
DISCRETE ITEMS

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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

13.2A1. Scope. See 1.2A1.

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.

13.4F1. 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

13.5A1. Scope. See 1.5A1.

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

13.6A1. Scope. See 1.6A1.

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

13.7A1. Scope. See 1.7A1.

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*)

Do not use this element to record information about the corporate body 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.

13.7B2. 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

13.8A1. Scope. See 1.8A1.

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.

13.8B1. Variations in title. Make notes on variant titles as instructed in 1.8B1.

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 America 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 Superieur 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

Davidson County (N.C.) physician's account book [textual record]. – 1835-1839. – 1 v.

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