

Cataloging Conventions Item Level Bibliographic Records

This document describes cataloging conventions focused, but not limited to, collections of still photographic materials and reflects the efforts of the Archives to establish and maintain standards in the cataloging of item records. This document is created for the use and purposes of the Freer Gallery of Art and Arthur M. Sackler Gallery Archives. These instructions were adopted, revised, and expanded from the Eliot Elisofon Photographic Archives of the National Museum of African Art, with permission from senior Archivist Amy Staples. FSG Archives has updated the Cataloging Conventions from using *Archives, Personal Papers and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies and Manuscript Libraries*, 2nd ed. (Chicago: Society of American Archivists, 1989) to the descriptive standard set forth in *Describing Archives: A Content Standard (DACCS)*, (Chicago: Society of American Archivists, 2007).

Each Cataloging Element is color coded to indicate the level of necessity for each field. Please refer to the legend below to see what the colors indicate. After DACS there are fields required by FSG Archives. Last there are suggested fields where applicable according to the MARC Core Record Standards by the Library of Congress.¹ The level of cataloging is up to the cataloger's interpretation of necessity factoring in time of work, processing, entry, and if the item warrants the greater benefit of a more in depth record.

Required by DACS for Minimum Level Processing

Required by FSG in addition to DACS Minimum Level Requirements

Required where applicable by MARC Core Record Standards (Library of Congress)

Subfields are |a unless otherwise stated.

LDR Leader

| | | |
|------------------------------------|---|---|
| (RecS) Record Status | = | default is "new" |
| | | When editing, select "corrected or revised" |
| (Type) Type of Record | = | select appropriate code |
| (BLvl) Bibliographic level | = | "m" for monograph/item |
| (Cntl) Type of Control | = | "a" for archival |
| (ELvl) Encoding Level | = | "Full Level" |
| (CatF) Descriptive Cataloging Form | = | "AACR2" |

008 Fixed-Length Data Elements

| | | |
|---------------------------------|---|--------------------------------------|
| Type of date/Publication status | = | "q" for questionable date |
| | = | "s" for single known/probable date |
| | = | "t" for publication & copyright date |
| Date1 | = | Date |

¹ <http://www.loc.gov/catdir/pcc/bibco/coreintro.html>, retrieved January 28, 2009.

| | | |
|-------------------------|---|--|
| Place of publication | = | use for postcards in conjunction with a published date |
| Type of visual material | = | select appropriate code |
| Cataloging source | = | “d” |

040 Office Responsible for Cataloging

The U.S. MARC Organization Code for FSG Archives is DSIFSA. It is assigned by the Network Development MARC Standards Office at the Library of Congress for use in Machine Readable Cataloging (MARC) records. The code identifies our office and is published in the MARC Code List for Organizations. The first part of the code is a geographic prefix and institution, “DSI.” The last part of the code takes letters from the name of the organization, “FSA.” Subfield e indicates the descriptive conventions used.

040|a DSIFSA |e DACS

041 Language Code

When applicable – if foreign language text is on item being cataloged.

043 Geographic Area Code²

Geographic areas and their associated one- to seven-character codes. The codes denote the geographic area and political entity according to the MARC List for Geographic Entries. It is based on the geographic added subject field (651). The continent is denoted by a letter; Asia is “a.” It is followed by a hyphen and a two digit country code. The country code is followed by three hyphens. The last three digits are reserved for further political divisions within a country.

043|a a-cc-hu-- “cc” for China, and “hu” for Hunan Sheng

098 Archival Office Identification

098|a Freer Gallery of Art and Arthur M. Sackler Gallery Archives |b fsa

099 Local Control Number

A negative or print number associated with the item, or if no individual identification number exists, then the Local Call Number, ex. A.1 (Accession Number)

099|a A.1

² For more information see the MARC Code List for Geographic Areas: <http://www.loc.gov/marc/geoareas/introduction.pdf>, retrieved January 26, 2009.

100 Creator

Name of the photographer, if known. Import the name from the Library of Congress Name Authority file. If an adequate term cannot be found then a local authority may be created using the FSG Local Authority Term template in the Horizon Software library.

If the photographer is unknown, but the owner of the studio is known, the studio owner is usually credited with the photograph.

For postcards, list the printer or publisher when the photographer is unknown.

MARC only allows one creator in the field. Other creators are placed in field 700. If there are multiple creators, the name entered should be the first named or, if that is not given, the senior responsible party.

245 Title

Use the title supplied by the photographer or studio. When not available, provide a short descriptive title in brackets.

245\$a Children
245\$a [Group Portrait]
245\$a Children |h [graphic]

245|h Medium

Use for General Material Designator (SMD). Supply the term “graphic” in brackets. A single image may be reproduced in different formats, i.e. a black and white image as a negative and a print and a slide as a slide, transparency and print.

245\$a Children |h[graphic]
245\$a Man and wives |h[graphic]

260|c Date

The year of the photograph. When the date is approximate, precede the year with the abbreviation for circa. End the date with a period of final punctuation.

260|c Date (new standard adopted 8/1/01)
245|f Date (old standard discontinued as of 8/1/01)

For all other date variations refer to Appendix A of Graphic Materials by Elisabeth W. Betz.

300 Physical Description

Quantity and unit of measure. For a list of descriptive material designators, see appendix A.

300|b Other Physical Details

Indicates whether the image is color or black and white. Picture postcards often include colored subtitles and stamps. However, unless the postcard itself is colored, then the image is considered black and white.

Precede the subfield with a colon.

300|c Dimensions.

The size of the image, always height by width and in centimeters unless a standard English ruler size is used. Precede the subfield with a semi-colon. When the image is described as a slide in subfield |a, then the size is understood to be 35 millimeter and does not require cataloging.

300|a 1 photographic print : |b black and white ; |c 11 x 15 cm.

300|a 2 photographic prints : |b black and white ; |c 8 x 10 in.

300|a 1 photographic print : |b color ; |c 11 x 15 cm.

300|a 1 slide : |b color

351 Arrangement

351|3 film, 35 mm: |a organized in envelopes; |b arranged numerically by film sheet

351|3 prints: |a organized in ten boxes; |b arranged numerically by image number

351|3 slides: |a organized in slide cabinet; |b arranged numerically by image number.

351|3 slides: |a organized one volume; |b arranged numerically by image number.

351|3 duplicate slides: |a organized in one volume; |b arranged numerically by image number.

351|3 contact prints: |a organized in three volumes; |b arranged numerically by image number.

500 General Note - Sources

If applicable, use to note the source for the captions and supplied titles. Oftentimes, subject matter expert will assist in writing a citation for an image from the Archives.

500|a Title source: Archives staff, not provided by photographer.

500|a Title source: Postcard Caption.
500|a Title source: Photographic album.
500|a Citation source: Dr. Elisabeth L. Cameron, Fowler Museum of Cultural History, UCLA.

520 Summary Note

Narrative description of the scope and content of an item. Image description should include the subject, location, date and photographer. Also include any original captions in quotes. Lengthy descriptions can be divided into paragraphs among separate 520 entries.

520|a A Torii (Shinto archway) stands in the foreground amidst tall trees. There are rickshaws just past the Torii, and a town across the water. An unidentified house stands to the left of the Torii in the immediate foreground.

524 Preferred Citation of Described Material

The information and format preferred by FSG Archives for attribution. The citation cannot be cataloged on separate lines as a caption normally would be written. This entry is used for item level records only.

Title of Item

Creator, date

Collection Name. Freer Gallery of Art and Arthur M. Sackler Gallery Archives. Smithsonian Institution, Washington, D.C.

524|a 626 Hakone. Photographer Unknown, circa 1890. Henry and Nancy Rosin Collection of Early Photography of Japan. Freer Gallery of Art and Arthur M. Sackler Gallery Archives. Smithsonian Institution, Washington, D.C.

541 Immediate Source of Acquisition Note

Source of the item. Used for items that are not received as part of a larger collection.

541|a JCB: Jean Charles Blanc |b Paris, France ; |c Purchase, |d 1992

581 Publication Note

This field is used to record citations to published sources, such as exhibition or collection catalogs, that contain reproductions of items. The license number follows the publication to related the Publication to the Licensing data in field 581 since an image is often used in multiple publications.

581|a Publications containing photographic reproductions
581|x License number authorizing the publication (Non-public display)

Web Page Example:

581|a Web page entitled, "Exploring Africa: Africa in the Classroom," edited by Prita Meier and produced by the Michigan State University International Studies and African Studies department, 2001.

Journal Example:

581|a Levine, Lawrence W. "William Shakespeare and the American People: A Study in Cultural Transformation." *American Historical Review*, 89 (February 1984).

Book Example:

581|a Brown, David. "Kings, Queens, and Warriors," Chicago: University of Chicago Press, 2002. |xLL02-0081

Television Commercial Example:

581|a Television commercial produced by Jerry Roache Direct in conjunction with Smithsonian Magazine to advertise membership in the Smithsonian Institution, 2001.

581|3 Materials specified. Enter the location within the publication where the image is found, whether is be a page number or URL.

581|3 Chapter 3, p. 112.

581|3 <http://exploringafrica.matrix.msu.edu/index.html>

581|3 www.glencoe.com

585 Exhibitions Note

A citation to an exhibition where the described materials have been shown.

585|a "Visions of City & Country: Prints and Photographs of Nineteenth-Century France," organized by Worcester Art Museum and the American Federation of Arts, 1982.

585|a Centre de Cultura Contemporania de Barcelona: "Requiem for a Staircase," 23 October 2001 through 27 January 2002.

590 Physical Condition

Preservation issues that may exist with the item.

600s Access Points

It is the cataloger's decision as to which names, terms, and concepts found in a description will be included as formal access points, but repositories should provide them in all levels of description. Access Points fall into six categories: names, places, subjects, documentary forms, occupations, and functions. All Access Point terms should first be looked for in the Library of Congress Authority files, or the Art and Architecture Thesaurus. If an adequate term cannot be found then a local authority may be created using the FSG Local Authority Term template in the Horizon Software library. FSG Archives most commonly uses these Access Points:

600|a Personal Name
650|a Topical Term
651|a Geographical Name
655|a Form and Genre
695|a Culture

673 and 674 Identification of the Whole Part Relationship (Parent/Child Relationship)

Internally the Smithsonian Institution uses the 673 field to express the parent relationship and the 674 to express the child relationship. For an item that is part of a larger collection it is required that a collection level record be made and the item records linked to it.

673|a Parent
674|a Child

673|a The People of India: A Series of Photographic Illustrations, with Descriptive Letterpress, of the Races and Tribes of Hindustan. 1868.
674|a The People of India, Volume Two

710 Studio Name

Another Access Point term and should first be looked for in the Library of Congress Authority files, or the Art and Architecture Thesaurus. If an adequate term cannot be found then a local authority may be created using the FSG Local Authority Term template in the Horizon Software library.

852 Location, of Archives

852|b Sublocation
852|e Address

852|a Smithsonian Institution, |b Freer Gallery of Art and the Arthur M.
Sackler Gallery Archives, |e 1050 Independence Avenue, S.W., Washington,
DC 20013-7012

856 Image

856|u hyperlink to large jpg.

852|9 hyperlink to image thumbnail

856|2 http |u http://sirismm.si.edu/sackler/Volume_2/PoI2.057.jpg |3 Image |9
http://sirismm.si.edu/sackler/Volume_2thb/PoI2.057thb.jpg