Cataloguing Photographs
According to RAD
(Rules for Archival Description)

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Field 1: <u>Title</u>

Transcribe the title-- you can abridge it if it is long.

If there is no title to transcribe, you have to make it up by looking at the item or from another source. Use the name of the creator, or a descriptive phrase about the image (or both) and say what the medium is (photograph, painting, etc.)

You do not have to use square brackets if you supply a title, but you do have to make a note of the source from which you made it up. Put this information in a NOTE-- Field 9.

Field 2: <u>Other title information</u>

Precede this information by a colon.

This may be: (1) the rest of a long title, which must be transcribed, (2) a brief explanation of the transcribed title, use square brackets, or (3) if the item is a reproduction, put the dates of the original here in square brackets.

Field 3: <u>Statement of Responsibility</u>

Precede this information with a slash. This must be transcribed and must appear with the title. It may just be the name of an individual or a studio. Statements like Aby@, Adrawn by@, Aillustrated by@, indicate the statement of responsibility and should also be transcribed.

Example:

H.M.S. AResolute@ : abandoned 15th May, 1854 / drawn by Wm. Eagar

⌐   ⌐   ⌐

Title, transcribed or supplied   *Other title information*   *Statement of responsibility*

Field 4: <u>Date of Creation</u>

Start with a full-stop, space, dash, space, or start a new paragraph.

Give the date of creation-- year, month, day order is up to you, but be consistent.

If you are unsure of the date, you can make an approximation using one of the following and enclose it in square brackets. You CANNOT leave this area blank or use *nd.*

probable date	[1867?]
approximate date	[ca. 1867]
terminal date	[before 1867]
	[after 1867]
one year or the other	[1892 or 1893]
between 2 years	[between 1915 and 1918]
decade certain	[197-]
probable decade	[186-?]
century certain	[17-]
probable century	[17-?]

Field 5: <u>Specific Material Designation</u>

Start with a full-stop, space, dash, space or start a new paragraph.

Use this only if you are describing more than just photos (or some other material) in your finding aid or database. Otherwise, this will always say Aphotograph@ and be redundant.

This is a recommended list of choices. You can add terms if you like, but make sure that your list is standard.

collage
drawing
filmstrip
painting
photograph
print
watercolour

Field 6: <u>Other physical details</u>

If you used field 5, start this field with a colon. If not, start with a full-stop, space, dash, space or start a new paragraph.

Give any other physical information about the medium, support, processes, colour, dimensions, frame, etc. Be consistent with the language you choose.

Some examples:

b&w
colour
nitrate negatives
mounted
sepia tone
23 cm x 30 cm
framed

Field 7: <u>Custodial History</u>

Start with a full-stop, space, dash, space, or start a new paragraph.

Give a history of the custody of the item. Include the donor and anyone else who owned or had custody of the item before that. If the donor or any part of the custody is unknown, record that. If the item came to the archives directly from the creator, you can simply record this information in the source of immediate acquisition note.

Field 8: <u>Scope and Content</u>

Start with a full-stop, space, dash, space, or start a new paragraph.

Give information about the content of the item: subject, genre, form, purpose, etc.

Field 9: <u>Notes</u>

Start with a full-stop, space, dash, space, or start a new paragraph.

Pick from among these options of notes, you can also create a note related to any of the previous fields if there was more information you wanted to include. You may choose to always use certain notes or pick and choose among them for each item you describe.

-Source of supplied title - record the source of the supplied title
-Caption - record a caption if there is one
-Physical Condition - use this if the condition of the material affects the clarity or legibility
-Conservation - use if the unit has received any specific conservation treatments
-Numbers or letters borne by the material - record any numbers that may appear on the item
-Immediate source of acquisition- record the donor or other source of acquisition
-Restrictions on access, use or reproduction - record any restrictions on access or copyright, include dates restrictions will be lifted and other information

Field 10: <u>Part of</u>
(not in RAD)

Start with a full-stop, space, dash, space, or start a new paragraph.

Use this if the item forms part of a fonds. Record the series and fonds of which the item forms a part.

Field 11: <u>Subject Headings</u>
(not in RAD)

Start with a full-stop, space, dash, space, or start a new paragraph.

Choose an appropriate subject heading from a recognized authority like <u>the Nova Scotia Subject Headings Authority</u> or the <u>Library of Congress Subject Headings</u>.

Field 12: Archival Number
(not in RAD)

Record the accession number or unique identifier, if your institution uses these as a location system.

Graphic Materials Description Template

Title:_____

    :_____

    /_____

Dates of Creation: _____

Specific Material Designation: _____

Other Physical Details: _____

Custodial History: _____

_____

Scope and Content: _____

_____

Notes:

    Supplied Title:_____

    Caption: _____

    Physical Condition: _____

    Conservation: _____

    Number: _____

    Source of acquisition: _____

Restrictions: _____

General: _____

Part of: _____

Subject Headings: _____

Archival Number: _____