
GRAPHIC MATERIALS

Contents

4.0 GENERAL RULES

- 4.0A Preliminary rule
- 4.0A1 Scope
- 4.0B Sources of information
- 4.0C Punctuation
- 4.0D Levels of detail in the description
- 4.0E Language and script of the description
- 4.0F Inaccuracies
- 4.0G Accents and other diacritical marks

4.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

- 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

4.2 EDITION AREA

- 4.2A Preliminary rule
- 4.2B Edition statement
- 4.2C Statements of responsibility relating to the edition

4.3 CLASS OF MATERIAL SPECIFIC DETAILS AREA

- 4.3A Preliminary rule

GRAPHIC MATERIALS

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

- 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

4.5 PHYSICAL DESCRIPTION AREA

- 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

4.6 PUBLISHER'S SERIES AREA

- 4.6A Preliminary rule
- 4.6B Publisher's series statement

4.7 ARCHIVAL DESCRIPTION AREA

- 4.7A Preliminary rule
- 4.7B Administrative history / Biographical sketch
- 4.7C Custodial history
- 4.7D Scope and content

4.8 NOTE AREA

- 4.8A Preliminary rule
- 4.8B Notes

4.9 STANDARD NUMBER AREA

- 4.9A Preliminary rule
- 4.9B Standard number

GRAPHIC MATERIALS

4.0. GENERAL RULES

4.0A. Preliminary rule

4.0A1. Scope

The rules in this chapter may be used to describe graphic materials that constitute a fonds or a part thereof as instructed in 1.0A1. Graphic materials are defined as documents in the form of pictures, photographs, drawings, watercolours, prints, and other forms of two-dimensional pictorial representations. The rules cover the description of most two-dimensional graphic materials, whether intended to be viewed by reflected or transmitted light.

For multiple media fonds, see chapter 2. For cartographic materials, see chapter 5. For architectural and technical drawings, see chapter 6. For graphic materials in electronic form, see chapter 9. For graphic materials on microform, see chapter 10.

4.0A2. Multilevel description

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

4.0B. Sources of information

4.0B1. Chief source of information. The chief sources of information for graphic materials are as 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 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.

GRAPHIC MATERIALS

4.0B2. Prescribed sources of information

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

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

4.0C. Punctuation

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

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

4.0D. Levels of detail in the description

See 1.0D. When describing a filmstrip or artist's series at the first level of detail, include the elements prescribed in 1.0D3, if appropriate.

4.0E. Language and script of the description

See 1.0E.

4.0F. Inaccuracies

See 1.0F.

4.0G. Accents and other diacritical marks

See 1.0G.

GRAPHIC MATERIALS

4.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 4.1A. Preliminary rule
- 4.1B. Title proper
- 4.1C. General material designation
- 4.1D. Parallel titles
- 4.1E. Other title information
- 4.1F. Statements of responsibility

4.1A. Preliminary rule

4.1A1. Scope

See 1.1A1.

4.1A2. Punctuation

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

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

4.1B. Title proper

4.1B1. Formal title proper. At all levels of description, transcribe a formal title proper as instructed in 1.1B1.

National School at Halifax, Nova Scotia

Sainte-Thérèse, 13 juillet 1844

Lake Charles from the top of the hill on the road from Quebec

A fancy ball at the Victoria Rink

Prince of Wales College Observer staff, 1906-07

School Mental Health Service

GRAPHIC MATERIALS

The right high and most mightie monarch Charles...

Note: Title continues: ... by the grace of God Kinge of England Scotland France and Ireland defender of the faith, &c.

Pestiche, or, Portrait adapted from El Greco

4.1B2. Supplied title proper. At all levels of description, if no formal title proper appears prominently in or on the chief source of information for the unit being described, supply a title as instructed in 1.1B2-1.1B4.

4.1B3. Supplied title proper for a fonds. When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

Canadian Government Expositions Centre fonds

R.S. Cassels fonds

MacKenzie Studios fonds

Georgia H. Cunningham fonds

Professional Photographers of Canada fonds

Buckley family fonds

4.1B4. Supplied title proper for a part of a fonds (e.g., series, file, item). When describing a part of a fonds, e.g., a series, file, or item, which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.

Watercolours of wildflowers by Annie L. Prat
(*Series forms part of Prat, Starr, Morse family fonds*)

20th Century Fox photographs of Dionne quintuplets
(*Series forms part of William E. Blatz fonds*)

Student sketchbooks

Bridge construction photographs

Watercolours, drawings and paintings of ships and the sea

Portrait study drawings and other material

GRAPHIC MATERIALS

Scenes of Oak Island, N.S.
(*File of photographic negatives*)

Portrait of Joseph Howe

Cominco filmstrip

4.1B4a. When an item lacks a formal title proper and a title is known to exist on another copy, edition, version, or different state of the item, take the title from that copy, edition, etc., if the title is appropriate. Give the source of the title in a note (see 4.8B2).

Looking up Main Street, Granville Ferry, N.S.
Note: Title from a reproduction published as a "Nova Scotia Souvenir Post Card"

If the title is not appropriate to the item being described, supply a title. Give the title from the other copy, edition, etc., in a note (see 4.8B1).

Micmac woman selling crafts in front of wigwams at the Nova Scotia Provincial Exhibition
Note: Later reproduced as a lithographic postcard entitled *At the Indian village near Halifax, N.S.*

4.1B4b. When the unit being described lacks a formal title proper but has a displayed text (as in the case of some drawings, photographs, posters, etc.), and the displayed text is appropriate to use as a supplied title, treat the text as a supplied title proper. If necessary, abridge a long title proper according to 1.1B1d.

J.F. Blanchard & Co., wholesale dry goods and millinery, Truro, N.S.
(*Poster advertising hats made by the company*)

If the displayed text cannot be treated as a supplied title proper, supply a title.

4.1C. Optional addition. General material designation

4.1C1. At all levels of description, immediately following the title proper, give the general material designation *graphic material* as instructed in 1.1C.

Catching lobsters, North Shore [graphic material]

GRAPHIC MATERIALS

4.1D. Parallel titles

4.1D1. Transcribe parallel titles as instructed in 1.1D.

Image of Canada [GMD] = Visage du Canada

Hand-drawn cart [GMD] = Petite charrette

Snorkel and scuba diving [GMD] = Tuba et scaphandre autonome

4.1E. Other title information

4.1E1. Give other title information as instructed in 1.1E.

H.M.S. "Resolute" [GMD] : abandoned 15th May, 1854

The key to the situation [GMD] : munitions, men and money : are you helping to turn it?

1800 police team [GMD] : champions Maritime Provinces, 1920, Halifax, N.S.

Cape Diamond & Point Levi, Quebec [GMD] : from the heights of the left bank of the Chaudiere River, near its mouth, July 1823

The Stewart Island trip [GMD] : on board the Wakatipin, Christmas Day, 1895

4.1F. Statements of responsibility

4.1F1. Transcribe explicit statements of responsibility as instructed in 1.1F.

View from the Horton Mountains [GMD] / drawn by Wm. Eagar ; engd. by J. Gellatly

Church of Saint Paul and the parade at Halifax in Nova Scotia [GMD] / Serres pinx ; R. Short delint ; Jno. 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

GRAPHIC MATERIALS

... / drawn on the spot by our correspondent
Note: Artist known to be John Parker

Here, there and everywhere [GMD] / produced by Jam Handy Picture Service Inc. ; sponsored by the International Nickel Company

4.2. EDITION AREA

Contents:

- 4.2A. Preliminary rule
- 4.2B. Edition statement
- 4.2C. Statements of responsibility relating to the edition

4.2A. Preliminary rule

4.2A1. Scope

See 1.2A1.

4.2A2. Punctuation

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

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

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

Precede each subsequent statement of responsibility by a semicolon.

4.2B. Edition statement

4.2B1. Give the edition statement as instructed in 1.2B.

3rd ed.

2nd version

[Trial proof, with pencil corrections]

English version

GRAPHIC MATERIALS

4.2C. Statements of responsibility relating to the edition

4.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions as instructed in 1.2C.

Soil [GMD] : the earth's greatest treasure. - Rev. version / photographer,
William P. Gottlieb

4.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:

4.3A. Preliminary rule

4.3A. Preliminary rule

This area is not used for graphic materials.

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

Contents:

4.4A. Preliminary rule

4.4B. Date(s) of creation

4.4C. Place of publication, distribution, etc.

4.4D. Name of publisher, distributor, etc.

4.4E. Statement of function of publisher, distributor, etc.

4.4F. Date of publication, distribution, etc.

4.4G. Place of manufacture, name of manufacturer, date of manufacture

4.4A. Preliminary rule

4.4A1. Scope

See 1.4A1. At the series or file level, if all the material in the unit being described belongs to the same published artist's or filmstrip series, record the information about the place, name and dates of publishing, distributing, or releasing, etc., activities.

4.4A2. Punctuation

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

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

GRAPHIC MATERIALS

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

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

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

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

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

Precede the name of the manufacturer by a colon.

Precede the date of manufacture by a comma.

4.4A3. In presenting information in the dates of creation, including distribution, publication, etc., area, follow the instructions set out in 1.4A3-1.4A7.

4.4B. Date(s) of creation

4.4B1. At all levels of description, give the date(s) of creation for the unit being described as instructed in 1.4B. Do not give the date(s) of creation for graphic materials that are published, distributed, etc. (see rules 1.4C-1.4G).

1885

July 14, 1841

1940-1975, predominant 1940-1960

1890-1950

Note: Very little material is available for the period 1940-1945

[before 1824]

[ca. 1880]-1930

[1778]

[195-]

4.4B2. If the unit being described is a reproduction, give the date(s) of creation for the reproduction as instructed in 1.4B3. See also 1.1E7 and 4.8B10.

[Duplicated to safety film] 1975

1916-1920

Note: Includes a few copy negatives made in 1991

GRAPHIC MATERIALS

4.4C. Place of publication, distribution, etc.

4.4C1. Transcribe the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

Saint John, N.B.

4.4D. Name of publisher, distributor, etc.

4.4D1. Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

London : John Murray

Elyria, Ohio : Potter & Son

Montréal : Office national du film

Littleton, N.H. : Littleton View Co. ; New York ; Toronto : Sold only by Underwood & Underwood

4.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

4.4E1. Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

Toronto : United Church of Canada, Board of Foreign Missions [distributor]

Montréal : Office national du film [distributeur]

4.4F. Date of publication, distribution, etc.

4.4F1. Give the date of publication, distribution, etc., of the unit being described as instructed in 1.4F.

, 1871

, c1888

GRAPHIC MATERIALS

4.4G. Place of manufacture, name of manufacturer, date of manufacture

4.4G1. Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

4.5. PHYSICAL DESCRIPTION AREA

Contents:

- 4.5A. Preliminary rule
- 4.5B. Extent of descriptive unit (including specific material designation)
- 4.5C. Other physical details
- 4.5D. Dimensions
- 4.5E. Accompanying material

4.5A. Preliminary rule

4.5A1. Scope

See 1.5A1.

4.5A2. Punctuation

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

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

GRAPHIC MATERIALS

4.5B. Extent of descriptive unit (including specific material designation)

4.5B1. At all levels of description, record the extent of the unit being described by giving the number of physical units in arabic numerals followed by the specific material designation. A selective list of recommended specific material designations³ 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).

GRAPHIC MATERIALS

4.5B2. *Optional addition.* If a further measure of extent is required add such information in parentheses after the primary statement of extent.

3 m of graphic material (ca. 6,000 photographs)

1 album (42 photographs, 3 drawings)

4.5B3. When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation, for each special class of material.

ca. 500 drawings. – 20 photographs

158 drawings. – 10 watercolours. – 6 prints

Optional addition. If more detail is desired, give a separate and complete physical description for each special class of material.

ca. 500 drawings ; 18 x 26 cm or smaller. - 20 photographs : b&w ; 7 x 9 cm

4.5B4. When the unit being described contains parts that fall into more than three special classes of material, give the physical extent and the specific material designation of the most predominant followed by the phrase *and other graphic material* and describe the remaining material in a note (see 4.8B11). Omit other physical details and dimensions in this area.

50 watercolours and other graphic material

Note: Also includes 10 photographs, 6 drawings, 3 filmstrips and 1 painting (oil on canvas)

4.5B5. *Accruals.* For graphic material at an aggregate level of description, e.g., an open fonds or series, give the extent including the specific material designation if applicable as instructed in 1.5B4. See also 1.8B19.

20 m of graphic material

Note: Further accruals are expected

photographs

Note: Since 1980, ca. 10,000 photographs have been transferred to the archives every five years

GRAPHIC MATERIALS

4.5C. Other physical details

4.5C1. At all levels of description, if appropriate and readily ascertainable, give any physical details other than extent or dimensions that are considered important. Omit any characteristics implicit in the specific material designation.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.

GRAPHIC MATERIALS

When multiple techniques, processes, etc., are known to have been applied but are unidentified, or are too numerous to enumerate, use the terms "various media," "multiple processes," or other phrase, as appropriate and give the details in a note (see 4.8B11).

1 print : multiple processes

Note: Processes include etching, mezzotint, drypoint, reversed soft ground engraving, electric stippler, scraping, and burnishing

80 photographs : multiple processes

4.5C4. Colour

Give the colour characteristics of the unit being described as appropriate. Distinguish the colour characteristics by the use of the abbreviations "col." (coloured) or "b&w" (black and white), by statements indicating hand colouring, tinting or toning, or by the enumeration of not more than three specific colours. Give the colour characteristics of supports if considered important.

5 collages : col.

24 photographs : b&w

1 photograph : hand col.

1 drawing : red, black and white chalk

1 drawing : pen and black ink on blue paper

Do not indicate colour for paintings or watercolours. *Optionally*, if a painting or watercolour has been executed entirely in one colour, list the colour preceded by the word "monochrome".

1 painting : monochrome grey oil

1 watercolour : monochrome blue wash

When the unit being described contains both black and white and colour parts, describe both. If appropriate, either give the specific number of black and white or coloured images in an aggregate level of description or indicate this in a general way.

114 photographs : b&w and col.

89 prints : posters, 23 b&w

45 photographs : b&w, some sepia toned

GRAPHIC MATERIALS

Optionally, give an explanatory phrase, including trade names, in parentheses after the statement.

36 photographs : col. slides (Kodachrome)

4.5D. Dimensions

4.5D1. Record the dimensions, of the physical unit(s)⁵ 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
(*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 AREA⁶

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.

GRAPHIC MATERIALS

4.6B. Publisher's series statement

4.6B1. Transcribe the publisher's series statement as instructed in 1.6.

4.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 4.7A. Preliminary rule
- 4.7B. Administrative history / Biographical sketch
- 4.7C. Custodial history
- 4.7D. Scope and content

4.7A. Preliminary rule

4.7A1. Scope

See 1.7A1.

4.7A2. Punctuation

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

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

4.7A3. Form of presentation of information

Follow the instructions set out in 1.7A4.

4.7A4. Citations in the archival description area

Follow the instructions set out in 1.7A5.

4.7B. Administrative history / Biographical sketch

4.7B1. Administrative history. Give a concise administrative history as instructed in 1.7B1.

The Still Photography section of the Nova Scotia Information Service traces its origins to 1933 when the Provincial Bureau of Information included an expenditure for photographs and slides within the tourism budget of the Dept. of Highways. In 1942, the Bureau of Information became part of the Dept. of Industry and Publicity, and in 1945 a Film Branch was established.

GRAPHIC MATERIALS

On 1 February 1946 the Still Photography Branch of the Dept. was created within the Bureau of Information, a darkroom built and equipped, and a numbered, indexed picture file established. Since that time, the Still Photography section has continued to exist, with slight variations in name, reporting to a succession of government departments. In November 1987 the Nova Scotia Information Service, of which the Still Photography section formed a part, was separated from the Dept. of Government Services and became autonomous. According to its annual report for 1987-88, the aim of the Nova Scotia Information Service is to facilitate "the flow of communication between the government and the Nova Scotia public," and Still Photography is one of seven sections working cooperatively to achieve this goal. The role of the Still Photography section is to provide photographs for a wide variety of uses including slide shows, public relations, publications and government identification cards

4.7B2. Biographical sketch. Give a concise biographical sketch as instructed in 1.7B2.

Amos Lawson Hardy, professional photographer, was born at Allendale, Shelburne Co., N.S., on October 4, 1860, the fourth son in a farming and fishing family of Loyalist descent. He worked as a cooper, then a merchant, and opened a photographic studio in Kentville in 1892. He became well-known as a landscape photographer, taking souvenir views throughout Nova Scotia. A number of his photographs were published in booklets for the Dominion Atlantic Railway. From about 1914 until his death on October 2, 1935, Hardy concentrated mainly on local and studio work and on the sale of prints from earlier scenic negatives, which remained popular until well into the twentieth century

4.7C. Custodial history. Give the custodial history as instructed in 1.7C.

One box of Sydney Payne's negatives was found in the attic of his house in Annapolis Royal by a later owner and donated to the Historical Restoration Society of Annapolis County. The remainder were left in the Dominion Entomological Laboratory after it moved to Kentville and were later rescued from destruction by Historical Restoration Society member Marguerite Wagner, while she was working in a library in the former Laboratory building. She transferred them to the Historical Restoration Society Museum and later arranged for the transfer of all of Payne's negatives to the Public Archives of Nova Scotia

4.7D. Scope and content. Give information about the scope and the internal structure or arrangement of the records and about the contents of the unit being described as instructed in 1.7D.

GRAPHIC MATERIALS

Fonds consists almost entirely of negatives taken by Georgia H. Cunningham for clients who patronized her commercial studio, although it also includes a few glass plate negatives which may have been taken by previous commercial studio owners Joseph Rice or Edith Crosskill, as well as negatives and prints left with her for photofinishing or given to her by others. The geographic area represented by the photographs is almost exclusively Bridgetown, N.S. and its environs. Cunningham's work is primarily portraiture, although from 1942 onwards there are a number of photographs of school groups and societies, including the Bridgetown Salvation Army Citadel. Approximately five percent of the photographs are views of Bridgetown, including buildings, street scenes, storefronts, and special events

Series consists of photographs, slides, and transparencies produced by the Still Photography section. These photographs, created for use by the media, advertisers, and in publications about Nova Scotia, cover many aspects of Nova Scotia life, including its peoples, communities, industries, and scenery. Many of the photographs were used to promote the Nova Scotia tourist industry. The series also includes a substantial number of photographs of the activities of various departments and agencies of the Nova Scotia government taken for publicity purposes or for inclusion in government publications

Subseries consists of official war photographs of Canadian internment camps for enemy aliens and prisoners of war

4.8. NOTE AREA

Contents:

- 4.8A. Preliminary rule
- 4.8B. Notes

4.8A. Preliminary rule

4.8A1. Scope

See 1.8A1.

4.8A2. Punctuation

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

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

GRAPHIC MATERIALS

4.8A3. Form of presentation of notes

See 1.8A4.

4.8A4. Notes relating to reproduced material

See 1.8A5.

4.8B. Notes

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

4.8B1. Variations in title. Make notes on variant titles as instructed in 1.8B1.

Previously known as: Copyright collection
(*Title proper is Canada Patent and Copyright Office fonds*)

Photographs later published as a series entitled *Views of Halifax*

4.8B2. Source of supplied title proper. Indicate the source of a supplied title proper as instructed in 1.8B2.

Title appears in photographer's handwriting on verso of another copy of the photograph

4.8B3. Parallel titles and other title information. Make notes on parallel titles and other title information as instructed in 1.8B3.

4.8B4. Continuation of title. Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

Title continues: ... by the grace of God kinge of England Scotland France and Ireland defender of the faith, &c.

4.8B5. Caption. Transcribe a caption, heading, or motto if different from the title recorded in the title and statement of responsibility area.

4.8B6. Statement(s) of responsibility. Make notes on any statement(s) of responsibility as instructed in 1.8B5.

Photograph hand-coloured by Elva MacAskill

GRAPHIC MATERIALS

After drawings by Daniel Wadsworth

Director, Margaret Westcott; producer, Hans Moller; layouts, Keith Packwood; artist, Peter Whalley; scripting, Mark Slade; pedagogical advisor, Richard Bowles; Walter Coulthard; Morris Patt; Ruth Foster; John Gillett; Blanche Snell

4.8B7. Signatures and inscriptions. Make notes on signatures, inscriptions, or monograms, etc., which appear on the unit being described. Indicate where such signatures and inscriptions appear.

Inscribed in pencil on upper right corner of front endpaper: R.S. Cassels, Xmas 1894, Toronto

Inscribed in pencil, recto, lower right: Allan / Make thinner / & we've got it. / Jim

4.8B8. Attributions and conjectures. Make notes on authors to whom the unit being described has been attributed as instructed in 1.8B6.

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

Possibly photographed by Notman Studio

4.8B9. Edition. Make notes relating to the edition as instructed in 1.8B7. Include the number of an item within an edition. When citing a catalogue raisonné, put the state, edition, and related notations in parentheses immediately after the reference.

Limited edition of 100 copies

Edition: 95/100

4.8B10. Date(s) of creation, including publication, distribution, etc. Make notes on dates as instructed in 1.8B8.

First issued in 1967

4.8B10a. Date(s) of accumulation. Makes notes relating to the date(s) of accumulation of the unit being described as instructed in 1.8B8a.

GRAPHIC MATERIALS

4.8B11. Physical description. Make notes on important physical details that are not included in the physical description area, or elsewhere in the description, especially if these affect the use of the unit being described. See also 1.8B9.

Sheet trimmed to plate mark

Also includes 10 photographs, 6 drawings, 3 filmstrips and 1 painting (oil on canvas)

Make notes to distinguish between different generations of material, e.g., between vintage and modern or contemporary photographs.

Modern silver gelatine print from original negative made 1915

Modern photographs from copy negatives of the original photographs

Make notes about important colour characteristics of the unit being described that are not included in the physical description area. Make an explanatory note about hand colouring when it is known to have been done after the image was originally issued. If important, enumerate the number of colours (stones) in a lithograph.

Hand colouring done in the 20th century

Printed in black, green, red, brown, gray, dark gray, ochre, dark brown and yellow

Describe watermarks, trademarks, studio imprints, remarques, etc., in relation to the printer, publisher, creator, owner, or the paper.

Photographer's stamp on verso

Watermark: Fleur-de-lis

4.8B11a. Physical condition. Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

Emulsion flaking

4.8B11b. Conservation. Make notes on any specific conservation treatment as instructed in 1.8B9b.

Print dismounted, tear repaired, and print remounted, 13 May 1979

GRAPHIC MATERIALS

Album pages were detached from their original bindings, encapsulated in Mylar, and rebound, 1988

4.8B11c. Accompanying material. Make notes on accompanying material as instructed in 1.8B9c.

Accompanied by plot plan showing location of tombstones photographed

Accompanied by identification key

4.8B12. Publisher's series. Make notes on important details of publisher's series as instructed in 1.8B10.

Originally issued in the publisher's series: British steam trains

Publisher's series title on container: Painters of Canada series
(*Container bears a variant form of the publisher's series title*)

Artist's series incomplete: nos. 6, 7, 10-15, 22, and 24 wanting

4.8B13. Alpha-numeric designations. Make a note of any important numbers borne by the unit as instructed in 1.8B11.

Original negative no. 64260

4.8B14. Immediate source of acquisition. Make notes on the immediate source of acquisition as instructed in 1.8B12.

Donated by John Meagher, brother of the artist, 1988

Purchased in 1978, in cooperation with the Nova Scotia Museum, with the assistance of a grant from the Minister of Communications under the terms of the Cultural Property Export and Import Act

Bequest of J.H.P. Daman, 1979

4.8B15. Arrangement. Make notes on the arrangement as instructed in 1.8B13.

The photographer's original arrangement and most of his numbering system have been lost, due to rearrangement and re-numbering of his negatives by two successive owners. An employee of one of these later owners randomly numbered and listed the negatives, which, for sake of

GRAPHIC MATERIALS

convenience, the Archives has retained as its system of arrangement and numbering

4.8B16. Language. Make notes on the language of the unit being described as instructed in 1.8B14.

Captions on verso in English, French, German, Spanish, Dutch, and Russian

4.8B17. Originals and reproductions

4.8B17a. Location of originals. Make notes on the location of originals as instructed in 1.8B15a.

Original nitrate negatives, from which copies were made, were destroyed due to serious deterioration

Original glass plate negatives are held by the Bailly family, Lunenburg, N.S.

4.8B17b. Availability of other formats. Make notes on the availability of other formats as instructed in 1.8B15b.

Selected images also available on optical disc

Selected photographic reproductions available

4.8B18. Restrictions on access, use, reproduction and publication. Make notes on restrictions as instructed in 1.8B16.

Copyright: Expired

Restricted: Donor's written permission required for reproduction

Access to original album restricted; use copy prints

Access and use subject to review under the Access to Information and Privacy Act

4.8B19. Finding aids. Make notes on finding aids as instructed in 1.8B17.

Inventory and file list available

GRAPHIC MATERIALS

Finding aid consists of contact sheets and corresponding list of captions provided by the photographer

4.8B20. Associated material. Make notes on associated material as instructed in 1.8B18.

Photographic negatives by E.G.L. Wetmore are located at the Nova Scotia Museum

4.8B21. Accruals. Make notes on accruals as instructed in 1.8B19.

Since the Photographic Division began transferring photographs to the archives in 1973, an average of 3 metres per year have been transferred

4.8B22. Related groups of records in different fonds. Make notes regarding related groups of records as instructed in 1.8B20.

4.8B22a. Related groups of records within the same fonds. Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

4.8B23. Reference to published descriptions. Give the place in standard lists or reference works where the description of the material is to be found. Make this note in a standard and abbreviated form.

References: Klipstein, 182 (5th state; trial proof, no. 5)

4.8B24. General note. Use this note to record any other descriptive information considered important as instructed in 1.8B21.

Advertisement for Niagara Falls Museum pasted on verso

4.9. STANDARD NUMBER AREA

Contents:

- 4.9A. Preliminary rule
- 4.9B. Standard number

4.9A. Preliminary rule

GRAPHIC MATERIALS

4.9A1. Scope

See 1.9A1.

4.9A2. Punctuation

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

4.9B. Standard number

See 1.9B.