RULES FOR ARCHIVAL DESCRIPTION
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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

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
PREFACE TO THE 2008 REVISION

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
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.1

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 Archivist’s Canadian Working Group on Archival Descriptive
Standards.2 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.3 Efforts in this direction were already well advanced by
Michael Cook and Margaret Procter4 in Great Britain and Steven Hensen5 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.6 In Québec, the

p. 19.

2 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.

3 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).

4 Michael Cook and Margaret Procter, Manual of Archival Description, 2d ed. (Great

5 Archives, Personal Papers, and Manuscripts: a Cataloging Manual for Archival
Repositories, Historical Societies, and Manuscript Libraries, 2d ed., comp. Steven Hensen

6 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.7

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.

When the Planning Committee reviewed the "Report of the Working Group on Description at the Fonds Level"\textsuperscript{8} and the responses of the archival community to it, it realized that general rules, \textit{Anglo-American Cataloguing Rules}, Second Edition, 1988 Revision\textsuperscript{9}, rules governing all levels of description for all media, analogous to chapter one of \textit{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.

\textbf{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.\textsuperscript{10}

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

\textsuperscript{8} "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.


\textsuperscript{10} 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.\(^{11}\)

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.\(^{12}\) 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."\(^{13}\) 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.\(^{14}\) 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


\(^{12}\) 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.

\(^{13}\) Toward Descriptive Standards, p. 57.

\(^{14}\) 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.\(^{15}\)

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.\(^{16}\) *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."\(^{17}\)

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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\(^{16}\) *AACR2R*, Rule 0.1.

\(^{17}\) *Rules for Archival Description*, Rule 0.1.
That is a matter of institutional policy.\(^\text{18}\) 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.\(^\text{19}\) 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

\(^{18}\) 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.

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
STATEMENT OF PRINCIPLES

PURPOSES OF ARCHIVAL DESCRIPTION

Archival description serves “to identify and explain the context and content of archival material in order to promote its accessibility.”\textsuperscript{20} The Bentley research group identified three specific purposes of archival description, and the methods by which these are achieved.\textsuperscript{21} 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.\textsuperscript{22}

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.

\textsuperscript{20} International Council of Archives (ICA), \textit{International Standard for Archival Description (General)}, 2\textsuperscript{nd} ed. (Ottawa: International Council of Archives, 2000), p. 7.


frameworks… The practical context in which the rules are applied depends on an understanding of the relationship between principles and standards.\(^{23}\)

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.

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.
GENERAL INTRODUCTION

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,2 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)3 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 Style4 and for spellings with Webster's New International Dictionary.5

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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 a British term (e.g., full stop).

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. 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).
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.

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.

0.11. The ALA/LC romanization tables6 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.

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.

PART I. DESCRIPTION
INTRODUCTION

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.

0.22. The rules are based on the archival principle of respect des fonds and the framework of the General International Standard Bibliographic Description (ISBD(G)). 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.

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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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.

**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. 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.

**0.25.** 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.

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8 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.

Revised version — July 2008
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.

0.27. 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).

0.28. All measurements prescribed in part I are in SI. They are the normal measurements used at this time in archival and other cultural institutions in Canada.

0.29. Rule 1.0D contains a specification of two levels of detail of description. Consider each of these levels as a minimum. 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.

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9 Système International d'Unités or International System of Units.

10 In practice, institutions may choose a level of detail that falls between the recommended levels in order to accommodate local needs.
CHAPTER 1

GENERAL RULES FOR DESCRIPTION

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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.¹

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.

¹ 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.
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.\(^1\)

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.

\(^1\) 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.
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.


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 1.0C1.²

² This table (rule 1.0C2) is adapted from ISBD(G).
### GENERAL RULES

**Area**

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
      - First statement
      - Subsequent statement

2. **Edition area**
   
   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

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

#### 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 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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3 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.
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 world [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.
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...
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\(^4\), 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

\(^4\) 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.
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.  

5 The order of the sub-elements is not prescribed.
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.
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)\(^7\) 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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\(^7\) 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).
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)\(^8\) that typifies the unit and reflects the function, activity, transaction, or subject that was the basis of its creation and/or use.\(^9\)

Minutes of meetings

Deeds of settlement

Treaty paylists

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

\(^9\) 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.\(^{10}\)

LIST OF GENERAL MATERIAL DESIGNATIONS

\(^{10}\) 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]
1.1D. Parallel titles

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


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.


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


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.


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.


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]
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

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

---

13 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.
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.
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).
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.\(^\text{16}\) 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.\(^\text{16}\) Specify the name of the calendar, e.g., Republican, Jewish, Chinese, in a note.

\(^{15}\) 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.

\(^{16}\) 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:

<table>
<thead>
<tr>
<th>YEAR (JULIAN)</th>
<th>DAYS (JULIAN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1582 – 1699</td>
<td>December 22 – 31</td>
</tr>
<tr>
<td>1700 – 1799</td>
<td>December 21 – 31</td>
</tr>
<tr>
<td>1800 – 1899</td>
<td>December 20 – 31</td>
</tr>
<tr>
<td>1900 – 1999</td>
<td>December 19 – 31</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>BRITISH ISLES (EXCEPT SCOTLAND) AND COLONIES</th>
<th>DAYS (OLD STYLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR (OLD STYLE)</td>
<td></td>
</tr>
<tr>
<td>1582 - 1699</td>
<td>January 1 – 31</td>
</tr>
<tr>
<td></td>
<td>February 1 - 28 [29]</td>
</tr>
<tr>
<td></td>
<td>March 1 – 24</td>
</tr>
<tr>
<td></td>
<td>December 22 - 31</td>
</tr>
<tr>
<td>1700 - 1750</td>
<td>January 1 – 31</td>
</tr>
<tr>
<td></td>
<td>February 1 - 28 [29]</td>
</tr>
<tr>
<td></td>
<td>March 1 – 24</td>
</tr>
<tr>
<td></td>
<td>December 21 - 31</td>
</tr>
<tr>
<td>1751</td>
<td>December 21 - 31</td>
</tr>
</tbody>
</table>
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.\textsuperscript{16a}

1927, 1952-1978

\textbf{SCOTLAND}

\begin{tabular}{ll}
YEAR (OLD STYLE) & DAYS (OLD STYLE) \\
1582 - 1599 & January 1 – 31 \\
 & February 1 - 28 [29] \\
 & March 1 – 24 \\
1600 - 1699 & December 22 - 31 \\
1700 - 1751 & December 21 - 31 \\
\end{tabular}

\textsuperscript{16a} 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. 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-

17 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.18

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

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.

18 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
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.]
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.


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.
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:
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.19 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.20

, 1697 [i.e. 1967]

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19 See footnote 16.
20 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.
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.


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
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.
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.\(^{21}\)

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

\(^{21}\) 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.
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. 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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22 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
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.23

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.

23 For the distinction between publisher's series and archival series, see the glossary.
GENERAL RULES

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
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.
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)\(^2\).

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.

\(^2\) 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.
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, Granlty, 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).
1.7B. Administrative history/Biographical sketch

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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25 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.
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)
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.
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...
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 honourary 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)
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 honourary doctorate of laws
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.

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 townsites 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.
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. 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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27 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.
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.
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 fonds)

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 fonds)

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

Transfered 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.
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.28

Also available on videocassette

1.8B16. Restrictions on access, use, reproduction, and publication29

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

28 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.

29 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.
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).
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.
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 0-921542-02-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).
CHAPTER 2

RULES FOR DESCRIPTION OF UNITS CONSISTING OF MULTIPLE MEDIA

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.
CHAPTER 3

TEXTUAL RECORDS

Contents

3.0 GENERAL RULES

3.0A Preliminary rule
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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
3.1F Statements of responsibility

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
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

3.5 PHYSICAL DESCRIPTION AREA

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

3.6 PUBLISHER'S SERIES AREA

3.6A Preliminary rule
3.6B Publisher's series statement

3.7 ARCHIVAL DESCRIPTION AREA

3.7A Preliminary rule
3.7B Administrative history / Biographical sketch
3.7C Custodial history
3.7D Scope and content

3.8 NOTE AREA

3.8A Preliminary rule
3.8B Notes

3.9 STANDARD NUMBER AREA

3.9A Preliminary rule
3.9B Standard number
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, 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:

   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.

---

1 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.

2 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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Date(s) of creation, including publication, distribution, etc.</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Publisher's series</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Archival description</td>
<td>Any source</td>
</tr>
<tr>
<td>Note(s)</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number</td>
<td>Any source</td>
</tr>
</tbody>
</table>

### 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.
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
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
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.
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
[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
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.


Cap-Saint-Ignace : [s.n.], 1990 (Cap-Saint-Ignace : Ateliers Graphiques Marc Veilleux)
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\(^3\), express the primary statement of extent in terms of the number of volumes, folders, pages, or leaves.

3 folders

---

\(^3\) Institutions may establish a different limit as a matter of policy.
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).
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.
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


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)
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)


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.
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.
3.8A4. Notes relating to reproduced material
   See 1.8A5.

3.8B. Notes
   Make notes as instructed in 1.8B and the following subrules.


   Commonly known as: Quality of Life surveys
   *(Title proper is Social change in Canada)*


   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
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.


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
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.


Donated to the archives by the creator


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.
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.


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
3.8B18. Finding aids. Make notes on finding aids as instructed in 1.8B17.


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.
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.
CHAPTER 4

GRAPHIC MATERIALS

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4.8 NOTE AREA

4.8A Preliminary rule
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4.9 STANDARD NUMBER AREA

4.9A Preliminary rule
4.9B Standard number
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:

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.

---

1 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.
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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Date(s) of creation, including publication, distribution, etc.</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Publisher's series</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Archival description</td>
<td>Any source</td>
</tr>
<tr>
<td>Note(s)</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard numbers</td>
<td>Any source</td>
</tr>
</tbody>
</table>

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.
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
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
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]
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. Fougeron 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
... / 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
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.


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
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
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.2

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.

__________________________________________
2 This punctuation is repeated for each physical description.
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\(^3\) 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

---

\(^3\) 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).
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
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.\(^4\) 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

---

\(^4\) 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.
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
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) 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

---

5 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.
GRAPHIC MATERIALS

1 print: lithograph; 26 x 30 cm (sight) in mat 34 x 38 cm
(\textit{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$^6$

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.

$^6$ 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.
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


  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.
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.


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.
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.
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.


   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
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.

Variously attributed to Mathew B. Brady and Timothy O'Sullivan

Possibly photographed by Notman Studio


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.
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
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
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
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**
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.
CHAPTER 5

CARTOGRAPHIC MATERIALS

Contents

5.0 GENERAL RULES

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5.0B Sources of information
5.0C Punctuation
5.0D Levels of detail in the description
5.0E Language and script of the description
5.0F Inaccuracies
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5.1B Title proper
5.1C General material designation
5.1D Parallel titles
5.1E Other title information
5.1F Statements of responsibility

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CARTOGRAPHIC MATERIALS

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5.4B Date(s) of creation
5.4C Place of publication, distribution, etc.
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5.4E Statement of function of publisher, distributor, etc.
5.4F Date of publication, distribution, etc.
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5.5 PHYSICAL DESCRIPTION AREA

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

5.6 PUBLISHER'S SERIES AREA

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

5.7 ARCHIVAL DESCRIPTION AREA

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5.7B Administrative history / Biographical sketch
5.7C Custodial history
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5.8 NOTE AREA

5.8A Preliminary rule
5.8B Notes

5.9 STANDARD NUMBER AREA

5.9A Preliminary rule
5.9B Standard number
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.¹

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 follows²:

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 atlas³, the title page, or if there is no title page, the source from within the atlas used as a substitute for it.

¹ 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].

² 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.

³ Further guidance for the chief source of information for atlases is provided in CM, 0B.
**5.0B2. Prescribed sources of information.** 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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Fonds, Series, File Levels</strong></td>
</tr>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Mathematical data</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Date(s) of creation, including publication, distribution, etc.</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Publisher's series</td>
<td>Any source</td>
</tr>
<tr>
<td>Archival description</td>
<td>Any source</td>
</tr>
<tr>
<td>Note(s)</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number</td>
<td>Any source</td>
</tr>
</tbody>
</table>

**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.

---

4 Guidance for the prescribed sources of information of atlases is provided in *CM, 0B.*
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.

---

5 If the statements of responsibility are arranged decoratively, choose the statement which is given the greatest prominence by layout or typography.
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.

5.1B. Title proper

5.1B1. Formal title proper. At all levels of description, transcribe a formal title proper as instructed in 1.1B1.6

Interim forest cover series
District of Campbell River legal maps
Vancouver Water District

---

6 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.
(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\(^7\) 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.

\(^7\) 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.
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. At all levels of description, compose a brief descriptive title as instructed in 1.1B2-1.1B4.

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8 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.
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 1.1B4.9

- 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

---

9 For additional guidance regarding elements of information in the supplied title proper, see the table of elements in *CM*, 1B7, application 2.
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.10

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.11

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10 Further guidance on the placement of the GMD is provided in CM, 1C.

11 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 Schweize [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


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]
5.1F. Statement of responsibility

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


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


Carte 1992, réseau STRSM [GMD] / publiée par la Société des transports de la rive sud de Montréal


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)

12 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.
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. 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.

13 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
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)
5.3. MATHEMATICAL DATA AREA

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.

5.3A3. Use English words and abbreviations in this area.

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′)
5.3B. Statement of scale

5.3B1. Give the scale\textsuperscript{14} of the unit being described\textsuperscript{15} (except as noted below) as a representative fraction (RF) expressed as a ratio (1: \( \_ \_ \_ \)). Precede the ratio by \textit{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
  \textit{(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]
  \textit{(Scale statement is 200 ft. to 1 in.)}
- Scale [1:253 440]
  \textit{(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\textsuperscript{16} 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 \textit{ca}.

- Scale [ca. 1:250 000]

If no scale can be determined by any of the above means, give \textit{Scale indeterminable}.

5.3B2. \textit{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)

\textsuperscript{14} Record scale(s) of main map(s) only, excluding scales for ancillary and inset maps.
\textsuperscript{15} Guidance for recording the scale for atlases is provided in \textit{CM, 3B1a}.
\textsuperscript{16} Guidance on computing scales is provided in \textit{CM, appendix B}.
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.

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.

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).

Scales differ

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.

Scale 1' per 2 cm

Scale 88 mm per 1°
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.
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

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.

(E 123°49′ – W 122°45′ / N 50°00′ – N 49°15′)

(CM 3D1b)

17 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.
(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)

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.
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.
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 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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18 Guidance for the transcription of place of publication for early cartographic materials is provided in CM, 4C8-4C11.
5.4D. Name of publisher, distributor, etc.¹⁹

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 Fratrvm

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.]

¹⁹ Guidance on terms used to indicate publishing, manufacturing, issuing or printing functions are given in CM, 4D.
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).  

_Altimately, 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._

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.

5.4F1. Give the date 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.

__________________________

20 Guidance for cartographic materials published on a cooperative basis is given in _CM_, E.1B4.

21 Guidance for recording the date of publication is provided in _CM_, 4F1 and for early cartographic materials in 4F10.
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.

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. 22
Precede other physical details by a colon.
Separate each part of the description of other physical details by a comma, conjunction, or preposition.

22 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.23

- atlas
- diagram
- globe
- map
- model
- profile
- remote-sensing image
- section
- view

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.

ca. 3,000 maps

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23 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.
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 m³ 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 m³ 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)
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 1.5B4.24

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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24 Combine all notes created in conjunction with 1.4B4 and 1.5B4 in one note (see 1.8B19).
5.5B5. Multiple maps, etc. 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)

25 Maps refers to two-dimensional cartographic materials such as map, profile, sections and views.
5.5C. Other physical details

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
5.5C3. Production. 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.

1 atlas (60 p.) : ill., 33 maps

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\(^{26}\) For remote sensing imagery also refer to 4.5C3 for additional guidance on recording information on production techniques and processes, if appropriate.

\(^{27}\) Guidance for recording the number of maps in an atlas is provided in CM, 5C2a-g.
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.28

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

---

28 Guidance for recording information on coloured illustrations in an atlas is given in CM, 5C3.
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.

1 map : mounted on muslin
1 map : blueprint, mounted on linen
1 globe : col., wood, mounted on brass stand

5.5D. Dimensions

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.

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. Give the diameter of a circular map, etc., and specify it as such. If a map, etc., is

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29 Illustrations for and guidance on measuring cartographic materials are provided in CM, area 5. Specific guidance for atlases is given at CM, 5D2.
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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30 The neat line is a line which encloses the detail of a map. There is only one neat line on a map.
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
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.

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.

; 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.

; 51 x 70 x 1 cm

5.5D8. Globes. Give the diameter of a globe, specified as such.

1 globe : steel, mounted on steel stand ; 8 cm in diam.
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 1.5E1.31

- 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**

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 1.6A1.33

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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31 Further guidance on the treatment of accompanying material is provided in CM, 5E1.

32 Guidance for recording the ISSN, subseries, and multiple publisher's series statements may be found in CM, 6F, 6H and 6J respectively.

33 For the distinction between publisher's series and archival series, see appendix D, Glossary.
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 5.1B1.34

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

(CM 6B1)

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.

34 Guidance on recording the title proper for published cartographic serials (not series) is given in CM, 6B2.
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.

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.

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.

Miscellaneous geological investigations ; map I-836

Degree sheet series ; map no. 4K
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.
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

James Murray was born in Bellencrieff, 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.35

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)

35 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)
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


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.

5.8A3. Form of presentation of notes. See 1.8A4.

Ed. by Josephus Vorstius. – Introd.

5.8A4. Notes relating to reproduced material. See 1.8A5.

Diazo print made from original in Legal Surveys Branch

5.8B. Notes\(^{36}\)

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).

\begin{itemize}
  \item Title taken from envelope
  \item Supplied title based on series contents
  \item Running title
  \item T. p. of each volume lacking. Title from Phillips
  \item Title and publication data from Phillips and National Maritime Museum Catalogue
  \item Title supplied by cataloguer
\end{itemize}

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.

\begin{itemize}
  \item Also known as the Chief Geographer’s series 1:500 000 and the Old geographic series 1:500 000
  \item Cover title: New Caledonia
\end{itemize}

\(^{36}\) For other notes such as those for intellectual level (audience) and for "with" notes, see CM, 7B14 and 7B21.
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 Karagandinskoĭ 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
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.
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.

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. 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).

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.

37 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. 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

38 Further guidance for early cartographic material is provided at CM, 7B20b-c.
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
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. 39 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.

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

39 Further guidance is provided in CM, 11.
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.

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.

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.
5.9. STANDARD NUMBER AREA

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.

5.9B. Standard number

5.9B1. See 1.9B.

ISSN 1180-55773

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40 Guidance on multiple ISSNs, qualifications, etc, are in CM, 8.
CHAPTER 6

ARCHITECTURAL AND TECHNICAL DRAWINGS

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6.8 NOTE AREA

6.8A Preliminary rule
6.8B Notes

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\(^1\) 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\(^2\):

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.

\(^1\) For the purpose of this chapter, the term drawing(s) will include both originals and reproductions.

\(^2\) 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.
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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Scale</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Date(s) of creation, including distribution, publication, etc.</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Publisher's series</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Archival description</td>
<td>Any source</td>
</tr>
<tr>
<td>Note(s)</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number</td>
<td>Any source</td>
</tr>
</tbody>
</table>

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


6.1A2. 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 1.1B1.³

³ For transcribing a formal title proper of a unit which is a section or part of another unit, see AACR2R 1.1B9.
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.
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 œuvre 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.
6.1F. 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.

6.1F1. Transcribe explicit statements of responsibility appearing in the unit being described bearing a formal title proper as instructed in 1.1F.


Building details [GMD] / drawn by Frank M. Snyder


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

---

4 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).
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).


(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.
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.⁵

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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⁵ For guidance on recording parallel edition statements, see AACR2R 1.2B5.
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

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 1/2 " to 1'
   Scale 1/4" = 1'0
   Scale 1/4" = 10'
   Scale 1 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: 1/4" to 1')
   Scales [1:12] 1" to 1' and [1:24] 1/2 " to 1'
   Scale [1:60] and [1:96]

6 Record scale(s) of main drawing(s) only.
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\(^7\) 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 1\(\frac{1}{2}\) " to 1' and 1\(\frac{7}{8}\) " to 1'

Scales 1:50 and 1:100

Scales [ca. 1:12] and [ca. 1:48]

Scales 1" = 1'0" and 1\(\frac{7}{8}\) " = 1'0"

Scales [ca. 1\(\frac{1}{2}\) " = 1'0"] and 3\(\frac{3}{4}\) " = 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.

\(^7\) Guidance on computing scales is provided in Cartographic Materials: An Interpretation of AACR2 (Ottawa: Canadian Library Association, 1982) Appendix B.
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.
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.


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


[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
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)


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. 8
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 This punctuation is repeated for each physical description.
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 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.

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.

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9 Guidance for recording the pagination of bound volumes is provided in AACR2R, 2.5B.

10 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).
0.7 m³ 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 m³ 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.
6.5B4. **Accruals.** For architectural and technical materials 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.\(^\text{11}\)

300 architectural drawings  
*Note: Accruals are expected*

*or*  
500 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.

\(^\text{11}\) 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.
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., 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.

---

12 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.
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).\(^{13}\)

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.

\(^{13}\) For the distinction between publisher's series and archival series, see appendix D, Glossary.
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.
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


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.


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


6.7C. Custodial history. At all levels of description, give the custodial history of the unit being described as instructed in 1.7C.
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 Nippissing Archives. The Nippissing 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.
6.8. NOTE AREA

Contents:
6.8A. Preliminary rule
6.8B. Notes

6.8A. Preliminary rule


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'tr’

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 Dyname Corp.

Jean-Paul Pothier, architect; Dyname 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.
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 blueline 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.


- 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
  \((Supplied\ date: [1961?])\)
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


6.8B11c. 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.
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"


A preliminary listing is available

6.8B20. Associated material. Make notes as instructed in 1.8B18.

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.
CHAPTER 7

MOVING IMAGES

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7.9 STANDARD NUMBER AREA

7.9A Preliminary rule
7.9B Standard number
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. 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:

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).

---

1 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.

2 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.
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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Date(s) of creation, including publication, distribution, etc.</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Publisher's series</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Archival description</td>
<td>Any source</td>
</tr>
<tr>
<td>Note(s)</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number</td>
<td>Any source</td>
</tr>
</tbody>
</table>

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.
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
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
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]
Canadian army newsreel [GMD] : [1942-1945]

**7.1F. Statements of responsibility**

**7.1F1.** Transcribe explicit statements of responsibility appearing in conjunction with a formal title proper as instructed in 1.1F.:

- 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.

*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.

- 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’Brien Independent Pictures Inc. ; producer, Peter O’Brien ; co-producer, Sandy Wilson

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3 For moving images, production credits and their functions are synonymous with the concept of statement of responsibility.

4 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.
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.
7.2B. Edition statement

7.2B1. Give an edition statement as instructed in 1.2B.\(^5\)

Bits and bytes [GMD] / TVOntario. – 1993 version


P4W Prison for Women [GMD] / Spectrum Films. – Television version

Les Plouffe [GMD] / Ciné London Inc. – Version diffusée


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.

---

\(^5\) 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.
7.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:
  7.3A. Preliminary rule

7.4. DATE(S) OF CREATION, INCLUDING PUBLICATION\textsuperscript{6}, 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.

\textsuperscript{6}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.
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


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.
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.


(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)
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)


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.7
- 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.

7 This punctuation is repeated for each physical description.
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.\(^8\)

- **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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\(^8\) 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.
6 m of moving images
3 m³ 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)
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

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

---

9 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.
MOVING IMAGES

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 Quadruplexe, 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;
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
7.5C6d. Broadcast format. For video formats and optical discs, give the broadcast formats (e.g., NTSC, PAL, SECAM, HDTV, etc.). For film, identify kine recordings.

1 film reel (27 min., 15 sec.) : acetate, original, analog, b&w, kine recording

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\textsuperscript{10} 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.

\textsuperscript{10} 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.).
MOVING IMAGES

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.).

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.


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

11 Use mono. for 1 channel; stereo. for 2 channels; quad. for 4 channels.
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.
MOVING IMAGES

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
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.
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


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.


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.


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.
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 œuvre 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.
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 fondo 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 fondo)

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 fondo)

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 fondo)
7.8. NOTE AREA

Contents:

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.


    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

- 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*
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 Poulina), Lionel Villeneuve (Jos Poulina), Monique Mercure (Alexandrine)

7.8B6. Attribution and conjectures. Make notes on creators as instructed in 1.8B6.


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)
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.
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


7.8B14. 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.
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.
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:
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7.9A. Preliminary rule

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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.
CHAPTER 8

SOUND RECORDINGS

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8.9B Standard number
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:

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 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.

---

1 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.
AREA PRESCRIBED SOURCES OF INFORMATION

Title and statement of responsibility Chief source of information
Edition Chief source of information
Date(s) of creation, including Chief source of information
publication, distribution, broadcast,
etc.
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.
8.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:
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)
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
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.²

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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² 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.
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.
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.
12 January 1954

8.4C. Place of broadcast, 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)

3 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.
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.4

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.

4 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.
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.  
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.  

5 This punctuation is repeated for each physical description.
6 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.
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.

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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).
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 other than extent or dimensions, if known and considered important. Give other physical details in the order set out here:

7 Table of Technical Specifications and Industry Norms for Sound Recordings*

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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.
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

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Analogue disc 78 rpm</th>
<th>Disc other speeds</th>
<th>Digital disc</th>
<th>Reel</th>
<th>Cassette</th>
<th>Cartridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed</td>
<td>A</td>
<td>A</td>
<td>1.4m/s</td>
<td>A</td>
<td>A:4.75 cm/s</td>
<td>A:9.5 cm/s</td>
</tr>
<tr>
<td>Recording method</td>
<td>A:electric</td>
<td>A:electric</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Groove direction</td>
<td>A:lateral</td>
<td>A:lateral</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Groove size</td>
<td>A:course</td>
<td>A:micr</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>No. of tracks</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>A</td>
<td>A:S</td>
<td></td>
</tr>
<tr>
<td>Track configuration</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>A:alternate</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>No. of sound channels</td>
<td>A:mono</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A:stereo</td>
<td></td>
</tr>
<tr>
<td>Equalisation system</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>A</td>
<td>A:50ps</td>
<td></td>
</tr>
<tr>
<td>Noise reduction system</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

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).\(^8\)

       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

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\(^8\) Note: 19 cm/sec. = 7 ½ ips; 9.5 cm/sec. = 3 3/4 ips; 4.75 cm/sec. = 1 7/8 ips.
SOUND RECORDINGS

For cylinder recordings, specify one of the following groove characteristics: coarse groove (100 grooves per inch\(^9\)), microgroove (200 grooves per inch\(^{10}\)), 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.\(^{12}\)

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

\(^9\) Standard and non-standard groove characteristics are as follows:

<table>
<thead>
<tr>
<th>Playing speed</th>
<th>Standard:</th>
<th>Non-standard:</th>
</tr>
</thead>
<tbody>
<tr>
<td>78 rpm</td>
<td>coarse</td>
<td>micro, transcription, other (specify)</td>
</tr>
<tr>
<td>45 rpm</td>
<td>micro</td>
<td>other (specify)</td>
</tr>
<tr>
<td>33 1/3 rpm</td>
<td>micro</td>
<td>coarse, transcription, other (specify)</td>
</tr>
<tr>
<td>16 2/3 rpm</td>
<td>micro</td>
<td>coarse, transcription, other (specify)</td>
</tr>
</tbody>
</table>

\(^{10}\) For example, Edison 2-minute cylinders.

\(^{11}\) For example, Edison 4-minute cylinders.

\(^{12}\) Use mono. for 1 channel; stereo. for 2 channels; quad. for 4 channels. If the unit being described indicates "hi-fi", use stereo.
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. Give the dimensions in the order: outside diameter, inside diameters at edge and run-off, and length.

1 cylinder recording (2 min.) : 160 rpm, microgroove; 5.5 cm x (4.7-4.4 cm) x 10.6 cm

---

13 The standard sizes for cylinder recordings are as follows:

<table>
<thead>
<tr>
<th>Diameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5 cm</td>
<td>Outside diameter</td>
</tr>
<tr>
<td>4.7 cm</td>
<td>Inside diameter at edge</td>
</tr>
<tr>
<td>4.4 cm</td>
<td>Inside diameter a run-off</td>
</tr>
<tr>
<td>10.5-10.8 cm</td>
<td>Length</td>
</tr>
</tbody>
</table>

14 Edge is the end of the larger inside diameter.

15 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.
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


Aural History (later Aural History Programme) became the oral history programme of the Provincial Archives of British Columbia in 1974 when the
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


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
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.
Previously known as CBC-Imbert Orchard collection

(Title proper of the fonds is Canadian Broadcasting Corporation fonds)


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.

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.
8.8B9c. Accompanying material. Make notes on accompanying material as instructed 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


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
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
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.
CHAPTER 9

RECORDS IN ELECTRONIC FORM

Contents

9.0 GENERAL RULES

  9.0A Preliminary rule
  9.0B Sources of information
  9.0C Punctuation
  9.0D Levels of detail in the description
  9.0E Language and script of the description
  9.0F Inaccuracies
  9.0G Accents and other diacritical marks

9.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

  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

9.2 EDITION AREA

  9.2A Preliminary rule
  9.2B Edition statement
  9.2C Statements of responsibility relating to the edition

9.3 CLASS OF MATERIAL SPECIFIC DETAILS AREA

  9.3A Preliminary rule
9.4 DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

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

9.5 PHYSICAL DESCRIPTION AREA

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

9.6 PUBLISHER'S SERIES AREA

9.6A Preliminary rule
9.6B Publisher's series statement

9.7 ARCHIVAL DESCRIPTION AREA

9.7A Preliminary rule
9.7B Administrative history/Biographical sketch
9.7C Custodial history
9.7D Scope and content and system description

9.8 NOTE AREA

9.8A Preliminary rule
9.8B Notes

9.9 STANDARD NUMBER AREA

9.9A Preliminary rule
9.9B Standard number
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. 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:

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;

1 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.

2 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.
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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Date(s) of creation, including publication, distribution, etc.</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Publisher's series</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Archival description</td>
<td>Any source</td>
</tr>
</tbody>
</table>
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
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
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.
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

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


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
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
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
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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). 3

1 computer disk ; 9 x 9 cm

3 The dimensions of several physical carriers are provided below.

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 x 6 cm</td>
<td>for 8 mm EXABYTE cassettes</td>
</tr>
<tr>
<td>9 x 9 cm</td>
<td>for 3.5&quot; diskettes</td>
</tr>
<tr>
<td>14 x 14 cm</td>
<td>for 5.25&quot; diskettes</td>
</tr>
<tr>
<td>21 x 21 cm</td>
<td>for 8&quot; diskettes</td>
</tr>
<tr>
<td>26 cm (diam.)</td>
<td>for 10&quot; reels</td>
</tr>
<tr>
<td>31 cm (diam.)</td>
<td>for 12&quot; reels</td>
</tr>
<tr>
<td>11 x 12 cm</td>
<td>for 3480 and 3490 cartridges</td>
</tr>
<tr>
<td>10 x 15 cm</td>
<td>for DC600 cartridges</td>
</tr>
</tbody>
</table>
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
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.

Follow the instructions set out in 1.7A5.

9.7B. Administrative history/Biographical sketch

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)


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
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.


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.
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.
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
9.8A1. 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
\(\text{Computer file requires colour monitor for display}\)

System requirements: RTI Series 500 CD-ROM DataDrive
\(\text{File is available on CD-ROM}\)

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.


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.
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.
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.**
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.
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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10.9 STANDARD NUMBER AREA

10.9A Preliminary rule
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.¹

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.

¹ 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.
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)]
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
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
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.)
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
**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**


10.7C. Custodial history. Give the history of the custody of the unit being described as it existed in its original\(^2\) 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.

\(^2\) The meaning of the original in this context is "a complete and finished document..." See the definition of original (1), Appendix D.
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
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.
CHAPTER 11

OBJECTS

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11.5 PHYSICAL DESCRIPTION AREA

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11.9A Preliminary rule
11.9B Standard number
11.0. GENERAL RULES

11.0A. Preliminary rule

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 follows¹

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.

¹ 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.

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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Date(s) of creation, including publication, distribution, etc.</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Publisher’s series</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Archival description</td>
<td>Any source</td>
</tr>
<tr>
<td>Note(s)</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number</td>
<td>Any source</td>
</tr>
</tbody>
</table>

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.
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  

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 designation² 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  

11.1E. *Other title information*

11.1E1. Give other title information as instructed in 1.1E.

² Use the GMD object for the material falling within the scope of this chapter.
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

   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.
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

   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.
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.
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.3
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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3 This punctuation is repeated for each physical description.
designation. A specific material designation term should be formed as concisely and utilized as consistently as possible⁴.

- 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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⁴ 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
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 medallion 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.,
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*. 
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

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
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
11.8A. Preliminary rule

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.


11.8B2. 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.
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.
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.
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.
11.9B. Standard number
   See 1.9B.
CHAPTER 12

PHILATELIC RECORDS

Contents

12.0 GENERAL RULES
  12.0A Preliminary rule
  12.0A1 Scope
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  12.0E Language and script of the description
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12.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA
  12.1A Preliminary rule
  12.1B Title proper
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  12.1E Other title information
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12.2 EDITION AREA
  12.2A Preliminary rule
  12.2B Edition statement
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12.3 ISSUE DATA AREA
  12.3A Preliminary rule
  12.3B Issuing jurisdiction
  12.3C Denomination
  12.3D Units containing material from two or more issuing jurisdictions
PHILATELIC RECORDS

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

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 of publication, distribution, etc.
12.4G Place of manufacture, name of manufacturer, date of manufacture

12.5 PHYSICAL DESCRIPTION AREA

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

12.6 PUBLISHER'S SERIES AREA

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

12.7 ARCHIVAL DESCRIPTION AREA

12.7A Preliminary rule
12.7B Administrative history/Biographical sketch
12.7C Custodial history
12.7D Scope and content

12.8 NOTE AREA

12.8A Preliminary rule
12.8B Notes

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:

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.

1 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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Issue data</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Date(s) of creation, including publication, distribution etc.</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Publisher's series</td>
<td>Chief source of information, information published by the publisher, creator, etc.</td>
</tr>
<tr>
<td>Archival description</td>
<td>Any source</td>
</tr>
<tr>
<td>Note(s)</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number</td>
<td>Any source</td>
</tr>
</tbody>
</table>

**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**
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).
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.
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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.
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.
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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


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
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 publication², distribution, etc.

² The date of issue is the publication date.
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.
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.3

- 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

3 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.4

  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

4 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.
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.

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).5

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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5 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
12.5D1. Record the dimensions of the entire sheet, support, etc., 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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6 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.
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)

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 postal stationery item: aerogramme, offset lithograph, 6 col.; 32.1 x 21.0 cm folded to 9.7 x 18.0 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
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.7

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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7 For the distinction between publisher's series and archival series, see the glossary.
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.
12.7B. Administrative history/Biographical sketch


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.


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.


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.
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


See 1.8A1.
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.

Traditionally known as: Imperial penny postage
*(Title proper is Xmas 1898)*

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
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


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
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


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
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 fonds. Make notes regarding related groups of records in different fonds 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 fonds.

12.8B24a. Related groups of records within the same fonds. Make notes regarding related groups of records within the same fonds 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.


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

See 1.9A1.

12.9A2. Punctuation
12.9B. Standard number

12.9B1. See 1.9B.

CHAPTER 13

DISCRETE ITEMS

Contents

13.0 GENERAL RULES

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13.7 ARCHIVAL DESCRIPTION AREA

13.7A  Preliminary rule
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13.9 STANDARD NUMBER AREA

13.9A  Preliminary rule
13.9B  Standard number

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


13.2A2. 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.
13.4F. 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


13.5A2. 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


13.6A2. 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


13.7A2. 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)
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


13.8A2. 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.

   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 19th 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 American 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 Superior 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


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
CHAPTER 21

CHOICE OF ACCESS POINTS

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

Revised version – July 2008
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 POINT(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

21.9 CUSTODIAL ACCESS POINT

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
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.
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.

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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.
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.3

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3 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.
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)
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 Céderic-Lactance...)
(Make access point for Antoinette, Germaine and Céderic-Lactance)
CHAPTER 22

HEADINGS FOR PERSONS

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\textbf{SPECIAL RULES FOR FAMILY NAMES}

22.29 FAMILY NAMES

22.29A General rule
22.29B Entry element
22.29C Distinguishing among identical names
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
- Terry Fox
- Anne-Marie
- Nellie Maillard David
- Ed Broadbent
- John Edward Broadbent
- Bob McCown
- Robert Alan McCown
- Davidson, Florence Edenshaw (Haida artist)

22.1B. Determine the name by which a person is known in the following order of preference:
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

22.1D. 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
Eliphas Lévi
(Sometimes appears without diacritical marks)

22.1D2. Hyphens. Retain hyphens between given names if they are used by the bearer of the name.

Louis-Joseph Papineau
Jean-Paul Riopelle

---

1 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.
2 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
(\textit{Name appears as: Lucien-Graux})

\section*{22.2. CHOICE AMONG DIFFERENT NAMES}

\textbf{22.2A. Predominant name}

\textbf{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:

\begin{itemize}
  \item a) the name that appears most frequently in the person's works
  \item b) the name that appears most frequently in reference sources
  \item c) the name that appears most frequently in the person's fonds
  \item d) the name that appears most frequently in the archival records
  \item e) the latest name.
\end{itemize}

\textbf{22.2B. Pseudonyms.} Because a pseudonym is defined as "a name assumed by a \textit{personal author} 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.

\textbf{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.

\textbf{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
(\textit{Real name found in his fonds})
Ralph Connor
(\textit{Pseudonym used in literary works})

\footnote{\textit{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.
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).

Amor DeCosmos
not William Alexander Smith
(Birth name; commonly known under later name)

Marie de l'Incarnation
not Marie Guyart Martin
(Name used before she entered a religious order)

Mère Marie-Rose
not Eulalie Durocher
(Name used before the author entered a religious order)

L.M. Montgomery
not L.M. Montgomery MacDonald
(Name acquired later in life; better known by earlier name)

Grey Owl
not Archibald Stansfeld Belaney
(Birth name; known in Canada by later name)

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)

22.3B. 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)
22.3B3. 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.

<table>
<thead>
<tr>
<th>Name in English</th>
<th>Name in Latin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saint Francis of Assisi</td>
<td>San Francesco d'Assisi</td>
</tr>
<tr>
<td>Pope John XXIII</td>
<td>Joannes Papa XXIII</td>
</tr>
<tr>
<td>Horace</td>
<td>Quintus Horatius Flaccus</td>
</tr>
<tr>
<td>Charles V</td>
<td>Karl V</td>
</tr>
<tr>
<td>Carlos I</td>
<td></td>
</tr>
</tbody>
</table>

In case of doubt, use the vernacular or Latin form.

<table>
<thead>
<tr>
<th>Name in English</th>
<th>Name in Latin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sainte Thérèse de Lisieux</td>
<td>Saint Theresa of Lisieux</td>
</tr>
</tbody>
</table>

(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.

<table>
<thead>
<tr>
<th>Name in English</th>
<th>Name in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hildegarde Neff</td>
<td>Hildegard Knef</td>
</tr>
</tbody>
</table>

(22.3B4.)

22.3C. Names written in a nonroman script4

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.

<table>
<thead>
<tr>
<th>Name in English</th>
<th>Name in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander the Great</td>
<td>Alexandros ho Megas</td>
</tr>
<tr>
<td>Confucius</td>
<td>K’ung-tzu</td>
</tr>
</tbody>
</table>

---

4 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.
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,\(^5\) 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.

Lin Yü-t'ang

not Lin Yutang

P.S. Irâmaccantiran

not P.S. Ramachandran

Mosheh Dayan

not Moshe Dayan

Shelomit Kohen

not Shlomit Cohen

If the name of a person is found only in a romanized form, use it as found.

Ghaoutsi Bouali

not Ghawthī 'Abū 'Alī

If such a person's name is found in more than one romanized form, choose the form that occurs most frequently.

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\(^5\) *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.
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.

\[
\text{'Alī Muhammad Irtizā} \\
\text{not \quad 'Alī Muhammad Irtidā} \\
\text{(Wrote primarily in Persian but also in Arabic)}
\]

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 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.

\[
\text{Gray Lock}
\]

(22.4B1.)

22.4B2. If the first element is a surname, follow it by a comma.

\[\text{Surname, as used in this chapter, includes any name used as a family name (other than those used as family names by Romans of classical times, see 22.9).}\]

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\[\text{Authoritative alphabetic lists} \text{ means publications of the "who's who" type or biographical dictionaries, encyclopedias, but not telephone directories or similar compilations.}\]
Chiang, Kai-shek
(Name: Chiang Kai-shek)  
(Surname: Chiang)

Molnar, Ferenc
(Name: Molnar Ferenc)  
(Surname: Molnar)

Trinh, Vân Thanh
(Name: Trinh Văn Thanh)  
(Surname: Trinh)

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)

22.4B4. 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

22.5. 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

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.)

8 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.\(^9\) If this is unknown, enter the name under the element under which it is listed in reference sources\(^10\) 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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9. 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 López
  (*Name sometimes appears as*: Eduardo L. Chavarri)

- Szentpal, Maria Sz.
  (*Name appears as*: Sz. Szentpal Maria)
  (*Husband's surname*: Szilagi)

10. 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., fils, 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, François

Otherwise, enter under the part of the name following the preposition.

Anville, Jean Baptiste Bourguignon d'
La Fontaine, Jean de
Lamirande, Claire de
Pasquale, Domminique 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, Niccolò

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, João 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.

22.5D2. 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 Mór

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

22.5F. 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

22.6. 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.\textsuperscript{11}

\textsuperscript{11} Disregard reference sources that list members of the nobility either all under title or all under surname.

Revised version — March 2008 22-23
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\(^\text{12}\) 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.

\(^{12}\) 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

22.6B3. 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)

22.7. 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 Râdulescu, Ion

22.8. ENTRY UNDER GIVEN NAME, ETC.13

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

13 For Islamic names, see 22.22, 22.26C1, and 22.27.
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

22.8B. 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

22.8C. 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 ...

22.9. 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

22.10. 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

22.11. 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)

22.11B. 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

22.11C. 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.14

Optionally, only add date(s) to any personal name, if the heading is otherwise identical to another (see 22.18).

14 See Chapter 1, footnote 16.
Smith, John, 1924-  Living person
Smith, John, 1900 Jan. 10-}  Same name, same year
Smith, John, 1900 Mar. 2-}  Both years known
Smith, John, 1837-1896  Year of birth uncertain; known to be one of two years
Smith, John, 1836 or 1837-1896  Probable year of birth
Smith, John, 1837?-1896  Year of birth uncertain by several years
Smith, John, ca. 1837-1896  Approximate year of death
Smith, John, 1837-ca. 1896  Both years approximate
Smith, John, b. 1825  Year of death unknown
Smith, John, d. 1859  Year of birth unknown
Johnson, Carl F., fl. 1893-1940}  Years of birth and death unknown.
Joannes, Diaconus, fl. 1226-1240}  Some years of activity known. Do not use fl. dates within the twenty-first century.

Joannes, Diaconus, 12th cent.  Years of birth and death unknown, years of activity unknown, century known. Do not use for the twenty-first century.

Joannes, Actuarius, 13th/14th cent.  Years of birth and death unknown. Years of activity unknown, but active in both centuries. Do not use for the twenty-first century.

Lin, Li, chin shih 1152  Date at which a Chinese literary degree was conferred

(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 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). In case of doubt, add the title.

Bismarck, Otto, Fürst von

Sévigné, Marie Rabutin-Chantal, marquise de

15 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.

16 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)

22.13B. 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). 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)

22.14. 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.

17 Disregard, in this context, reference sources dealing with the nobility and gentry.
Francis, of Assisi, Saint

Seton, Elizabeth Ann, Saint

**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

**22.15. SPIRITS**

**22.15A.** Add (Spirit) to a heading established for a spirit communication.

Parker, Theodore (Spirit)

Beethoven, Ludwig van (Spirit)

Espirito Universal (Spirit)

**22.16. 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).

**22.16B. 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
22.16B2. Include the enclitic né attached to the names of some Hungarian married women.

Magyary, Zoltánné

(22.16B2.)

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, 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

(22.16A2.)

18 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.
**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)*

**22.17A4. 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:

- a) another title associated with the name
- or
- 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**

**22.17B. 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)**
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)

22.19B. 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.¹⁹

(22.21A.)

22.22. NAMES IN THE ARABIC ALPHABET

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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20 Major reference sources for names written in the Arabic alphabet and their treatment (note that romanization practices in these sources differ):

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.
Islám ansiklopedisi : Islám âlemi cografya, etnografya ve biyografya lûgati / Beynelmilel Akademiler Birliği'nin yardımı ve tanınmış mustesriklerin istiraki ile nesredenler M. Th. Houtsma ... [et al.]. — Istanbul: Maarif Matbaası, 1940-
Philologiae Turciae Fundamenta ... una cum praeestantibus 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 Biobibliographical Survey. — London : Luzac, 1927-

Revised version — March 2008 22-39
KHITAB (honorific compound of which the last part is typically al-DFn)

Rashid al-Dn Tabib

Sadr al-Dn al-Qunawi, Muhammad ibn Ishaq
x Muhammad ibn Ishaq al-Qunawi, Sadr al-Dn
x al-Qunawi, Sadr al-Dm Muhammad ibn Ishaq

KUNYAH (typically a compound with Abu as the first word)

Abû al-Barakat Hibat Allah ibn 'Al
x Hibat Allah ibn 'Al, Abû al-Barakat

AbU Hayyan al-Tawhidl, 'Al ibn Muhammad
x al-Tawhidl, Abû Hayyan 'Al ibn Muhammad
x 'Al ibn Muhammad, Abû Hayyân al-Tawhidl

Abû Hurayrah

ISM (given name)

'Al ibn AbT Talib, Caliph

Bashshar ibn Burd

Malik ibn Anas

Nashwan ibn Sa'id al-Himyari
x al-Himyari, Nashwan ibn Sa'id

Taha Husayn
x Husayn, Taha

Muhammad Isma'il Panipati
x Panipati, Muhammad Isma'il

Ghulam Hasan Khûyihami
x Khûyihami, Ghulam Hasan

Nadirah Khâtûn
x Khâtûn, Nadirah

PATRONYMIC (typically a compound with Ibn as the first word)

Ibn Hisham, 'Abd al-Malik
x 'Abd al-Malik ibn Hisham

Ibn Hazm, 'Al ibn Ahmad
x 'Al 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’I AbU Shamah

al-Katib al-Isfahani, ‘Imad al-Din Muhammed ibn Muhammed
x Muhammed ibn Muhammed al-Katib al-Isfahani, ‘Imad al-DTn
x al-Isfahani, ‘Imad al-Dmn Muhammed ibn Muhammed al-Katib

x ‘Abd al-Rahlm, ibn ‘All al-Q.dT al-Fadil

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’I al-Bukharî

Mazandaranî, ‘Abd Allah ibn Muhammad
x ‘Abd Allah ibn Muhammad MazandaranT

‘Abbasî, ‘Ali Ahmad
x ‘All Ahmad ‘Abbasî

Hilali, Muhammad Khan Mir
x Muhammad Khan MTr HilalT

Takhallus (pen name)

Qa’ani, Habib Allah Shirazi
x Habib Alah ShTrazT Qa’ani

‘Ibrat, Zafar Hasan
x Zafar Hasan ‘Ibrat
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)

22.23B. 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

22.24. 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)

22.25. 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 Açvaghosha

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

Sànkaracarya

Sriharsa

SrTdharsvamin

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 Dharmakirti
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,21 Lal Bahadur

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))

22.25B3. 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

21 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

22.25B4. 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

22.26. INDONESIAN NAMES

22.26A. Scope

22.26A1. Apply this rule to names of Arabic, Chinese, Dutch, Indic, Javanese, Malayan, Sumatran, or other origin.

22.26B. 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

Djadadiningrat, Idrus Nasir
(Given name plus surname)
x Idrus Nasir Djjadadiningrat

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

22.26C. 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.

22.26D. 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

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

---

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.

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Pronoun</th>
<th>Gelar</th>
</tr>
</thead>
<tbody>
<tr>
<td>adipati</td>
<td>ide</td>
<td>raden pandji (or panji)</td>
</tr>
<tr>
<td>anak agung (or agoeng) gde</td>
<td>ide aju (ide ayu, ide ajo)</td>
<td>raden roro</td>
</tr>
<tr>
<td>anak agung (or agoeng) istri andi</td>
<td>ide bagus (ide bagoes) imam marah</td>
<td>radja (raja) sidi siti</td>
</tr>
<tr>
<td>aria (arja, aro, arjo, arji, arjueh)</td>
<td>mas ngabei (ngabehi, ngabei)</td>
<td>sultan (soeltan) susuhunan (soesoehoenan) sultan (soetan)</td>
</tr>
<tr>
<td>datuk (datok, datok)</td>
<td>nganten</td>
<td>tengku (tungku, teungku)</td>
</tr>
<tr>
<td>desak dewa gde (or gede) gusti (goesti) gusti aju (gusti ayu, goesti ajo)</td>
<td>pangeran</td>
<td></td>
</tr>
<tr>
<td>gusti gde (goesti gede) hadji (haji)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_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.  
(\textit{Name and title} hadji Djuanda \textit{appears as}: Dr. H. Djuanda)  
x Djuanda, Hadji  
x Hadji Djuanda  

\section*{22.27. MALAY NAMES}

\subsection*{22.27A. Scope}

\textbf{22.27A1.} Apply this rule to Malay names, including names of Arabic origin beginning with the element \textit{al-}, 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.

\subsection*{22.27B. General rule}

\textbf{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.

\begin{itemize}
  \item \textbf{A. Samad Said}  
    x Said, A. Samad  
  \item \textbf{Rejab F.I.}  
    x I., Rejab F.  
  \item \textbf{Shahnon Ahmad}  
    x Ahmad, Shahnon  
  \item \textbf{Luat anak Jabu}  
    x Jabu, Luat anak  
  \item \textbf{A.L. Bunggan}  
    x Bunggan, A.L.  
  \item \textbf{William Duncan}  
    (\textit{Full name}: William Duncan anak Ngadan)  
    x Duncan, William  
    x Ngadan, William Duncan anak  

\textit{but}

\item \textbf{Merican, Faridah}  
    (\textit{Surname}: Merican)  
    x Faridah Merican
\end{itemize}
Nichol, Linda  
(Surname: Nichol)  
x Linda Nichol  

(22.27B1.)

22.27C. Filial indicators

22.27C1. Omit words or abbreviations denoting filial relationship\textsuperscript{23} 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\textsuperscript{24}

\textsuperscript{23} 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)

\textsuperscript{24} Iban titles are:

<table>
<thead>
<tr>
<th>TITLES OF HONOUR</th>
<th>TITLES OF OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuai Serang</td>
<td>Penghulu Dalam</td>
</tr>
<tr>
<td>Tuai Kayau</td>
<td>Pengarah</td>
</tr>
<tr>
<td>Kepala Manok Sabong</td>
<td>Penghulu</td>
</tr>
<tr>
<td>Manok Sabong</td>
<td>Mandal</td>
</tr>
<tr>
<td>Kepala Pugu Menoa</td>
<td>Tuai rumah</td>
</tr>
<tr>
<td>Tual Menoa</td>
<td></td>
</tr>
<tr>
<td>Orang Kaya</td>
<td></td>
</tr>
<tr>
<td>Orang Kaya Panglima</td>
<td>RELIGIOUS TITLES</td>
</tr>
<tr>
<td>Orang Kaya Pemanca</td>
<td>Kepala Lemambang</td>
</tr>
<tr>
<td>Orang Kaya Temenggong</td>
<td>Saut Lemambang</td>
</tr>
</tbody>
</table>

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22-50
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**
- Haji Abdul Majid bin Zainuddin
- Zainuddin, Haji Abdul Majid bin

**Hamzah Sendut, Tan Sri Datuk**
- Tan Sri Datuk Hamzah Sendut
- Sendut, Tan Sri Datuk Hamzah

**Iskandar bin Raja Muhammad Zahid, Raja**
- Raja Iskandar bin Raja Muhammad Zahid
- 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. 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**
- Yupho, Dhanit

**Prayut Sitthiphan**
- Sitthiphan, Prayut

**S. Bannakit**
- Bannakit, S.

**Maenmas Chavalit**
- 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**

<table>
<thead>
<tr>
<th>English Name</th>
<th>Thai Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patinggi</td>
<td>Lemambang</td>
</tr>
<tr>
<td>Temenggong</td>
<td>Manang Bali</td>
</tr>
<tr>
<td>Radin</td>
<td>Manang Mansau</td>
</tr>
<tr>
<td>Pateh</td>
<td>Manang Mengeris</td>
</tr>
</tbody>
</table>

(22.28B1.)

25 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

22.28B2. 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 Ôhão. 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.

22.28C. 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 Chaem Bunnak
  x Bunnak, Chem

PrachakitkQra,hak (Chup), Phrayf
  x Chup 'Osathanon
  x 'Osathanon, Chup

Thammasakmontri (Sanan), Chaoprâyâ
  x Sanan Thephatsadin Na 'Ayutthaya

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

22.28D. 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 Nopphawong, M.R.
x Nopphawong, Chu'n, M.R.
x Phra SukhunkhanaphQn (ChU'n, M.R.)
x Phra YanwaraphQn (Chû'n, M.R.)
xSukhunkhanaphQn (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)\textsuperscript{26} 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;

\textsuperscript{26} 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)*
CHAPTER 23

HEADINGS FOR GEOGRAPHIC NAMES

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23.2 GENERAL RULES
   23.2A English form
   23.2B Vernacular form

23.3 CHANGES OF NAME

23.4 Additions
   23.4A Punctuation
   23.4B General rule
   23.4C Places in Australia, Canada, Malaysia, United States, U.S.S.R., or Yugoslavia
   23.4D Places in the British Isles
   23.4E Other places
   23.4F Further additions

23.5 PLACE NAMES INCLUDING OR REQUIRING A TERM INDICATING A TYPE OF JURISDICTION

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);
and, commonly, as the names of governments (see 24.3E) and communities that are not
governments.¹

(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).

Austria
not Österreich

Copenhagen
not København

Florence
not Firenze

Ghent
not Gent
Gand

Sweden
not 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.

Union of Soviet Socialist Republics
not Soliuz Sovetskikh Sotsialisticheskikh Respublik
Russia

(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.

¹ 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.
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

23.3. 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.

23.4. 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.
Magyar Nemzeti Galéria (Budapest, Hungary)\(^2\)  

(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.)

---

\(^2\) 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.
Kiev (Ukraine)

Split (Croatia)

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.

23.4D2. 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)

23.4E. 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.)

23.4F2. 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.)
11e Arrondissement (Paris, France)
Minato-ku (Tokyo, Japan)

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.

Kerry (Ireland)
not County Kerry (Ireland)

Ostholstein (Germany)
not Kreis Ostholstein (Germany)

In all other cases, include the term indicating the type of jurisdiction.
Città di Castello (Italy)
Ciudad Juárez (Mexico)
District of Columbia
Distrito Federal (Brazil)
Mexico City (Mexico)  

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.
CHAPTER 24

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24.1. GENERAL RULE

24.1A. Enter a corporate body¹ 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 sources²
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 ...³

Canadian Newspapers Company

COTA

Harmon Foundation

Insight Publishing

Maritime Telegraph and Telephone Company

Springhill Heritage Group

University of British Columbia

¹ For definition, see glossary.
² 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.
³ For additions to the name of a conference, congress, expedition, etc., see 24.7B.
24.1B. Romanization

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
x Zhongguo wenzi gaige weiyuanhui

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

4 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

5 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.
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\(^7\) of the name are found in published items issued by the body, use the name as it appears in the chief source of information\(^8\) 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

\(^7\) Variant forms do not include names that result from a name change. For these, see 24.1C.

\(^8\) 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."}

(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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9 Institutions should establish a policy for determining the form of name to be used when variant names are found in reference sources.
24.3. VARIANT NAMES. SPECIAL RULES

24.3A. Language\textsuperscript{10}

24.3A1. If the name appears in different languages, use the form in the official language of the body.

\begin{itemize}
  \item \textit{Istituto italiano di cultura} (\textit{Toronto, Ont.}) \newline \textit{not} Italian Cultural Institute (\textit{Toronto, Ont.})
  \item \textit{Société historique franco-américaine} \newline \textit{not} Franco-American Historical Society
\end{itemize}

If there is more than one official language and one of these is English, use the English form.

\begin{itemize}
  \item \textit{Canadian Committee on Cataloguing} \newline \textit{not} Comité canadien de catalogage
  \item \textit{International Council for Adult Education} \newline \textit{not} Consejo Internacional de Educación de Adultos
  \item \textit{Italian Chamber of Commerce of Montreal} \newline \textit{not} Camera de commercio italiana
\end{itemize}

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).

\begin{itemize}
  \item \textit{Associazione italiana di studi canadesi} \newline \textit{not} Italian Association for Canadian Studies
  \item \textit{Fédération acadienne de la Nouvelle-Écosse}
  \item \textit{Société d'histoire des Cantons de l'Est} \newline \textit{not} Eastern Townships Historical Society
\end{itemize}

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.

\textsuperscript{10} 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.

\begin{itemize}
  \item \textit{Japan Productivity Center} \newline \textit{if not} Nihon Seisansei Hombu
\end{itemize}
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* Asociacion 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.11 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**

11 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.
Cluniacs

Franciscans

Freemasons

Vatican Council ...

(24.3C2.)

24.3C3. Autocephalous patriarhates, 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,\textsuperscript{12} 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.

\begin{itemize}
  \item \textbf{Québec (Québec)}
  \textit{not} La ville de Québec
  \item \textbf{Edmonton (Alta.)}
  \textit{not} City of Edmonton
  \item \textbf{France}
  \textit{not} République française
  \item \textbf{Massachusetts}
  \textit{not} Commonwealth of Massachusetts
\end{itemize}

If the official name of the government is in common use, use it.

\begin{itemize}
  \item \textbf{Metropolitan Toronto (Ont.)}
  \item \textbf{Communauté urbaine de Montréal (Québec)}
\end{itemize}

(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.

\begin{itemize}
  \item \textbf{FAO Hybrid Maize Meeting ...}
\end{itemize}

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.

\begin{itemize}
  \item \textbf{Canadian Hog Farmers. Annual Meeting}
  \item \textbf{Canadian Industrial Relations Association. Meeting}
\end{itemize}

\textsuperscript{12} 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).
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.
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.)
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.)
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. 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. 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. 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
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

24.5C3. 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

24.5C4. 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

24.6. 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.

Guadalajara (Mexico)
Guadalajara (Spain)
Guadalajara (Spain: Province)

Québec (Province)
Québec (Québec)
Québec (Québec: Comté)
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.)
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.

24.7B3. 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 : ...)*

24.7B4. 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.
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.)

24.8. 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.

24.8B. 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.)

24.9. 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)

24.11. 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.)

24.11B. 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

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. 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)

13 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

24.14. 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

Revised version – July 2008
**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.
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
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.


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
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.)
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.

24.20B. 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

24.20B2. 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).
24.20C. 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.)
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.

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.


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
(\textit{Name}: Court of Queen's Bench of Alberta)

Ontario. Surrogate Court (Frontenac County)
(\textit{Name}: Frontenac County Surrogate Court)

Ontario. Surrogate Court (Lanark County)
(\textit{Name}: Lanark County Surrogate Court)

Canada. Supreme Court
(\textit{Name}: Supreme Court of Canada)

\textbf{24.23B. Ad hoc military courts}

\textbf{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)

\textbf{24.24. ARMED FORCES}

\textbf{24.24A. Armed forces at the national level}

\textbf{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.
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

24.24B. 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

24.24B2. 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

24.24B3. 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
24.25. 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
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. 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.)
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.)
CHAPTER 26

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.
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

26.1G. 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).

26.1H. Do not make a reference if the reference is so similar to a name heading or to
another reference as to be unnecessary.

26.1J. 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.

26.2. 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_
Ralegh, 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)
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.)
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)

26.2B2. 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.

26.2B3. 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.
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.)
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)


(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

26.3A4. 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
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

26.3A6. 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

26.3A7. Different forms of heading. Refer from different forms of heading under which a corporate body might reasonably be sought. Typical instances are:
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.)
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**

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** ...
Saca 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**
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

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
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:

3rd: **Symposium on the Plasma Membrane** (*1961 : New York, N.Y.*)
4th: Connective tissue
5th: Differentiation and development
7th: **Symposium on Macromolecular Metabolism** (*1965 : New York, N.Y.*)
8th: Contractile process
9th: **Basic Science Symposium**

*Make the same explanatory reference under the heading for the 7th and for the 9th Symposiums*

(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.
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.)
APPENDIX A

CAPITALIZATION

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<td>SPANISH</td>
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<td>A.52</td>
<td>UKRAINIAN</td>
</tr>
</tbody>
</table>
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. 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 Nobelinstittutt
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

---

1. 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.
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.

Moses, Grandma  John, Abbot of Ford
Deidier, abbé    Thomas (Anglo–Norman poet)
Alfonso XIII, King of Spain  Brown, George, Rev.

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


[Hard times]
Bava kamma
Nicene Creed
[De bello Gallico]

A.3B. Collective uniform titles
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). Capitalize other words, including the first word of

\[\text{\textsuperscript{2}}\] If a parallel title begins with the Arabic article \textit{al} in any of its various orthographic forms (e.g., \textit{al}, \textit{el}, \textit{es}) or with the Hebrew article \textit{ha} (\textit{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’email
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
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


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

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)-
  Vol. 1, no. 2 (Jan./Mar. 1975)-
  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.)
A.9 SERIES AREA

A.9A. General rule


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.
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.

$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.
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
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)


  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.\(^3\)

  Jimmy Carter, president of the United States; the president of the United States; the president

\[^3\] 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.
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.
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
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
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,
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.

<table>
<thead>
<tr>
<th>Proper Name</th>
<th>Capitalization</th>
</tr>
</thead>
<tbody>
<tr>
<td>angstrom unit</td>
<td>italicize</td>
</tr>
<tr>
<td>arabic numbers</td>
<td>malapropism</td>
</tr>
<tr>
<td>bikini</td>
<td>melba toast</td>
</tr>
<tr>
<td>bourbon whiskey</td>
<td>nile green</td>
</tr>
<tr>
<td>burnt sienna</td>
<td>raglan sleeves</td>
</tr>
<tr>
<td>cologne</td>
<td>roman type</td>
</tr>
<tr>
<td>diesel engine</td>
<td>timothy grass</td>
</tr>
<tr>
<td>hamburger</td>
<td>vernier telescope</td>
</tr>
</tbody>
</table>

### 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
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
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
## 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.

<table>
<thead>
<tr>
<th>Deity</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adonai</td>
<td>Mars</td>
</tr>
<tr>
<td>Allah</td>
<td>Messiah (Jesus Christ)</td>
</tr>
<tr>
<td>the Almighty</td>
<td>Minerva</td>
</tr>
<tr>
<td>Astarte</td>
<td>the Omnipotent</td>
</tr>
<tr>
<td>Brahma</td>
<td>Prince of Peace</td>
</tr>
<tr>
<td>Christ</td>
<td>Providence</td>
</tr>
<tr>
<td>the Father</td>
<td>Son of God</td>
</tr>
<tr>
<td>the First Cause</td>
<td>Son of Man</td>
</tr>
</tbody>
</table>
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


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
A.19C1. Capitalize an appellation of a revered person such as a prophet, guru, saint, or other religious leader.

- the Apostle to the Gentiles
- the Baptist
- the Beloved Apostle
- the Blessed Virgin
- Buddha
- the Fathers; church fathers
- the Mahatma
- Mother of God
- Our Lady
- Panchen Lama
- the Prophet (i.e., Mohammed)
- the Twelve
- the Virgin (i.e., Mary)

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
- Lutheran; 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.
### 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 Divine Liturgy
- Holy Communion
- the Lord's Supper
- the Mass

### 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
- Holy Scriptures
- Sacred Scriptures
- New Testament
- Old Testament
- New Covenant
- Gospels
- Acts of the Apostles
- Apocalypse of John
- Epistles of Paul
- Apocrypha
- Five Scrolls
- Historical Books
- Minor Prophets
- Pentateuch
- History of Susanna
- Song of Songs
- Koran
- Qu'ran
- Zend-Avesta
- Talmud Yerushalmi
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 Nunc dimittis
the Decalogue the Shema
the Lord's prayer the Sermon on the mount
the Miserere the Ten commandments

A.19K. Versions of the Bible

A.19K1. Capitalize the name of a version of the Bible (see 25.18A11).

Authorized Version New English Bible
Confraternity Version Septuagint
Jerusalem Bible Vulgate
New American Standard Bible

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
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
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
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
Canis Major
Little Dipper

Mercury
the Milky Way
North Star

A.28. SOIL NAMES

A.28A. Capitalize the name of a soil classification.

Alpine Meadow
Chernozem

Half Bog
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 (market grade)
Formica (trade name)
Orlon (trade name)
Polaroid film (trade name)
Red Radiance rose (variety)
Yellow Stained cotton (market grade)

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
H-bomb
U-boat

vitamin B
X-ray
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; христианство; лютеранец.

A.35A3. Do not capitalize proper adjectives: софийски улици.

A.35B. Names of regions, localities, and geographic features, including streets, parks, etc.
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 святи 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 Пансиий; 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 Виe (Вий), Ви, Вас, and Вam 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.
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.
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 kompania 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.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.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.
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.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
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) pronomens (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.*
A.41B. Do not capitalize titles of nobility, including those consisting of an adjectival term derived from place of origin, etc.: gróf Teleki Pál; Kőrmendi 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.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.
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.
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.
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).
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; Красинский 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.
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: europeisk; københavnsk; lutersk; 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
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.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
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; Rtičdobrega upanja; Ulica stare pravde.

A.50C. Names of countries and administrative divisions
A.50C. 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*; *sekreter*; *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
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.
APPENDIX B

ABBREVIATIONS

Contents

B.1 GENERAL RULE
B.2 HEADINGS
B.3 UNIFORM TITLES
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B.15 NAMES OF THE MONTHS
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
ABBREVIATIONS

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., литаура, лит-ра; литературы, лит-ры).

B.9. ROMAN ALPHABET ABBREVIATIONS

(Footnotes for this listing appear on page B-7)

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ABBREVIATIONS

1 Use only in recording mathematical data in entries for cartographic materials.
2 Use only in notes to indicate voice range of vocal works.
3 Use only in uniform titles in listing languages.
4 Use only in names of firms and other corporate bodies.
5 Use in headings and in indicating the period when a manuscript was probably written.
6 Use only in a heading as a designation of function (see 21.0D).
7 Do not use in recording the extent of the item in the case of music.
8 Do not use in general or specific material designations.
9 Do not use in recording the date of printing in the publication, distribution, etc., area
   (see 1.4F6, 1.4G4, 2.4G2).
10 Use at the beginning of a statement and before a roman numeral.
### B.10 CYRILLIC ALPHABET ABBREVIATIONS

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### B.11 GREEK ALPHABET ABBREVIATIONS

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<td>יוהו</td>
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</table>

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.

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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.
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.

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<td>Puerto Rico</td>
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## 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.

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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
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.

xlii, 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).
NUMERALS

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

Revised version — April 2004
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.


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 ascertainable¹.

1er, 2e, 3e, etc.

(French)

1., 2., 3., etc.

(German)

NUMERALS

1°, 1ª, 2°, 2ª, 3°, 3ª, 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.
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. 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)

---

**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)*
**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. *(Achevé 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
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)*
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 ACCESION 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.
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
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)*
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)
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)*

INDEX

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.

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