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# RECORDS ON MICROFORM

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## RECORDS ON MICROFORM

### 10.0 GENERAL RULES

#### 10.0A. Preliminary rule

**10.0A1. Scope.** The rules in this chapter cover the description of archival material on microform which constitute a fonds or a part thereof. Microforms include microfilms, microfiches, microopaques, and aperture cards. Use these rules in conjunction with the chapter(s) dealing with the broad class(es) of material relating to the intellectual form of the unit being described.<sup>1</sup>

**10.0A2 Multilevel description.** For instructions on the use of multilevel description for preparing descriptions of a fonds and its parts, see 1.0A2.

#### 10.0B. Sources of information

**10.0B1. Chief source of information.** The chief source of information for the description of records on microform is the same as the chief source for the class of material in reproduced form. Consult the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

**10.0B2. Prescribed sources of information.** The prescribed source(s) of information for each area of the description of records on microform is the same as the prescribed source for the class of material in reproduced form. Consult the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

#### 10.0C. Punctuation

Consult the .0C rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

#### 10.0D. Levels of detail in the description

Consult the .0D rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

#### 10.0E. Language and script of the description

Consult the .0E rules of the chapter dealing with the broad class of material relating to the intellectual form of the unit being described.

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<sup>1</sup> If the institution has itself produced a copy of the unit being described, it may choose either to indicate the availability of the copy in the descriptive entry for the unit being described as instructed, or prepare a separate descriptive entry for the copy.

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### **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)]

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### 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

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**10.3A. Preliminary rule.** For instructions regarding this area consult the .3 rules of the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

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

Contents:

- 10.4A. Preliminary rule
- 10.4B. Date(s) of creation

#### 10.4A. Preliminary rule

**10.4A1. Scope.** Record in this area only the dates of creation of the microform. Record in a note (see 10.8B1) details of creation, publication, distribution, etc. relating to the intellectual form of the material on microform. Also consult the .4B rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

#### 10.4A2. Punctuation

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

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

#### 10.4B. Date(s) of creation

**10.4B1.** At all levels of description, give the dates of creation of the unit being described as instructed in 1.4B. Also consult 1.1E7 and the .4B rules in the chapters dealing with the broad classes of material relating to the intellectual form of the unit being described.

### 10.5. PHYSICAL DESCRIPTION AREA

Contents:

- 10.5A. Preliminary rule
- 10.5B. Extent of descriptive unit (including specific material designation)
- 10.5C. Other physical details
- 10.5D. Dimensions

## RECORDS ON MICROFORM

### 10.5A. Preliminary rule

#### 10.5A1 Scope

See 1.5A. This area covers the physical description of records on microform. Provide information about the physical details of material on the microform in a note. See 10.8B2.

#### 10.5A2. Punctuation

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

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

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

Precede dimensions by a semicolon.

### 10.5B. Extent of descriptive unit (including specific material designation)

**10.5B1.** Record the extent of the microform for the unit being described in arabic numerals and one of the following terms as appropriate:

aperture card  
microfiche  
microfilm  
microopaque

Add *cartridge*, *cassette*, or *reel*, as appropriate, to *microfilm*. Add *cassette*, if appropriate, to *microfiche*.

If appropriate, follow the extent with a phrase indicating the special class of material, if this does not duplicate the GMD.

3 microfilm reels of textual records

**10.5B2. Optional addition.** If a further measurement of extent is required, add such information in parentheses after the primary statement of extent.

45 microfiches of cartographic materials (100 maps)  
1 microfilm reel (250 photographs)  
1 microfiche (55 fr.)

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### 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



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**10.6A. Preliminary rule.** This area is not used for describing records on microform. Record in a note information about a publisher's series in its original form.

### 10.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 10.7A. Preliminary rule
- 10.7B. Administrative history / Biographical sketch
- 10.7C. Custodial history
- 10.7D. Scope and content

#### 10.7A. Preliminary rule

##### 10.7A1. Scope

See 1.7A1.

##### 10.7A2. Punctuation

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

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

**10.7A3. Form of presentation of information.** Follow the instructions set out in 1.7A4.

**10.7A4. Citations in the archival description area.** Follow the instructions set out in 1.7A5.

#### 10.7B. Administrative history / Biographical sketch

**10.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

**10.7B2. Biographical sketch.** Give a concise biographical sketch as instructed in 1.7B2.

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**10.7C. Custodial history.** Give the history of the custody of the unit being described as it existed in its original<sup>2</sup> form before its copying to microform, the details of its copying to microform, and the custody of the microform thereafter. If the originals were destroyed, record the date and authority for their destruction, insofar as they can be ascertained.

Letterpress copies were microfilmed in 1958. The original letterpress copies were destroyed due to their illegibility

Microfilmed by the Department. Originals were destroyed by the National Archives in accordance with the Department's approved Appraisal and Disposition Schedule in 1982

**10.7D. Scope and content.** Give the scope and content as instructed in 1.7D.

### 10.8. NOTE AREA

Contents:

10.8A. Preliminary rule

10.8B. Notes

#### 10.8A. Preliminary rule

**10.8A1. Scope.** See 1.8A1. Also consult the .8B rules of the chapters dealing with the broad classes of material for the unit being described.

#### 10.8A2. Punctuation

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

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

#### 10.8B. Notes

Make notes as instructed in 1.8B and in the following sub-rules. Also consult the .8B rules of the chapters dealing with the broad classes of material for the unit being described.

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<sup>2</sup> The meaning of the original in this context is "a complete and finished document..." See the definition of original (1), Appendix D.

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**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

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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.