

## Fields for photograph descriptions

*(Some cross over)*



1. **Fonds/item number:** *(ID number)*

*(Examples)*

**H-133**

**FGC – 2**

**GP - 194**

2. **Title:** *(if one isn't obvious provide a short descriptive title)*

*(Example)*

***Lumber crew with pine logs***

3. **Dates of creation:** *(see RAD Rules 1.4 and 4.4)*

*(Example)*

**[190-?]**

**1.4B.** Date(s) of creation

**1.4B1.** Give the date(s) of creation for the unit being described.

**1.4B2.** Give the date(s) of creation of the unit being described either as a single date, or range of dates (for inclusive dates and/or predominant dates). Always give the inclusive dates. When providing predominant dates, specify them as such, preceded by the word predominant; for inclusive dates, do not give any specification or designation.

*(Examples):* **1975**

**17 Mar. 1906**

**July 14, 1841**

**1849-1851**

**1785-1960, predominant 1916-1958** *(not used for photos)*

**1.4B5.** For the recording of probable and uncertain dates use the following recording conventions.

*(Examples):* [1867?] = *probable date*  
[ca. 1867] = *approximate date*  
[before 1867] = *terminal date*  
[ca. 1880]-1930 = *terminal date*  
[after 5 Jan. 1867] = *terminal date*  
[1892 or 1893] = *one year or the other*  
[between 1915 and 1918] = *“only for dates fewer than 20 years apart*  
[197-] = *decade certain*  
[186-?] = *probable decade*  
[17-] = *century certain*  
[17-?] = *probable century*  
*So the use of "ND" or "No Date" is not needed*

**4. Extent, other physical details and dimensions:** (see RAD Rules 1.5 and 4.5)(These fields can be split to ease standardization)

**1 photograph : b&w ; 15 x 20 cm**

*(Examples of extent):*

**2 film reels**  
**ca. 1000 photographs**  
**50 technical drawings**  
**ca. 800 maps**  
**4 microfiches**  
**1 drawing**  
**1 painting**  
**1 print**  
**1 watercolour**

**1.5B3.** When the unit being described contains parts that fall into more than three special classes of material, give the physical extent plus the specific material designation of the most predominant special class of material followed by the phrase "and other material" and describe the remaining material in a note (see 1.8B9). Omit other physical details and dimensions in this area.

*(Example):* 21 m of textual records and other material  
Note : Includes 1500 b&w photographs, 19 post cards, 9 posters, 41 maps and 1 microfilm reel (35 mm)

*For Photographs the most used Other physical details are:*

**b&w = Black and White**  
**col. = Colour**  
**hand col. = Hand Coloured** (*mostly postcards, but some photos*)  
**sepia toned = Sepia**  
**nitrate negative**  
**negative print**  
**panorama**  
**postcard**  
**slides**

*(Examples of the use of Other physical details)*

**24 photographs : b&w**  
**1 map : col.**  
**2 photographs : sepia toned**  
**12 photographs : nitrate negatives**  
**12 photographs : b&w, some sepia toned**  
**123 photographs : b&w and col.**  
**36 photographs : col. slides**  
**1 photograph : hand col. Postcard**

**2 photographs : b&w panoramas**

*(Of a process is known it can be included)*

**8 photographs : col. (Ilfochrome)**

**36 photographs : col. slides (Kodachrome)**

**1 photograph : b&w (daguerreotype)**

**1 photograph : b&w (tin type)**

*Dimensions for photographs*

**4.5D1.** Record the dimensions, of the physical unit(s) 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 in the form **height x width x depth**.

*(Examples of Dimension use)*

**8 photographs : col. (Cibachrome) ; 41 x 51 cm**

**47 photographs : b&w and col. ; 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

1 photograph : b&w ; 27 x 18 cm **in mount** 60 x 28 cm

1 photograph : b&w ; 27 x 18 cm **in frame** 60 x 28 cm

1 photograph : b&w ; 27 x 18 cm **on matte** 60 x 28 cm

**5. Scope and Content:** (See RAD Rules 1.7D and 4.7D)

(Example) ***Unidentified lumberjacks with a load of logs on a horse drawn sleigh in a pine forest***

**1.7D4. Scope and content for an item** (*photograph*). As applicable, give information on the subject matter and form of the item, the data it records, the time period, and the geographical area to which its contents pertain. **The scope and content is discretionary if the title of the item is clear enough.**

*Basically you are describing what is seen in the photo. If any information is included on the photo then it can be cited. No conjecture about possible identification or antidotal information should appear in this field.*

**Example of what should not appear:**

*John Doe worked as a lumberjack from 1905 – 1910 or lumberjack teams worked the forests around Prince Albert.*

**6. General Notes:** (See all RAD notes in Rules 4.8B)

*It is preferred that each Note has a field of its own, but many of the notes will not be used by each item/photo. Some Institutions provide a mix of frequently used notes and the “General Note” Some information may also appear in the Scope and Content.*

- **4.8B1. Variations in title.**  
(Example)
  - o Photographs later published as a series entitled *Views of Prince Albert*
- **4.8B2. Source of supplied title proper.**  
(Example)
  - o Title appears in photographer's handwriting on verso (back) of another copy of the photograph
- **4.8B3. Parallel titles and other title information.**
  - o Make notes on parallel titles and other title information not recorded in the *Title or statement of responsibility area* if they are considered to be important.
- **4.8B4. Continuation of title.**  
(Example)
  - o Title continues: ... by the grace of God king of England Scotland France and Ireland defender of the faith, &c.
- **4.8B5. Caption.**
  - o 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.**

*(Example)*

- Photograph hand-coloured by Elva MacAskill

- **4.8B7. Signatures and inscriptions.**

- Note signatures, inscriptions, or monograms, etc., which appear on the unit being described. Indicate where such signatures and inscriptions appear.

*(Examples)*

- Inscribed in pencil on upper right corner of front: R.S. Cassels, Xmas 1894, Toronto
- Inscribed in pencil, recto (front), lower right: Allan/Make thinner/& we've got it./Jim

- **4.8B8. Attributions and conjectures.**

*(Example)*

- Various attributed to Mathew B. Brady and Timothy O'Sullivan. Possibly photographed by Notman Studio

*(This is where the "John Doe" statement would go with a citation of where the information was gathered. (Various attributed to Mrs. Doe and Henderson's Directory 1910))*

- **4.8B9. Edition.**

*(Example)*

- Eaton's Catalogue, 1925 Volume 3, page 235

- **4.8B10a. Date(s) of accumulation or collection**

*(Example)*

- Photographs were collected by Bill Smiley during his time as.....
- Postcards were accumulated by Jane Smith from 1910-1980

- **4.8B11. Physical description.**

- Make notes on important physical details **that are not included** in the *Other physical details area*, or elsewhere in the description, especially if these affect the use of the unit being described.

- Distinguish between different generations of material, e.g., between vintage and modern or contemporary photographs.
- Note important colour characteristics of the unit being described that **are not included** in the *Other physical details area*.
- Make an explanatory note about when hand colouring was done after the image was originally issued.
- Describe watermarks, trademarks, studio imprints, remarques, etc., in relation to the printer, publisher, creator, owner, or the paper.

*(Examples)*

- Sheet trimmed to plate mark
- Modern silver gelatin print from original negative made 1915.
- Modern photographs from copy negatives of the original photographs.
- Hand colouring done in the 20th century
- Photographer's stamp on verso
- Watermark: Fleur-de-lis

- **4.8B11a. Physical condition.**  
*(Example)*
  - Emulsion flaking
  - Cracked due to unrolling
  - Creased in center
- **4.8B11b. Conservation.**  
*(Examples)*
  - Print dismounted, tear repaired, and print remounted, 13 May 1979
  - Album pages were detached from their original bindings, encapsulated in Mylar, and rebound, 1988
- **4.8B11c. Accompanying material.**  
*(Examples)*
  - Accompanied by plot plan showing location of tombstones photographed
  - Accompanied by identification key
- **4.8B12. Publisher's series.**  
*(Examples)*
  - Originally issued in the publisher's series: British steam trains
  - Publisher's series title on container: Painters of Canada series
- **4.8B13. Alpha-numeric designations.**  
*(Examples)*
  - Original negative no. 64260
  - Previous Archives number A-231
  - Photographer's number 674
- **4.8B14. Immediate source of acquisition.**  
*(Examples)*
  - 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.**  
*(Examples)*
  - 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 convenience, the Archives has retained as its system of arrangement and numbering
- **4.8B16. Language.**  
*(Example)*
  - Captions on verso (back) in English, and Russian
- **4.8B17. Originals and reproductions.**

- **4.8B17a. Location of originals.**  
*(Examples)*
  - Original nitrate negatives, from which copies were made, were destroyed due to serious deterioration
  - Original glass plate negatives are held by the Bailly family, Prince Albert, SK.
- **4.8B17b. Availability of other formats.**  
*(Examples)*
  - Selected images also available on optical disc
  - Selected photographic reproductions available
  - Selected images digitally scanned
- **4.8B18. Restrictions on access, use, reproduction and publication.**  
*(Examples)*
  - Copyright: Expired
  - Restricted: Donor's written permission required for reproduction
  - Access to original album restricted; use copy prints
  - Access subject permission of Bill Smiley Archives
- **4.8B19. Finding aids.**  
*(Examples)*
  - Finding aid consists of contact sheets and corresponding list of captions provided by the photographer
  - In-house database available
- **4.8B20. Associated material.**  
*(Example)*
  - Photographic negatives by E.G.L. Wetmore are located at the Nova Scotia Museum
- **4.8B21. Accruals.**  
*(Examples)*
  - Since the Photographic Division began transferring photographs to the archives in 1973, an average of 3 meters per year have been transferred
  - Further accruals are expected
  - Transfer of negatives from newspaper office every 10 years
- **4.8B22. Related groups of records in different fonds** *(Rarely used)*
  - **4.8B22a. Related groups of records within the same fonds.** *(Rarely used)*
- **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 not 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.  
*(Example)*
  - Advertisement for Niagara Falls Museum pasted on verso (back)