

## UPDATE TO *GRAPHIC MATERIALS* (1996-1997; rev. 2002)

This set of pages is the cumulative update to the printed publication *Graphic Materials: Rules for Describing Original Items and Historical Collections*, compiled by Elisabeth Betz Parker in 1982. The revised rules are chiefly optional, additional guidelines written in 1996-1997 by Library of Congress Prints and Photographs Division staff in consultation with the Cataloging Policy and Support Office. New sample records show MARC format coding. More extensive additions are under consideration for a formal second edition. This update was first issued in May 2000 and revised in March 2002 to conform the MARC format tagging to MARC 21.

**Suggestions and comments are welcome.** Please contact the current editor:

Mary Mundy  
Cataloger, Pictorial Collections  
Prints & Photographs Division  
Library of Congress  
Washington, D.C. 20540-4730  
(email address: [mmun@loc.gov](mailto:mmun@loc.gov))

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### INTRODUCTION

When *Graphic Materials* was added to the *Cataloger's Desktop* CD-ROM infobase in 1996, the Library of Congress Prints and Photographs Division (P&P) staff added optional new rules based on their own experience and suggestions from other institutions cataloging visual materials. The full text of the updated *Graphic Materials* is available only as a CD-ROM from the Cataloging Distribution Service (<http://lcweb.loc.gov/cds/train.html#gavm>). The original 1982 print version is also still offered along with this update document. A new Web page for *Graphic Materials* provides information about the second edition and other versions of this cataloging tool (<http://lcweb.loc.gov/rr/print/gm/graphmat.html>).

Over the past fifteen years P&P staff have completed cataloging projects for a wide variety of materials--from architectural drawings and theatrical posters, to cartoons, daguerreotypes, and photographic prints and negatives. Staff have gained experience cataloging at varying levels of detail, describing single items as well as collections numbering one million items and everything in between. Certain cataloging practices have evolved within P&P to resolve cataloging issues that were not specifically addressed in *Graphic Materials*, or if addressed, were no longer relevant due to differences between the new online and old manual card environments. The introduction of a

MARC Format for Visual Materials in the late 1980s made it important to provide a concordance between the *Graphic Materials* rules and MARC fields as well as MARC format examples that represent more recent cataloging projects in P&P.

Changes to the original *Graphic Materials* text are, in fact, minor. More complex issues will be addressed with the publication of a second edition. Changes include an update of terminology to conform with terms in the 1995 edition of the *Thesaurus for Graphic Materials* (e.g., photographic prints instead of photoprints); a review and update of examples to reflect current cataloging practices; additions to the specific material designation list; and the addition of eleven new examples coded in the MARC format.

### SUMMARY LIST OF UPDATED RULES:

#### Throughout text:

Changed “photoprints” to “photographic prints.”

Changed “photonegatives” to “negatives.”

- 0A.b)** Changed "thousands" to "millions" in 2nd paragraph, 1st sentence.  
Added option for cataloging published portfolios according to *Graphic Materials*.
- 0C** Added reference to punctuation and tagging guidelines in *MARC 21 Format for Bibliographic Data*.
- 0C4 Footnote 3:** Added sentence directing catalogers to the *Chicago Manual of Style* (1993) for guidance on writing style and punctuation beyond what is prescribed in the cataloging rules.
- 1C1** Added option to use the title "[Untitled]" for single images. (To give museum community more flexibility when describing original contemporary art that may be abstract or conceptual.)
- 1G6** Added option to use instead rule 5B7.2.
- 2F4.3** Added additional example. Added option to record copyright date following published date even if the dates are the same year.
- 2F5.2** Added option for always providing a date for published items.
- 2F7** Added option to use angle brackets around the dates of published material in open-ended collections, e.g., <1956- >
- 2H1.** Added sentence and example to illustrate use of bulk dates to describe collections.
- 2H2.** Added option to record for photographs the copyright date and the date of the negative(s) even if the dates are the same year.

- 2H2.1** Added sentence and example to illustrate use of multiple dates for single items when dates of execution differ from printing dates.
- 2H5.** Added option for always providing a date for unpublished items.
- 2H6.** Added option to use angle brackets around the dates of unpublished material in open-ended collections, e.g., <1956- >
- 3B2** Added option to use angle brackets around the quantity of material in open-ended collections, e.g., <3,500 > photographic prints
- 3B4** Added clarification and updated examples.
- 3B5** Expanded and explained SMD list.
- 3B5.1** Added option to include terms describing both physical media and format.
- 3B5.2** Added option to use any term from an established vocabulary source or a published thesaurus.
- 3C1.** Updated example and added example.
- 3C2.1** Updated examples.
- 3C4.1** Updated to reflect option for using "color" and "hand-colored" rather than abbreviations, "col." and "hand col." Added distinction of when to use each term. Updated examples.
- 3C4.2** Corrected lantern slide example.
- 3D7.1.** and **3D8.** Corrected daguerreotype examples.
- 4.E.** Deleted "the name of the subseries" in last sentence.
- 5B14.** Add to Subject Note: date or span dates and bulk dates are placed in the physical description area.
- Glossary** Updated glossary references; updated footnotes to reflect new terms.

## ISSUES TO CONSIDER FOR SECOND EDITION

The Prints and Photographs Division has received a number of suggestions from outside institutions for revision and clarification of rules. Suggestions that involved minor changes were included in the first update pages (1996-1997). More complicated issues were deferred for a full second edition. General planning began in 1999 for a printed second edition to be developed with the Library of Congress Cataloging Policy and Support Office, the Society of American Archivists Visual Materials Cataloging Round Table, and other stakeholders in the special collections community.

The following issues and suggestions are under consideration for the second edition:

1. Guidelines for formulating and capitalizing collection names.
2. Rules for main and added entries, and for relator terms.
3. MARC-tagged examples within each rule.
4. Additional guidelines for transcribing and devising titles, including guidelines and examples for devising titles for portraits.
5. Guidelines for bracketing title information.  
More specifically, decide to bracket or not bracket all devised titles. (Current practice is to bracket devised titles for items and not to bracket devised titles for collections.)
6. More examples of collection-level description, especially for diverse groups of material.
7. Examples with architectural drawings.
8. Reconcile methods for expressing dimensions between AACR2 Chapter 8 and *Graphic Materials*. (e.g., allow the "or smaller" convention for group-level cataloging) (3D9.2)
9. Provide for local institution notes for rare but published materials, such as war posters and Currier & Ives prints owned by more than one institution.
10. Attributed statement of responsibility (1G3)
11. Examples that use the MARC field notes 530, 533, 544, 585.
12. When to treat albums as an item and when as a group.
13. Example of span date and bulk date, as used in the Appendix on dates.
14. Clarify that no place and no publisher are used with unpublished material; reconcile with AACR2.

**TEXT OF THE UPDATES FOR INSERTION WITH EACH RULE****OA b). Scope** (end of the section)

If a bound volume or portfolio (even one consisting primarily of graphics) is a bona fide monographic publication with a title page or its equivalent, it is to be cataloged according to AACR2, Chapters 1 and 2. In such cases, it may be desirable to use the physical description and note area to describe the graphic content of the publication.

1996 UPDATE: Optionally, GM may be used for published portfolios consisting primarily of graphic materials. Since GM provides for the treatment of published materials regardless of presentation format, either approach is valid. The decision should be based on an institution's needs, the focus of its collections, and what it chooses to emphasize in the record.

**OC. Punctuation** (add at start of section)

1996 UPDATE: The following punctuation information is appropriate for use in a card catalog format. Institutions using the MARC format should also follow MARC punctuation and tagging conventions outlined in *MARC 21 Format for Bibliographic Data*.

**OC4. Footnote 3** (add at end of footnote)

1997 UPDATE: Catalogers are directed to the *Chicago Manual of Style* for guidelines on style and punctuation (other than prescribed punctuation) not explicitly covered in the rules.

**1C. Devising titles**

**1C1.** Supply a title when there is no title in the chief source of information nor in any other source. Devise a title in English with an attempt to make it distinctive, applying the following provisions.

For single items, devise a brief descriptive title, and enclose it in square brackets.

For collections, devise a brief descriptive title and record it without square brackets. The descriptive statement may include the name of the creator, creating body, collector, or source.

Details of the content, nature, scope, context, motivation, arrangement, etc., of the material may be fully described in the note area.

1997 UPDATE: Optionally, use "[Untitled]" rather than devise a descriptive title for uncaptioned or otherwise untitled single images. If appropriate for further identification, include a brief description of the item in a note. (See also 5B14.)

**1G6. Attributions**

1996 UPDATE: Optionally, Use instead: 5B7.2. This option reflects AACR2 practice of including attribution statements in a note. See corresponding AACR2 rules 1.1F2 and 1.7B6.

Do not make an attribution unless there is strong supporting evidence. Record such a supplied name in a standardized way. For single items, enclose it in square brackets. For collections, do not enclose it in square brackets. If necessary, give an explanatory note.

Mr. F.S. Chanfrau "as Mose" : in the new piece called "a glance at New York" / [James L. Magee]

**2F4.3. Optional addition.** Add the date of copyright following the publication date if they differ.

1996 UPDATE: Add the date of copyright following the publication date, even if the dates are the same year.

1967, c1965

1905, c1905

**2F5.2.** As a last resort with single items, for which no date can be conjectured, use the abbreviation "s.d." (sine datum) in square brackets.

1996 UPDATE: Optionally, always provide a date.

**2F7. Open-ended collections**

1997 UPDATE: Optionally, if additional materials are expected to be added to a collection and separate catalog records are not desirable, record inclusive publication dates based upon the date of the earliest published item and the date of the latest published item initially cataloged. Or, record only the date of the earliest published material cataloged followed by a hyphen and three spaces. Enclose dates in angle brackets to emphasize the temporary status of the information. Make a note explaining that additional materials will be added to the collection. Update the record as new materials are added.

<1956-1963>

<1956- >

Optionally, if a finite collection is being processed in stages, record inclusive publication dates for the collection. Add dates reflecting the portion that is already processed or cataloged in angle brackets. Make a note to explain how the collection is being processed and, if desirable, the frequency with which materials will be added to the collection. Update the record as new materials are processed.

1937-1971, <1955-1962 processed>

**2H1.** Give the date or span dates of execution as a year or years. Optionally, for single items, include month and day as found on the material.

1996 UPDATE: Optionally, for collections, indicate dates or date spans most heavily represented within the collection as a bulk date.

**2H2.** Add the copyright date following the date of execution if they differ.

1996 UPDATE: Optionally, add the copyright date following the date of execution even if the dates are the same, to reflect copyright status of the material.

, 1886, c1892

Views of Oklahoma / J.V. Dedrick. – 1908, c1909.

, 1918, c1918

1996 UPDATE:

**2H2.1** Optionally, for photographs, add the date of printing or publication when it differs significantly from the date when the image (i.e, negative) was made.

[photographed 1863, printed 1970]

**2H5.** As a last resort with single items, for which no date can be conjectured, use the abbreviation "n.d." (no date) to indicate this.

1996 UPDATE: Optionally, always devise a date to provide some chronological information even if it is only an estimate of several centuries.

**2H6.** Open-ended collections

1997 UPDATE: Follow rule 2F7 with unpublished material.

**3B. Statement of extent (including the specific material designation)**

**3B1.** There are four ways<sup>1</sup> of stating the extent; indicate the number by an arabic numeral. Record 1 if there is only one item unit, even if implicit in the use of the specific material designation in the singular. For special additions, see 3B6. See also 3C4.2.

a) Record the exact number of single items.

1 drawing

4,945 transparencies

16 pictures

b) Record the approximate number of single items.

ca. 465 prints

ca. 2,500 photographic prints

c) Record the number of containers or volumes.

1 portfolio

8 albums

65 boxes

d) Record the linear (i.e., length of shelf or file drawer) or cubic measurement.

56 ft.

24 m.

6.3 cu. ft.

1996 UPDATE: The Library of Congress Prints and Photographs Division rarely describes collections in terms of linear feet, but provides this as an option to those institutions wishing to follow manuscript cataloging guidelines for certain collections.

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<sup>1</sup> The methods a through d and the special additions provided for in 3B6 obviously offer several possibilities in the level of detail that can be achieved. It is recognized that institutions will set their own policies in this respect.



**3B2. Later addition of material to a collection**

It is recognized that when collections are cataloged there may be a need to provide for the later addition of material, as when new material is accessioned from the same source as an already cataloged collection, and it is appropriate to add it. Under these circumstances, portions of the record are naturally subject to change (usually the statement of extent), with a final statement of exact contents when the decision is made to close the collection. It may, however, instead be desirable to catalog the addition separately, linking it to the collection by a note (see 5B22).

1997 UPDATE: Optionally if additional materials are expected to be added to a collection and separate catalog records are not desirable, record the number of items initially cataloged followed by three spaces. Enclose the number in angle brackets to reflect the temporary status of the information. Update the record as new materials are added to the collection.

<ca. 450 > items

<ca. 3,500 > photographic prints

Make a note explaining that additional materials will be added to the collection.

**3B4. Information on the component parts of a collection**

When a collection is being described and a more specific statement of extent is desirable, add the number of component parts in parentheses. This additional statement may show a single figure representing the total number of components or it may show multiple figures representing the subtotal for the different categories of material within a container or volume. When such details are numerous or complex, give them in the note area. For complex collections, see also 3F.

1996 UPDATE: "Collection" here is meant in the broadest sense and can signify any material with component parts, e.g., albums, portfolios.

**3B5. Specific material designation**

Choose a term from the list below for the specific material designation (SMD). If desirable, give further description in other physical details (see 3C) and in the note area. The material on which the image has been printed or executed and the mounting may also be of significance and are then included with the specific material designation (see 3B6.3 and 3B6.4).

- album
- collage
- contact sheet
- drawing
- item
- negative
- painting
- photomechanical print
- photograph
- photographic print
- picture
- portfolio
- print
- sketchbook
- slide
- transparency

**1996 UPDATE:**

The SMD list is deliberately limited to a few general terms that can be readily recognized by a broad range of catalog users, from persons unfamiliar with terminology for graphic media to those with more specialized expertise. The SMD can optionally be followed by more specific terminology for the media (see 3C).

20 photographic prints : megalethoscope.

**1996 UPDATE:**

**3B5.1** Optionally, expand the SMD to include terms describing both physical media and format, by adding the format in parentheses after the general SMD.

1 print (poster)

25 photographic prints (postcards)

1 negative (stereograph)

1996 UPDATE:

**3B5.2** Optionally, use any term from an established vocabulary source or a published thesaurus.

20 megalethoscope prints

1996 UPDATE:

**3C1.** Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0D.

Separate this element from the specific material designation by a colon ( : ).

Separate each part of the description of other physical details by a comma or conjunction.

1 print : woodcut, with text in letterpress

1 negative : glass, collodion

1 drawing : silverpoint

1 painting on paper : oil

1 print : lithograph, color

1 painting : watercolor

155 photographic prints : gelatin silver, albumen

**3C2.** Photographic materials

**3C2.1.** If desirable for photographic prints, give the trade name or other technical specification. Always indicate when a photographic print is negative.

1 photographic print : salted paper

6 photographic prints : cyanotype

1 photographic print : Kodak bull's eye

15 photographic prints : negative

**3C4. Color**

**3C4.1.** Indicate if the image(s) is colored, hand colored, tinted, or toned. (For paintings, an indication of color is usually unnecessary.) When hand coloring is known to have been done after the image was originally issued, make an explanatory note. If desirable, indicate if the image(s) is black and white. Use the abbreviations "col." (colored), "hand col." (hand colored), and "b&w" (black and white).

1996 UPDATE: Optionally, use only "color" and "hand-colored" and do not abbreviate. Color refers to material in which color is an inherent part of the original creation. Hand-colored refers to materials to which color is applied in a later stage, by hand, stencil, or other method. When in doubt as to whether a piece is hand-colored, use color.

1 print (12 sheets) mounted on linen : woodcut, hand-colored

1 photographic print : col.

1 transparency : Kodachrome

1 print on green laid paper : etching and drypoint, blue ink

1 transparency : b&w

15 photographic prints : albumen, gold toned

1 photographic print : gum bichromate, black

**3D7.1.**

1 photograph : daguerreotype ; visible oval image 7 x 6 cm., in case 11 x 9 cm.  
*Changed from 1 photographic print to 1 photograph.*

**3D8. Daguerreotypes**

With daguerreotypes, specify the plate size, if known.

1 photograph : daguerreotype ; ninth plate 7 x 6 cm.

*Changed from 1 photographic print to 1 photograph.*

**4E. Subseries**

When an item is one of a subseries and both the series and the subseries are named in the chief source of information, give the title proper of the main series first and follow it with the title of the subseries.

Gems of American life. American beauties ; no. 15

**5B14.** Subject description

Use this note, introduced by the word "Subject" (followed by a colon), for an objective narrative summary of a collection or for clarification of the content, meaning, or iconography of a single item. Information that places the material in a proper context and conjectural statements may be included. Extrapolations, conjectures, and educated guesses should be clearly indicated by wording or a question mark.

For a collection include, as appropriate: date or span dates and bulk dates depicted; the most significant topic(s), event(s), person(s), place(s), etc.; arrangement; and remarks on printed or handwritten explanatory or identifying text and the language.

[1996 UPDATE: date or span dates and bulk dates are placed in the physical description area.]

Use this note also to describe the functional type(s) of the material, e.g., poster, broadside, snapshot, studio portrait, slide, etc.

**CONCORDANCE BETWEEN GRAPHIC MATERIALS AND MARC 21**

<u>GM</u>	<u>MARC Field, Subfield</u>
Chapter 1	245
1D	245 †h
1G	245 †c
Chapter 2	260
2C	260 †a
2D, 2E	260 †b
2F, 2H	260 †c
2G	260 †e, †f, †g
Chapter 3	300
3B	300 †a
3C	300 †b
3D	300 †c
3E	300 †e
Chapter 4	4XX
Chapter 5	5XX
5B1 to 5B11	500
5B12	510
5B13	534, 535
5B14	520
5B15	545
5B16	351
5B17	505
5B18	555
5B19	500
5B20	581
5B21	580
5B22	500
5B23	501
5B24	506, 540
5B25	561
5B26	541

The following note fields are used in visual materials cataloging but are not yet specifically addressed in *Graphic Materials*:

- 530 - Additional physical form available note
- 533 - Reproduction note
- 544 - Location of other archival materials note
- 585 - Exhibitions note

## EXAMPLES OF MARC RECORDS FOR GRAPHIC MATERIALS

### Introduction

When *Graphic Materials* rules govern the content of MARC fields 245 through 590, the cataloging source is given as "gihc" in field 040 subfield 'e'. The following MARC records, created between 1987 and 1995, describe pictures in the Library of Congress Prints and Photographs Division (P&P). They illustrate a variety of media and genres; published and unpublished materials; minimal-level and full-level cataloging. The examples also show varying levels of description. Readers will find sample records for single items, groups, and collections.

The examples help clarify the relationship of *Graphic Materials* descriptive conventions to the headings and MARC control fields for which *Graphic Materials* does not provide guidelines. The examples represent only how the descriptive guidelines in *Graphic Materials* rules are applied in P&P cataloging; other combinations of description and indexing tools are possible. Proper noun access points are taken from the Library of Congress Name Authorities (LCNA) or Library of Congress Subject Headings (LCSH), or are formulated according to AACR2 and the Library of Congress *Subject Cataloging Manual*, as appropriate. Topical headings and genre and physical characteristics terms are taken from the *Thesaurus for Graphic Materials* (designated "lctgm" and "gmipc" in subfield 2 of MARC fields 650 and 655).

Readers should consult the *MARC 21 Format for Bibliographic Data* for the most current information on field definitions and coding used in the examples. The Web address is: <http://lcweb.loc.gov/marc>.

**Example 1** Single item (minimal-level record)

Leader/06: k

Leader/07: m

007 kf|||  
 007 cr|||  
 008 920825s1957\_\_xx\_nnn\_\_\_\_\_kn\_\_\_\_\_  
 010 †a 92515486  
 037 †a LC-USZ62-105354 †b DLC †c (b&w film copy neg.)  
 040 †a DLC †c DLC †e gihc  
 245 00 †a [Shepherdess holding two lambs in Azerbaijan] †h [graphic].  
 260 †c [1957]  
 300 †a 1 photomechanical print (postcard) : †b color.  
 540 †a Rights status not evaluated. For general information see "Copyright and Other Restrictions ..." ([http://lcweb.loc.gov/rr/print/195\\_copr.html](http://lcweb.loc.gov/rr/print/195_copr.html))  
 650 -7 †a Women †z Azerbaijan †y 1950-1960. †2 lctgm  
 650 -7 †a Shepherdesses †z Azerbaijan †y 1950-1960. †2 lctgm  
 650 -7 †a Sheep †z Azerbaijan †y 1950-1960. †2 lctgm  
 655 -7 †a Postcards †x Color †y 1950-1960. †2 gmgpc  
 655 -7 †a Photomechanical prints †x Color †y 1950-1960. †2 gmgpc  
 852 †a Library of Congress †b Prints and Photographs Division †e Washington, D.C. 20540 USA †n dcu  
 856 41 †3 b&w film copy neg. †d cph †f 3c05354 †g urn:hdl:loc.pnp/cph.3c05354 †u <http://hdl.loc.gov/loc.pnp/cph.3c05354>



**Example 2** Single item (full-level record)

Leader/06: k

Leader/07: m

007        kj|bo|  
 007        cr|||  
 008        920218s1957\_\_\_\_nyunnn\_\_\_\_\_kneng\_\_  
 010        †a 92504636  
 037        †a LC-USZC2-3758 †b DLC †c (color film copy slide)  
 037        †a LC-USZ62-22 †b DLC †c (b&w film copy neg.)  
 040        †a DLC †c DLC †e gihc  
 043        †a np-----  
 110        2 †a Currier & Ives.  
 245        14 †a The Rocky Mountains, emigrants crossing the plains †h [graphic] / †c F.F. Palmer,  
           del. ; Currier & Ives lith., N.Y.  
 260        †a New York : †b Published by Currier & Ives, †c c1866.  
 300        †a 1 print : †b lithograph, b&w ; †c image and text 49 x 66 cm.  
 500        †a Artist: Frances F. Palmer.  
 510        4 †a Currier & Ives : a catalogue raisonné / compiled by Gale Research. Detroit, MI : Gale  
           Research, c1983, †c no. 5633.  
 540        †a No known restrictions on publication.  
 650        -7 †a Westward movement †y 1860-1870. †2 lctgm  
 651        -4 †a Great Plains †y 1860-1870.  
 655        -7 †a Lithographs †y 1860-1870. †2 gmgpc  
 700        1- †a Palmer, F. F. †q (Frances Flora), †d ca. 1812-1876, †e artist.  
 852        †a Library of Congress †b Prints and Photographs Division †e Washington, D.C. 20540  
           USA †n dcu  
 856        41 †3 color film copy slide †d cph †f 3f03758 †g urn:hdl:loc.pnp/cph.3f03758 †u  
           http://hdl.loc.gov/loc.pnp/cph.3f03758  
 856        41 †3 b&w film copy neg. †d cph †f 3a04024 †g urn:hdl:loc.pnp/cph.3a04024 †u  
           http://hdl.loc.gov/loc.pnp/cph.3a04024

**Example 3** Single item (full-level record)

Leader/06: k

Leader/07: m

007        kj|bo|  
 008        871020s1952\_\_\_\_xxunnn\_\_\_\_\_kn\_\_\_\_\_  
 010        ≠a 87708677  
 040        ≠a DLC ≠c DLC ≠e gihc  
 100        1 ≠a Shahn, Ben, ≠d 1898-1969, ≠e artist.  
 245        10 ≠a [Phoenix] ≠h [graphic] / ≠c Ben Shahn.  
 260        ≠c [1952]  
 300        ≠a 1 print : ≠b silkscreen, printed in black ; ≠c image 58 x 54 cm., on sheet 78 x 57 cm.  
 500        ≠a Title and date from American prints in the Library of Congress / compiled by Karen  
           Beall. Baltimore : Johns Hopkins Press, 1970.  
 500        ≠a Signed in red ink.  
 500        ≠a Edition of 59.  
 500        ≠a Library has 14/59. ≠5 DLC  
 541        ≠c Purchase (Pennell Fund); ≠d 1958.  
 650        -7 ≠a Phoenix (Mythical bird) ≠y 1950-1960. ≠2 lctgm  
 655        -7 ≠a Silkscreen prints ≠y 1950-1960. ≠2 gmgpc  
 852        ≠a Library of Congress ≠b Prints and Photographs Division ≠e Washington, D.C. 20540  
           USA ≠n dcu

**Example 4** Single item (full-level record)

Leader/06: k

Leader/07: m

007        kj|co|  
 007        cr|||  
 008        950503s1919\_\_\_\_xxunnn\_\_\_\_\_kneng\_\_  
 010        ≠a 95506484  
 037        ≠a LC-USZC4-3690 ≠b DLC ≠c (color film copy transparency)  
 040        ≠a DLC ≠c DLC ≠e gihc  
 100        1 ≠a Barney, Maginel Wright, ≠d 1877- ≠e artist.  
 245        10 ≠a War gardens over the top--the seeds of victory insure the fruits of peace ≠h [graphic]  
           / ≠c Maginel Wright Enright.  
 260        ≠c c1919.  
 300        ≠a 1 print (poster) :≠b color ;≠c 74 x 57 cm.  
 520        0 ≠a Woman with hoe chasing fleeing vegetables.  
 500        ≠a Copyright by National War Garden Commission.  
 500        ≠a Promotional goal: U.S. J7. 1919.  
 540        ≠a No known restrictions on publication.  
 650        -7 ≠a Victory gardens ≠z United States ≠y 1910-1920. ≠2 lctgm  
 650        -7 ≠a Vegetables ≠z United States ≠y 1910-1920. ≠2 lctgm  
 650        -4 ≠a World War, 1914-1918 ≠x Economic & industrial aspects ≠z United States.  
 655        -7 ≠a War posters ≠x American ≠y 1910-1920. ≠2 gmgpc  
 655        -7 ≠a Prints ≠x Color ≠y 1910-1920. ≠2 gmgpc  
 710        2- ≠a National War Garden Commission, ≠e funder/sponsor.  
 852        ≠a Library of Congress ≠b Prints and Photographs Division ≠e Washington, D.C. 20540  
           USA ≠n dcu  
 856        41 ≠3 color film copy transparency ≠d cph ≠f 3g03690 ≠g urn:hdl:loc.pnp/cph.3g03690 ≠u  
           http://hdl.loc.gov/loc.pnp/cph.3g03690

**Example 5** Single item (full-level record)

Leader/06: k

Leader/07: m

007        kj|bo|  
007        cr|||  
008        940810s1885\_\_\_\_riunnn\_\_\_\_\_kneng\_\_  
040        †a DLC †c DLC †e gihc  
110        2 †a What Cheer Show Print, †e lithographer, †e publisher.  
245        10 †a Coming! Aitken & Watson Mesmeric Co. will commence a series of entertainments  
in mesmerism! †h [graphic] : †b to be held in G.A.R. Hall, Attleboro, Mass. on Tuesday  
& Wednesday evenings, April 28 & 29, 1885.  
260        †a Providence, R.I. : †b What Cheer Show Print, †c [1885]  
300        †a 1 print (poster) : †b lithograph, b&w ; †c 107 x 73 cm.  
500        †a Created by "What Cheer Show Print, 129 & 131 Eddy Street, between Broad & Pine,  
Providence, R.I."  
500        †a "The most amusing, instructive and laughable entertainment ever witnessed."  
540        †a No known restrictions on publication.  
541        †c Transferred from; †a LC Rare Book and Special Collections Division; †d 1956.  
580        †a Forms part of the McManus-Young Collection.  
650        - 7 †a Hypnotism †y 1880-1890. †2 lctgm  
650        - 7 †a Magic †y 1880-1890. †2 lctgm  
655        - 7 †a Theatrical posters †x American †y 1880-1890. †2 gmGPC  
655        - 7 †a Lithographs †y 1880-1890. †2 gmGPC  
710        2- †a Aitken & Watson Mesmeric Co.  
773        1 †t Magic Poster Collection (Library of Congress) †w (DLC) 95861316  
852        †a Library of Congress †b Prints and Photographs Division †e Washington, D.C. 20540  
USA †n dcu  
856        41 †3 intermediary roll film †d var †f 2041 †g urn:hdl:loc.pnp/var.2041 †u  
<http://hdl.loc.gov/loc.pnp/var.2041>

**Example 6** Single item (full-level record)

Leader/06: k

Leader/07: m

007 kd|bo|  
 007 cr|||  
 008 970625s1956\_\_xxunnn\_\_\_\_\_kneng\_\_  
 040 †a DLC †c DLC †e gihc  
 100 1 †a Marcus, Edwin, †d 1885-1961, †e artist.  
 245 10 †a Brought their own "red" carpet †h [graphic] / †c Marcus.  
 260 †c c[1956 Apr.]  
 300 †a 1 drawing : †b ink and white-out over pencil ; †c 39 x 33 cm.  
 520 0 †a Cartoon shows Soviet leaders Khrushchev and Bulganin, outside a door labeled "London," unrolling two carpets, one labeled "'End' of Cominform" and the other "Middle East 'Peace' Gestures." In April 1956, the two leaders made a state visit to London. In an apparent effort to make this visit a success, the Soviet Union announced that it would be willing to endorse a UN effort to settle the Arab-Israeli conflict and that the Cominform (the international organization of Communist parties) had been dissolved. Despite these moves, the Communist leaders received a cool reception in London.  
 540 †a Publication may be restricted. For information see "Cartoon Drawings: Rights ..."([http://lcweb.loc.gov/rr/print/res/107\\_cd.html](http://lcweb.loc.gov/rr/print/res/107_cd.html))  
 541 †e Acc. no. DLC/PP-1962:R3.35.  
 581 8 †a Published in New York Times, Apr. 22, 1956.  
 600 10 †a Bulganin, Nikolay Aleksandrovich, †d 1895-1975.  
 600 10 †a Khrushchev, Nikita Sergeevich, †d 1894-1971.  
 610 24 †a Communist Information Bureau †y 1950-1960.  
 650 -7 †a International relations †z Soviet Union †y 1950-1960. †2 lctgm  
 650 -7 †a International relations †z Middle East †y 1950-1960. †2 lctgm  
 650 -4 †a Cold War †y 1950-1960.  
 655 -7 †a Editorial cartoons †x American †y 1950-1960. †2 gmGPC  
 655 -7 †a Drawings †y 1950-1960. †2 gmGPC  
 852 †a Library of Congress †b Prints and Photographs Division †e Washington, D.C. 20540 USA †n dcu  
 856 41 †3 original †d acd †f 2a10339 †g urn:hdl:loc.pnp/acd.2a10339 †u <http://hdl.loc.gov/loc.pnp/acd.2a10339>

**Example 7** Collection containing various media

Leader/06: k

Leader/07: c

- 007 kf|mo|
- 007 kh|mo|
- 007 kj|mo|
- 007 kd|bo|
- 007 cr|||
- 008 950925i18381969xxunnn\_\_\_\_\_kneng\_\_
- 010 †a 95514327
- 040 †a DLC †c DLC †e gihc
- 043 †a n-us---
- 245 00 †a Visual Materials from the National Association for the Advancement of Colored People Records (Library of Congress) †h [graphic].
- 246 33 †a Visual Materials from the NAACP Records
- 246 33 †a National Association for the Advancement of Colored People Collection
- 246 33 †a NAACP Collection
- 260 †c ca. 1838-1969, bulk 1944-1955.
- 300 †a 4,596 items : †b photographic prints, photomechanical prints, lithographs, engravings, and drawings, most b&w, a few color ; †c various sizes, most 8 x 10 in. or smaller, some as large as 76 x 61 cm.
- 351 †a Organized into nine categories: People and Groups, Administrative Programs, General Programs and Related Subjects, International Events and Views, Military Services, Miscellaneous, Exhibit Materials, Drawings and Prints, and Supplementary Archives; †b Categories are further subdivided into 49 LOTs.
- 520 0 †a Primarily images of national and local NAACP administrative staff and programs. Almost half of the collection consists of portraits of NAACP headquarter staff, state and national conference delegates, branch officers, and members, as well as entertainers, sports figures, government officials, and other professionals. Other photographs document the Association's long-term efforts to promote civil rights legislation through litigation, public protest, and sustained monitoring and reporting of lynchings and other injustices against African Americans. Many photographs cover national and regional conference activities, fundraising and membership campaigns, and marches. In addition, the NAACP's efforts to integrate the Armed Forces are shown, particularly during World War II. Of special note are snapshots taken by NAACP staff.
- 555 8 †a Finding aid (electronic): available on the Internet at the Library of Congress Web site.
- 555 8 †a Finding aid (unpublished): available in the Prints and Photographs Reading Room and on microfilm.
- 540 † a Publication of some images may be restricted. For information see "National Association ... (NAACP) Records" ([http://lcweb.loc.gov/rr/print/086\\_naa.html](http://lcweb.loc.gov/rr/print/086_naa.html))
- 530 †a Images available on microfilm (including finding aid); †b Library of Congress Photoduplication Service.

**Example 7** (continued)

- 545 ¶a In 1909 the National Association for the Advancement of Colored People (originally known as the National Negro Committee) began to work toward the elimination of racial and social injustices against African Americans. Images in the collection reflect the civil rights campaigns and administrative activities of the Association. Many of the photographs are from wire services and independent commercial photographers. Some photos appear to have been taken by Association staff members, in particular, Roy Wilkins, Charles Houston, and possibly others, while investigating civil rights injustices. Numerous photos bear stamps and other editorial markings, indicating they were acquired and used primarily for publication in the NAACP's official magazine (the "Crisis") and in its newsletter (the "Bulletin").
- 500 ¶a African American photographers are well represented in the work of professionals such as James Allen, Ed Bagwell, Cecil Layne, Morgan & Marvin Smith, Ernest Withers, James Van Der Zee, and the Scurlock Studio. Finding aid includes index to all photographers.
- 500 ¶a African American artists are represented in the works of Richmond Barthe, William Chase, Elton Fax, Laurence Foy, Hubert Harper, Louise Jefferson, Cornelius Johnson, Frank Walts, and Garrett Whyte, among others.
- 500 ¶a Associated textual materials--memos describing how photos came to the organization, hand- and typewritten captions, notes, press releases, programs, and accompanying envelopes with annotations--are filed with corresponding photographs and photomechanical prints to provide contextual information for the images. Miscellaneous supplementary and duplicate textual materials are housed in P&P's Supplementary Archives and are filed under collection name and LOT number.
- 500 ¶a In addition to more than 4,000 photographic prints the collection includes special formats: 12 color transparencies, 11 16mm color film transparencies, 1 35mm slide, 55 b&w negatives, 22 panoramic photographs, 14 cartoons, 2 illustrations, 2 engravings, and 3 hinged wooden panels--as well as paper printing plates, engraving plates, and printing blocks.
- 500 ¶a Catalog records for each LOT are available in the Library's automated catalog. They provide additional access to prominent subjects and people depicted, as well as prominent photographers associated with each LOT.
- 541 ¶c Transferred in various accessions from National Association for the Advancement of Colored People Records; ¶a LC Manuscript Division; ¶d 1968-1993.
- 610 24 ¶a National Association for the Advancement of Colored People ¶y 1900-1970.
- 650 -4 ¶a African Americans ¶y 1830-1970.
- 650 -4 ¶a African Americans ¶x Civil rights ¶y 1830-1970.
- 650 -7 ¶a Civil rights leaders ¶y 1900-1970. ¶2 lctgm
- 655 -7 ¶a Portraits ¶y 1900-1970. ¶2 gmgpc
- 655 -7 ¶a Gelatin silver prints ¶y 1900-1970. ¶2 gmgpc
- 655 -7 ¶a Snapshots ¶y 1900-1970. ¶2 gmgpc
- 655 -7 ¶a Group portraits ¶y 1900-1970. ¶2 gmgpc
- 655 -7 ¶a Portrait photographs ¶y 1900-1970. ¶2 gmgpc
- 655 -7 ¶a Cartoons (Commentary) ¶y 1900-1970. ¶2 gmgpc

**Example 7** (continued)

- 655 -7 ~~a~~ Drawings ~~y~~ 1900-1970. ~~2~~ gmGPC
- 655 -7 ~~a~~ Illustrations ~~y~~ 1900-1970. ~~2~~ gmGPC
- 655 -7 ~~a~~ Lithographs ~~y~~ 1830-1970. ~~2~~ gmGPC
- 655 -7 ~~a~~ Panoramic photographs ~~y~~ 1900-1970. ~~2~~ gmGPC
- 655 -7 ~~a~~ Photomechanical prints ~~y~~ 1900-1970. ~~2~~ gmGPC
- 655 -7 ~~a~~ Printing plates ~~y~~ 1900-1970. ~~2~~ gmGPC
- 655 -7 ~~a~~ Engravings ~~y~~ 1830-1970. ~~2~~ gmGPC
- 710 2- ~~a~~ National Association for the Advancement of Colored People, ~~e~~ donor.
- 710 2- ~~a~~ National Association for the Advancement of Colored People ~~t~~ Records, 1909-1987.
- 852 ~~a~~ Library of Congress ~~b~~ Prints and Photographs Division ~~e~~ Washington, D.C. 20540 USA ~~n~~ dcu
- 856 41 ~~3~~ finding aid ~~d~~ eadpnp ~~f~~ pp996001 ~~g~~ urn:hdl:loc.pnp/eadpnp.pp996001 ~~u~~ <http://hdl.loc.gov/loc.pnp/eadpnp.pp996001>



**Example 8** Sub-unit from collection described in Example 7

Leader/06: k

Leader/07: d

- 007 kh|bo|  
 008 951017s1961\_\_\_\_\_nyunnn\_\_\_\_\_kneng\_\_\_\_  
 010 †a 95517578  
 040 †a DLC †c DLC †e gihc  
 043 †a n-us-ny  
 100 1 †a Bagwell, Ed, †e photographer.  
 245 10 †a NAACP photographs of a Freedom Fund drive, membership campaign, and NAACP rally in Harlem (New York, N.Y.), during the summer of 1961 †h [graphic].  
 260 †c 1961.  
 300 †a 15 contact sheets (363 images) : †b gelatin silver ; †c 8 x 10 in. or smaller.  
 300 †a 27 photographic prints : †b gelatin silver ; †c 8 x 10 in.  
 351 †a Organized into two categories: Contact sheets ; Enlargements.  
 520 0 †a Includes NAACP staff and volunteers soliciting memberships at NAACP donation tables set up in the street; people posting membership signs at area beauty salons and barber shops; workers at NAACP offices answering phones; a parade and NAACP sponsored rally in front of the Hotel Theresa. Some photos taken at the rally show a Black Muslim counter demonstration with people carrying signs depicting Patrice Lumumba and others with signs marked: "Integration, no, separation yes." Two images from this group depict Malcolm X talking with NAACP youth secretary Herbert Wright. Includes several photos of a celebrity, possibly Dinah Washington, talking with people at the NAACP membership table on the street; a few photos of Roy Wilkins with A. Philip Randolph at the rally.  
 555 8 †a Finding aid (electronic): available on the Internet at the Library of Congress Web site.  
 555 8 †a Finding aid (unpublished): available in the Prints and Photographs Reading Room and on microfilm.  
 540 † a Publication of some images may be restricted. For information see "National Association ... (NAACP) Records" ([http://lcweb.loc.gov/rr/print/086\\_naa.html](http://lcweb.loc.gov/rr/print/086_naa.html))  
 530 †a Images available on microfilm (including finding aid); †b Library of Congress Photoduplication Service.  
 500 †a Photos by Ed Bagwell.  
 500 †a Some images on the contact sheets are marked with grease pencil.  
 500 †a LOT title devised by Library staff.  
 580 †a Forms part of: Visual Materials from the National Association for the Advancement of Colored People Records (Library of Congress).  
 610 24 †a National Association for the Advancement of Colored People †x People †z New York (State) †z New York †y 1960-1970.  
 610 24 †a National Association for the Advancement of Colored People †x Recruiting & enlistment †z New York (State) †z New York †y 1960-1970.

**Example 8** (continued)

- 650 -7 †a Membership campaigns †z New York (State) †z New York †y 1960-1970. †2 lctgm
- 650 -4 †a Black Muslims †y 1960-1970.
- 650 -7 †a Demonstrations †z New York (State) †z New York †y 1960-1970. †2 lctgm
- 655 -7 †a Gelatin silver prints †y 1960-1970. †2 gmgpc
- 655 -7 †a Contact sheets †y 1960-1970. †2 gmgpc
- 773 0 †t Visual Materials from the National Association for the Advancement of Colored People Records (Library of Congress) †w (DLC) 95514327
- 852 †a Library of Congress †b Prints and Photographs Division †e Washington, D.C. 20540 USA †n dcu
- 856 41 †3 finding aid † d eadpnp †f pp996001 †g urn:hdl:loc.pnp/eadpnp.pp996001 †u <http://hdl.loc.gov/loc.pnp/eadpnp.pp996001>

**Example 9** Sub-unit from a collection

Leader/06: k

Leader/07: d

- 007 k|co|
- 008 950720s1921\_\_\_\_xxunnn\_\_\_\_\_lneng\_\_
- 010 †a 95858418
- 040 †a DLC †c DLC †e gihc
- 100 1 †a Ray, George N. †q (George Nicholas), †d 1887-1959, †e architect.
- 245 10 † Architectural drawings for alterations to a house ("residence") for Mrs. James R. Marwick, 1632 Rhode Island Avenue, N.W., Washington, D.C. †h [graphic].
- 260 †c 1921.
- 300 †a 75 items : †b graphite, colored pencil, ink, colored ink, and blueprint ; †c in folder(s) 89 x 123 cm. or smaller.
- 500 †a UNIT title devised.
- 500 †a Commission no. 182.
- 520 0 †a Includes preliminary and working drawings showing house, mantels, and stairways as plans, elevations, sections, and details; sketches; mechanical systems drawings; miscellaneous supplementary materials.
- 580 †a Forms part of Waggaman & Ray Archive.
- 540 †a May be restricted: Information on reproduction rights available in LC P&P Restrictions Notebook.
- 506 †a Original materials served by appointment only.
- 555 8 †a Finding aid (unpublished): Filed by UNIT number, available in Prints and Photographs Reading Room.
- 650 -7 †a Houses †z Washington (D.C.) †y 1920-1930. †2 lctgm
- 650 -7 †a Stairways †z Washington (D.C.) †y 1920-1930. †2 lctgm
- 650 -7 †a Mantels †z Washington (D.C.) †y 1920-1930. †2 lctgm
- 655 -7 †a Architectural drawings †y 1920-1930. †2 gmGPC
- 655 -7 †a Mechanical systems drawings †y 1920-1930. †2 gmGPC
- 655 -7 †a Sketches †y 1920-1930. †2 gmGPC
- 773 0 †t Waggaman & Ray Archive (Library of Congress) †w (DLC) 95858230
- 852 †a Library of Congress †b Prints and Photographs Division †e Washington, D.C. 20540 USA †n dcu

**Example 10** Sub-unit from collection

Leader/06: k

Leader/07: d

- 007 kl|co|  
 008 950721i19071908xxunnn\_\_\_\_\_lneng\_\_  
 010 †a 95858293  
 040 †a DLC †c DLC †e gihc  
 110 2 †a A.B. Mullett & Co., †e architect.  
 245 10 †a Architectural drawings for a garage ("automobile shed") for U.S. Express Co., 3rd Street and G Street, N.E. (lot 42, square 777), Washington, D.C. †h [graphic].  
 260 †c 1907-1908.  
 300 †a 9 items : †b ink, wash, colored ink, graphite, watercolor, and blueprint ; †c in folder(s) 71 x 102 cm.  
 500 †a UNIT title devised.  
 500 †a Commission no. 256.  
 500 †a City name from drawings by A.B. Mullett & Co. for a power plant at same location, which were processed as ADE - UNIT 33.  
 520 0 †a Includes working drawings showing garage as plans, elevations, and sections; electrical systems and structural drawings.  
 541 †c Gift; †a Suzanne Mullett Smith; †d 1987; †e (DLC/PP-1989:104).  
 580 †a Forms part of A.B. Mullett & Co. Archive.  
 540 †a May be restricted: Information on reproduction rights available in LC P&P Restrictions Notebook.  
 506 †a Original materials served by appointment only.  
 555 8 †a Finding aid (unpublished): Filed by UNIT number, available in Prints and Photographs Reading Room.  
 610 24 †a United States Express Company †x Buildings †z Washington (D.C.) †y 1900-1910.  
 650 -7 †a Garages †z Washington (D.C.) †y 1900-1910. †2 lctgm  
 655 -7 †a Architectural drawings †y 1900-1910. †2 gmGPC  
 655 -7 †a Structural drawings †y 1900-1910. †2 gmGPC  
 655 -7 †a Electrical systems drawings †y 1900-1910. †2 gmGPC  
 710 2- †a United States Express Company, †e client.  
 773 0 †t A.B. Mullett & Co. Archive (Library of Congress) †w (DLC) 95858231  
 852 †a Library of Congress †b Prints and Photographs Division †e Washington, D.C. 20540 USA †n dcu

**Example 11** Album with component parts described

Leader/06: k

Leader/07: c

- 007 kh|bo|
- 008 931112i18511870fr\_nnn\_\_\_\_\_knfre\_\_
- 010 †a 93516336
- 040 †a DLC †c DLC †e gihc
- 043 †a e-fr---
- 100 1 †a Baldus, Edouard, †d 1813-1889, †e photographer.
- 245 10 †a Vues de Paris et ses environs en photographies †h [graphic].
- 260 †c 1851-1870.
- 300 †a 1 album (30 albumen prints, gold toned) ; †c 30.5 x 45 cm. (album)
- 520 0 †a Scenic views, taken mid-19th century, of the major monuments in and around Paris, France. The Arc de Triomphe, Notre-Dame, Dôme des Invalides, La Madeleine, Tuileries, the Panthéon, the Louvre, Hôtel de Ville, Saint Chapelle, Pavillon Denon, Place de la Concorde, Palais du Luxembourg, and the palace at Versailles, among others, are represented. There is one photograph of the Ile de la Cité taken from the Louvre.
- 545 †a Édouard-Denis Baldus was one of the leading architectural photographers of mid-19th century France. A founding member of the Société Héliographique, he participated in the Comité des Monuments Historiques, photographing historic monuments in Paris, Fontainebleau, Burgundy, Dauphine and Provence between 1851 and 1852. Baldus is also known for his documentary photographs taken during renovation of the Louvre.
- 500 †a Mounts stamped: E. Baldus.
- 500 †a Captions stamped or handwritten on most mounts; numbers stamped on some mounts.
- 541 †c Gift; †a Grahame T. Smallwood, Jr.; †d 1957.
- 610 24 †a Notre-Dame de Paris (Cathedral) †y 1850-1870.
- 610 24 †a Hôtel de ville (Paris, France) †y 1850-1870.
- 610 24 †a Panthéon (Paris, France) †y 1850-1870.
- 610 24 †a Louvre (Paris, France) †y 1850-1870.
- 610 24 †a Bourse de Paris †y 1850-1870.
- 610 24 †a Musée de Cluny †y 1850-1870.
- 610 24 †a Palais de justice (Paris, France) †y 1850-1870.
- 610 24 †a Château de Versailles (Versailles, France) †y 1850-1870.
- 610 24 †a Tuileries Palace (Paris, France) †y 1850-1870.
- 610 24 †a Dôme des Invalides (Paris, France) †y 1850-1870.
- 610 24 †a Eglise de la Madeleine (Paris, France) †y 1850-1870.
- 610 24 †a Saint-Sulpice (Church : Paris, France) †y 1850-1870.
- 650 -4 †a Arc de Triomphe (Paris, France) †y 1850-1870.
- 650 -7 †a Cathedrals †z France †z Paris †y 1850-1870. †2 lctgm
- 650 -7 †a Churches †z France †z Paris †y 1850-1870. †2 lctgm
- 650 -7 †a Monuments & memorials †z France †z Paris †y 1850-1870. †2 lctgm

**Example 11** (continued)

- 650 -7 #a Plazas #z France #z Paris #y 1850-1870. #2 lctgm
- 650 -7 #a Castles & palaces #z France #z Versailles #y 1850-1870. #2 lctgm
- 650 -7 #a Government facilities #z France #z Paris #y 1850-1870. #2 lctgm
- 650 -7 #a Fountains #z France #z Paris #y 1850-1870. #2 lctgm
- 650 -7 #a Memorial arches #z France #z Paris #y 1850-1870. #2 lctgm
- 651 -4 #a Place de la Concorde (Paris, France) #y 1850-1870.
- 651 -4 #a Place Vendôme (Paris, France) #y 1850-1870.
- 651 -4 #a Seine River (France) #y 1850-1870.
- 655 -7 #a Photograph albums #y 1850-1870. #2 gmgpc
- 655 -7 #a Albumen prints #y 1850-1870. #2 gmgpc
- 700 1- #a Smallwood, Grahame T., #e donor.
- 852 #a Library of Congress #b Prints and Photographs Division #e Washington, D.C.  
20540 USA #n dcu