBED belongs. (e.g., microfilm, photoprint). (*Indication spécifique du genre de document*) See also **General material designation**.

**Statement of responsibility.** A statement that appears in conjunction with a FORMAL TITLE, relating to the PERSONAL AUTHOR(S) of the DOCUMENT, to CORPORATE BODY (bodies) or a family (families) from which the content emanates, or to person(s) or CORPORATE BODY (bodies) responsible for the performance of the content of the DOCUMENT. (*Mention de responsabilité*)



## GLOSSARY

**Supplied title.** A TITLE provided for the UNIT BEING DESCRIBED that has no FORMAL TITLE. It may be taken from the archival material, from an external source, or it may be composed by the archivist. (*Titre composé*)

**Technical drawings.** Graphic delineations made for the design and construction (or documentation of design and construction) of civil, hydraulic, mechanical, and other engineering works or structural components. (*Dessins techniques*)

**Textual records.** Written RECORDS, whether handwritten, typescript, published, or generated by any other means, which are accessible to the eye without the aid of a machine. (*Documents textuels*)

**Title.** A word, phrase, character, or group of characters that names a UNIT BEING DESCRIBED. (*Titre*)

**Title page.** A PAGE at the beginning of an ITEM bearing the FORMAL TITLE proper and usually, though not necessarily, the STATEMENT OF RESPONSIBILITY and data relating to that ITEM. (*Page de titre*)

**Title proper.** The chief name of a UNIT BEING DESCRIBED, including FORMAL or SUPPLIED TITLES, but excluding PARALLEL TITLES and OTHER TITLE INFORMATION. (*Titre propre*)

**Unit being described.** Document or accumulation of documents forming the object of description. (*Unité archivistique à décrire*) See also **Level of description**.

**Variant title.** A TITLE, other than a TITLE PROPER or PARALLEL TITLE, which appears in or on the CHIEF SOURCE OF INFORMATION, or elsewhere in the UNIT BEING DESCRIBED. (*Variante du titre*)

**Version.** See **Edition**.



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# INDEX

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Compiled by Hugo L.P. Stibbe

This index covers the rules (including introductions to the rules) and Appendix D (Glossary). App. D (Glossary) indicates that the term is defined in that glossary. The index does not include examples or terms which occur in the examples.

The rules for description (Part I) have been indexed only to the general chapter (chapter 1) unless there is an amplification or amendment in a later chapter dealing with a special class of material.

The entries are arranged letter-by-letter.

*Abbreviations used in the index*

App.	Appendix
(note)	Footnote
(Option)	<i>Optional addition</i>
(Option)	<i>Optionally</i>

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