Visual Literacy Exercise
Visual Literacy Exercise

1) Study the image for several minutes.
   In a few words, write your first impression of what the image shows.

   Name everything you see in the image.

2) Based on what you have observed in the image, write a short, descriptive title for the image.

3) List things that you do not know about the image, but might find useful.

Based on several worksheets.
http://www.loc.gov/rr/print/tp/VisualLiteracyExercise.pdf  Zinkham/LC
http://libguides.lib.uci.edu/content.php?pid=55242&sid=2397227  UC Irvine

Vicki Sipe, Cataloging Digital Images workshop, OLAC 2012
Portraits exercise

Create groups—cite the common features
Differentiate between members of a group
Record examples from presentation

LC Item Level Record with Title Entry
http://www.loc.gov/pictures/item/2010651647/

LC Control No.: 2010651647
LCCN Permalink: http://lccn.loc.gov/2010651647
000 02368ckd a22004457a 450
001 16535137
005 20110414152833.0
007 kh
007 cr
008 101106r19121862||mnn n knm
906 __ |a 0 |b ibc |c orgnew |d u |e ncip |f 20 |g y-printpho
955 __ |a ks, 2010-09; ks201101
010 __ |a 2010651647
037 __ |a LC-DIG-ppmsca-11364 |b DLC |c (digital file from original item)
040 __ |a DLC |c DLC |e gihc
050 00 |a LOT 14024, |b no. 69
245 00 |a Incidents of the war, group at Secret Service Department Headquarters, Army of the Potomac, Antietam, October 1862 |h [graphic].
260 __ |c [photographed 1862, printed ca. 1912?]
300 __ |a 1 photographic print in card mat ; |c image 18.5 x 23.5 cm, in mat 32 x 37 cm.
520 0__ |a Photograph shows fourteen men, including Allan and William Pinkerton, and several Union Army officers posed in front of a tent.
500 __ |a Title from text printed on the front of the mat.
500 __ |a Photograph is a 50th year Anniversary print.
500 __ |a Gladstone’s inventory code and notes: M20; 50th year anniversary print.
506 __ |a Use digital images. Original served only by appointment because material requires special handling. For more information see, |u http://www.loc.gov/rr/print/info/617_apptonly.html
540 __ |a No known restrictions on publication.
545 __ |a General information about the Gladstone collection is available at, |u http://hdl.loc.gov/loc.pnp/pp.gld
610 14 |a United States; |b Army of the Potomac; |y 1860-1870.
650  _7 |a Secret service |x Union |z Maryland |z Antietam |y 1860-1870. |z Ictgm
651  _4 |a United States |x History; |y Civil War, 1861-1865 |x Covert operations |x Union.
655  _7 |a Portrait photographs |y 1860-1870. |z gmgpc
655  _7 |a Group portraits |y 1860-1870. |z gmgpc
655  _7 |a Photographic prints |y 1900-1920. |z gmgpc
773 0__ |t Photographs, prints, and ephemera from the Gladstone collection |w (DLC) 2010645103
852 __ |a Library of Congress |b Prints and Photographs Division |e Washington, D.C. 20540 USA |n dcu |u http://hdl.loc.gov/loc.pnp/pp.print
856 41 |d digital file from original item |d ppmsca |f 11364 |q p |u http://hdl.loc.gov/loc.pnp/ppmsca.11364
985 __ |a pp/gld
985 __ |a pp/diof
985 __ |a pp/ciwar
991 __ |l b c-P&P
Notes LC Item Level Record with Title Entry

Title: Incidents of the war, group at Secret Service Department Headquarters, Army of the Potomac, Antietam, October 1862

040 $a DLC $c DLC $e gihc
- The $e is a code for the Description conventions. Description Convention Source Codes are at http://www.loc.gov/standards/sourcelist/descriptive-conventions.html
  In this case gihc represents Graphic Materials by Betz.

245 $h [graphic] Graphic Materials 1D. General material designation
- A general material designation is an “optional addition.” It is not required. [graphic] is the suggested GMD for all materials.

260 $c [photographed 1862, printed ca. 1912?]
- Many of these materials are considered to be unpublished, and in this case you would provide only a $c for date as covered in GM 2A1. with reference to 2H for details on providing dates.
- The date of the photograph is printed on the mount as part of the title, October 1862. The print is established as being made about 50 years later in a 500 note: “Photograph is a 50th Anniversary print.”
  This particular situation, a photograph with a date of printing that differs significantly from the date the image was made, falls under an option at GM 2H2.1. Add date of printing after date of photograph.
- As the date of the actual printing is approximate, ca. is used from GM 2H4. and the question mark derives from pattern shown in GM Appendix A to record a probable date.
- As the date of the photograph is treated as part of the title, under GM 2H3 you repeat the date in square brackets in the 260 $c. The date of the print is provided from outside the prescribed sources, so it appears in square brackets as well (GM 0B2.), as with all approximate or probable dates.

300 $a 1 photographic print in card mat ; $c image 18.5 x 23.5 cm, in mat 32 x 37 cm.
- Record the exact number of single items from GM 3B1.a
- Choose a specific material designation from the list at GM 3B5.
- The secondary support of the card mat is recorded under GM 3B6.4
- GM 3C allows for recording many types of information relating to specific processes and even some trade names. Under GM 3C4.1 a $b of b&w might have been recorded, but it states “if desirable.”
- GM 3D allows for recording the size of the images, as well as the primary and secondary supports. The combination can often be very helpful in describing various kinds of prints. Under GM 3D2.1, the statement of dimensions as height x width is specified. GM 3D2.2 provides an option for giving dimensions to the nearest millimeter.
- Several situations of photographs on mounts are listed in this area. This item appears to be described under GM 3D7.1 where the full image is not visible because of a non-removable mat. The image size is recorded followed by the size of the mat which holds it.

520 $a Photograph shows fourteen men, including Allan and William Pinkerton, and several Union Army officers posed in front of a tent.
- Under GM 5B14 an objective narrative summary of an item is provided. It includes information on named individuals (who might be traced, depending on your practice), and the association of at least some of them with the Union Army.
  The Union Army affiliation is traced as 610 $a United States. $b Army of the Potomac $y 1860-1870.

Vicki Sipe, Cataloging Digital Images workshop, OLAC 2012
Notes LC Item Level Record with Title Entry
Title: Incidents of the war, group at Secret Service Department Headquarters, Army of the Potomac, Antietam, October 1862

506 $a Use digital images. Original served only by appointment because material requires special handling. For more information see, (http://www.loc.gov/rr/print/info/617_apptonly.html)
   • Under GM 5B24.1 a Restrictions on Access Note is provided to alert users that the material is not generally available to researchers.

540 $a No known restrictions on publication.
   • Under GM 5B24.2 a Terms Governing Use and Reproduction Note is provided to alert users to copyright restrictions. Of course, the statement here that there are no restrictions can also be very helpful.

   • Under GM 5B25 an Immediate Source of Acquisition Note is recorded when considered significant. This type of information speaks directly to concerns of the Archival and Museum communities for recording the history of custody of material.

545 $a General information about the Gladstone collection is available at, http://hdl.loc.gov/loc.pnp/pp.gld
   • Under GM 5B15 a Biographical or Historical Data note recording significant information on the creator or collector of material is created to make the nature or scope of materials clear. Details of what kind of information to record are provided. Concern for recording this type of information came out of the cataloging of archival materials.

610 14 $a United States. $b Army of the Potomac $y 1860-1870.
   • In the MARC format 600, 610, 611, 630, 648, 650, 651, and 655 fields, the second indicator of 4 is defined as “Source not specified.” In this case, the $a and $b are an authorized heading in LC Corporate Name file.
   The $y follows guidelines in TGM (TGM I. Introduction. III.C. Chronological Subdivisions) and practice set by LC Prints & Photographs Division. http://www.loc.gov/rr/print/tgm1/iicc.html
   LC Prints & Photographs Division practice provides a $y by decade(s) span that encompasses the year(s) of execution/depiction.
The mixed source of terms would probably account for the second indicator 4 (Source not specified).

650 _7 $a Secret service $x Union $z Maryland $z Antietam $y 1860-1870. $2 lctgm
   • In the MARC format 6XX fields (except 653, 654, 658, 662 and 69X), the second indicator of 7 allows for the source of the field to be specified in a $2.
   650 is the Subject Access field for Subject Added Entry.
   The $2 is defined as Source of heading or term. See MARC documentation for 650 field, among others for brief explanation. The MARC codes used in this subfield are listed and discussed at Subject Heading and Term Source Codes http://www.loc.gov/standards/sourcelist/subject.html
   The code in this $2 represents the Library of Congress Thesaurus for Graphic Materials: TGM I, Subject terms.

651 _4 $a United States $x History $y Civil War, 1861-1865 $x Covert operations $x Union.
   • See 610 above.
   In this case, the $x Covert operations term is from TGM. Union seems not to come from TGM or LCSH. The mixed source of terms would probably account for the second indicator 4 (Source not specified).
Notes LC Item Level Record with Title Entry

Title: Incidents of the war, group at Secret Service Department Headquarters, Army of the Potomac, Antietam, October 1862

655  _7 $a Portrait photographs $y 1860-1870. $2 gmgpc
  • 655 is the Subject Access field for Genre/Form.
  • MARC codes used in the $2 for 655 fields are listed and discussed at Source of Genre/Form Code and Terms Source Codes  http://www.loc.gov/standards/sourcelist/genre-form.html
    The code in this $2 represents the Library of Congress Thesaurus for Graphic Materials: TGM II, Genre and physical characteristic terms.

773  0_ $a Photographs, prints, and ephemera from the Gladstone collection $w (DLC) 2010645103
  • This MARC field is among the “Linking Entries” fields and provides information on the Host Item Entry.
  • The $w is the Record control number, here a Library of Congress record number.
    The $w is one of the Control Subfields defined in MARC21 Bibliographic Appendix A – Control Subfields. There is a code list for the Organizations that might appear in $w  http://www.loc.gov/marc/organizations/org-search.php

852 41 $a Library of Congress $b Prints and Photographs Division $e Washington, D.C. 20540 USA $n dcu $u http://hdl.loc.gov/loc.pnp/pp.print
  • Location information on the material that can cover the range from as broad as institution to as specific as a shelving location.
  • The $u is for a uniform resource identifier, here a home page for the Prints & Photographs Reading Room.
  • The field is repeatable, so the location of more than one item can be accommodated.

856 41 $3 digital file from original item $d ppmsca $f 11364 $q p $u http://hdl.loc.gov/loc.pnp/ppmsca.11364
  • Second indicator 1 represents a Version of the resource.
  • The $3 is defined as the Materials specified.
  • The $u provides a uniform resource identifier.
    In this case, we are being provided with a url to the digital file of the original image.
LC Collection Level Record with Corporate Body Main Entry
http://www.loc.gov/pictures/item/2006675854/

005 20090805161029.0
007 kh bq
008 06011319001915nyunnn kmong
906 __ |a 7 |b cbc |c orignew |d u |e nicip |f 20 |g y-printpho
955 __ |a aa, 2005-1-13
010 __ |a 2006675854
040 __ |a DLC |c DLC |e gihc
043 __ |a a-is--- |a awba--- |a a-le--- |a a-sy--- |a f-ua--- |a a-jo---
050 00 |a LOT 13743
110 2 |a Underwood & Underwood, |e publisher.
245 10 |a Stereograph views of Palestine, Lebanon, Syria, Turkey, and Egypt |h [graphic].
300 __ |a 330 photographic prints on stereo cards : |b stereograph, albumen and gelatin silver ; |c 18 x 9 cm.
351 __ |b Stereographs arranged into subdivisions based on copyright date and then according to numbered and unnumbered captions on stereo mounts. The LOT is subdivided as follows: LOT 13743-1 was copyrighted in 1900. LOT 13743-2 was copyrighted in 1901. LOT 13743-3 was copyrighted in 1902. LOT 13743-4 was copyrighted in 1903. LOT 13743-5 was copyrighted in 1904. LOT 13743-6 was copyrighted in 1905. LOT 13743-7 was copyrighted in 1906. LOT 13743-8 was copyrighted in 1907. LOT 13743-9 was copyrighted in 1910. LOT 13743-10 was copyrighted in 1911. LOT 13743-11 was copyrighted in 1912. LOT 13743-12 was copyrighted in 1913. LOT 13743-13 was copyrighted in 1914. LOT 13743-14 was copyrighted in 1915. Copyright dates are not necessarily an indication of creation dates.
520 0 |a Photographs show general views of cities, towns, and villages; daily life and occupations in urban and agricultural settings; prominent monuments and landmarks; archaeological sites and ancient buildings; and religious rites and processions in places in Palestine (present day Israel and the West Bank), Syria, Lebanon, Jordan, Turkey, and the Sinai. Locations in Palestine include Jerusalem, Ramallah (Râm Allâh), Amwas (Emmaus), Jaffa, Capernaum, Atlit, Booroth (Bîrah), Bet Sahur (Bayt Sîhûr), Bethlehem, Bethshan (Bet She-an), Endor (Ein-dor), Magdala (Migdal), Jenin, Kîrîţh-Jearim (Abu Ghaush), Nazareth, Safed, Shunem (Sulam), Tiberias, Yanun (Khîrbat Yanun), Nablus, Nain (Nîein), Hafia, Bethsaida, Hebron, Ceasarea, Samaria, Anathoth (Anâtâ), Ramâh (Râmâh), Gaza, Tell Shandînnah, Sychar, Mizpah, En Gedi (Ein Gedi), Gezer, Jericho, Shiloh, Gibeon (Al Jîb), Debahîn, Modein (Modin), and Chorazin (Korazim). This collection is especially rich in images of the landscape and environment including features in Palestine such as the Valley of Jezreel, the Plain of Sharon, Mt. Carmel, Mt. Genzim, Mt. Tabor, Mt. Hermon, the wilderness of Tekoa, the Dead Sea, the Jordan River, and River Kishon, Baalbek, Beirut, Hasbeyya (Hashbeya), Sidon, and Mt. Lebanon in Lebanon; Damascus, Banias (Bâniyás), Palmyra (Tadmor) in Syria; Rabath Ammon (Amman), Karak, Petra, Madaba (Ma’dâbâ), Es-Salt (Salt), and Mt. Nebo in Jordan; Ephesus and Antioch (Antákya) in Turkey; and Mt. Sinai and the Monastery of St. Catherine in the Sinai. Penninsula of Egypt are also depicted. Other notable photographs include series of images depicting a wedding in Râm Allâh and the silk industry in Mt. Lebanon and Antioch; a Christian hospital on the Sea of Galilee; Persian pilgrims in Jaffa, a watch tower in Jezreel, a school in (Râmâh), a Greek church in Nazareth, Jewish money changers in Jerusalem, the Great Mosque after the fire of 1893 and the Tekkëyeh mosque in Damascus, and portraits of the governor of Nazareth, Bedouins, Samaritans, Arabs, and others.
LC Collection Level Record with Corporate Body Main Entry pt.2

540 _a No known restrictions on publication. No renewal in copyright office.
541 _c Copyright deposit; _a Underwood & Underwood; _d c1900-c1915.
500 _a Copyrighted by Underwood & Underwood.
500 _a A lot title devised by Library staff.
500 _a Printed numbered and unnumbered captions on each stereograph.
650 _7 _a Mosques _z West Bank _y 1900-1920. _2 lcgtm
650 _7 _a Mosques _z Jerusalem _y 1900-1920. _2 lcgtm
650 _7 _a Mosques _z Israel _y 1900-1920. _2 lcgtm
650 _7 _a Mosques _z Syria _y 1900-1920. _2 lcgtm
650 _7 _a Churches _z West Bank _y 1900-1920. _2 lcgtm
650 _7 _a Churches _z Jerusalem _y 1900-1920. _2 lcgtm
650 _7 _a Churches _z Egypt _z Sinai _y 1900-1920. _2 lcgtm
650 _7 _a Rites & ceremonies _z Israel _y 1900-1920. _2 lcgtm
650 _7 _a Rites & ceremonies _z West Bank _y 1900-1920. _2 lcgtm
650 _7 _a City & town life _z West Bank _y 1900-1920. _2 lcgtm
650 _7 _a City & town life _z Israel _y 1900-1920. _2 lcgtm
650 _7 _a City & town life _z Syria _y 1900-1920. _2 lcgtm
650 _7 _a City & town life _z Lebanon _y 1900-1920. _2 lcgtm
650 _7 _a City & town life _z Lebanon _y 1900-1920. _2 lcgtm
650 _7 _a Silk industry _z Lebanon _y 1900-1920. _2 lcgtm
650 _7 _a Silk industry _z Turkey _y 1900-1920. _2 lcgtm
650 _7 _a Archaeological sites _z Turkey _y 1900-1920. _2 lcgtm
650 _7 _a Archaeological sites _z Jordan _y 1900-1920. _2 lcgtm
650 _7 _a Archaeological sites _z Lebanon _y 1900-1920. _2 lcgtm
650 _7 _a Archaeological sites _z Syria _y 1900-1920. _2 lcgtm
650 _7 _a Archaeological sites _z West Bank _y 1900-1920. _2 lcgtm
650 _7 _a Archaeological sites _z Israel _y 1900-1920. _2 lcgtm
650 _7 _a Archaeological sites _z Lebanon _y 1900-1920. _2 lcgtm
651 _0 _a Palestine _x History _y 1799-1917.
655 _7 _a Stereographs _y 1900-1920. _2 gmgpc
655 _7 _a Portrait photographs _y 1900-1920. _2 gmgpc
655 _7 _a Group portraits _y 1900-1920. _2 gmgpc
655 _7 _a Cityscapes _y 1900-1920. _2 gmgpc
655 _7 _a Landscape photographs _y 1900-1920. _2 gmgpc
655 _7 _a Albumen prints _y 1900-1920. _2 gmgpc
655 _7 _a Gelatin silver prints _y 1900-1920. _2 gmgpc
710 _2 _a Underwood & Underwood, _e copyright claimant, _e distributor.
852 _a Library of Congress _h Prints and Photographs Division _e Washington, D.C. 20540 USA _n dcu
856 41 _z Search for images in Prints & Photographs Online Catalog _h http://lcweb2.loc.gov/p/cphquery.html
985 _a pp'coll
985 _a pp'diof
991 _b c-P&P _m (S) _v obj.

Vicki Sipe, Cataloging Digital Images workshop, OLAC 2012
Notes LC Collection Level Record with Corporate Body Main Entry

Title: Stereograph views of Palestine, Lebanon, Syria, Turkey, and Egypt

110 2_ $a Underwood & Underwood, $e publisher
- Graphic Materials uses AACR2 for guidance on access points. For items entered under corporate body we would use AACR2 21.1B2 General Rule with its categories a to f. This collection of stereographs would not appear to match any of these categories.
- The GM successor, DCRM(G) uses AACR2 as well.
- RDA 19.2.1 Recording Creators follows the categories of AACR2 21.1B2 with addition of g) named individual works of art by two or more artists acting as a corporate body. Not clear that this would cover the situation here.
- LC has local practice for stereographs identifying first choice of entry as under publisher when:
  - Clear statement naming publisher, and
  - Publisher is only name on the item or mount, and
  - Major stereograph company named on the item without additional information as to the role they performed.

245 10 $a Stereograph views of Palestine, Lebanon, Syria, Turkey, and Egypt $h [graphic].
- Under GM 1C1. For collections, devise brief title, record without brackets.

- This collection is treated as published material, so $a and $b are supplied.
- Under GM 2F6. For collections of materials published over several years, record date of first published and date of last published and connect them with a hyphen.

300 $a 330 photographic prints on stereo cards : $b stereograph, albumen and gelatin silver ; $c 18 x 9 cm.
- Under GM 3B6.4 Secondary support the phrase “on stereo cards” is added to the extent statement
- Other physical details are added under several provisions of GM 3C. Stereograph is the mounting of a matched pair of images on card stock to produce the illusion of a three-dimensional image when viewed with an appropriate viewer. Albumen and silver gelatin are two different processes used to produce photographic prints. This statement tells us that there are some of each in this collection.

351 __ $b Stereographs arranged into subdivisions based on copyright date and then according to numbered and unnumbered captions on stereo mounts. The LOT is subdivided as follows: LOT 13743-1 was copyrighted...
- This is a free text statement describing the arrangement of the collection, and is a method with roots in the archival community. For more detail on Organization and Arrangement of Materials note see DACS 3.2 System of Arrangement Element.
### UMBC Hughes Collection record

**http://contentdm.ad.umbc.edu/u/?/hughes,2928**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
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<td>Title</td>
<td>[Wells and McComas Monument]</td>
</tr>
<tr>
<td>Accession Number</td>
<td>P75-54-A247g</td>
</tr>
<tr>
<td>Photographer</td>
<td>Hughes Company</td>
</tr>
<tr>
<td>Date Created</td>
<td>c. 1905-1940</td>
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<tr>
<td>Description</td>
<td>E Monument St and Aisquith, Baltimore. Commemorates two soldiers who fell during Battle of North Point—Daniel Wells and Henry McComas</td>
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<tr>
<td>Title Note</td>
<td>Title supplied by cataloger.</td>
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<tr>
<td>Notes</td>
<td>Positive digital file from original glass negative.</td>
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<td>black-and-white photographs</td>
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<td>Genre</td>
<td>cityscapes</td>
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<tr>
<td>Location</td>
<td>United States -- Maryland -- Baltimore</td>
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<tr>
<td>Subject Names (Local)</td>
<td>Wells, Daniel</td>
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<tr>
<td>Subject Names (Local)</td>
<td>McComas, Henry</td>
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<tr>
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<td>Monuments &amp; memorials</td>
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<tr>
<td>Condition</td>
<td>paper adhered to emulsion along top and right edge. Emulsion chipped in upper left corner</td>
</tr>
<tr>
<td>Collection</td>
<td>Hughes Company Glass Negatives</td>
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<tr>
<td>Credit Line</td>
<td>The Photography Collections, University of Maryland, Baltimore County</td>
</tr>
<tr>
<td>Rights</td>
<td>This item may be protected under Title 17 of the U.S. Copyright Law. It is made available to UMBC for non-commercial research and education. For permission to publish or reproduce, please see <a href="http://aok.lib.umbc.edu/specoll/repro.php">http://aok.lib.umbc.edu/specoll/repro.php</a> or contact Special Collections at specoll(at)umbc.edu.</td>
</tr>
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### Notes UMBC Hughes Collection record

**Title:** [Wells and McComas Monument]

Not a MARC record. These fields are mapped to Dublin Core with qualifiers, which has now been superseded by DCMI Metadata Terms (as of 2012-06-14) [http://dublincore.org/documents/dcmi-terms/](http://dublincore.org/documents/dcmi-terms/)

Descriptive cataloging based on Graphic Materials and discussion with Special Collection staff.

Several controlled vocabularies have been utilized to cover different aspects of the images.

- Process from AAT.
- Genre from local list, primarily AAT.
- Location based on LCSH geographic terms.
- Subject Names (Local) is a local list that we maintain. Follow AACR2 in forming names.

Subject fields separated by vocabulary to assist authorization of terms entered into the field. If records migrated to MARC, subject fields separated by vocabulary will assist in coding of 6XX fields.
Chicago Urban League
http://collections.carli.illinois.edu/u7/uic_cul73

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<td>H. A. Martin Photography</td>
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<td>Chicago, IL, USA</td>
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<tr>
<td>Type</td>
<td>Photograph</td>
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<tr>
<td>Source</td>
<td>University of Illinois at Chicago Library</td>
</tr>
<tr>
<td>Collection</td>
<td>Chicago Urban League Photos (University of Illinois at Chicago)</td>
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<tr>
<td>Repository</td>
<td>Special Collections and University Archives, University of Illinois at Chicago Library</td>
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<tr>
<td>Rights</td>
<td>This image may be used freely, with attribution, for research, study and educational purposes. For permission to publish, distribute, or use this image for any other purpose, please contact Special Collections and University Archives, University of Illinois at Chicago Library, 801 South Morgan St., Chicago, IL 60607. Phone: (312) 996-2742; email: <a href="mailto:lib-permissions@uic.edu">lib-permissions@uic.edu</a>. The Library welcomes verifiable information on the people, places, and events depicted.</td>
</tr>
<tr>
<td>Credit Line</td>
<td>[identifier], Chicago Urban League Records, University of Illinois at Chicago Library</td>
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<tr>
<td>Purchase</td>
<td><a href="http://photo.lib.uic.edu/">http://photo.lib.uic.edu/</a></td>
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<tr>
<td>Sponsorship</td>
<td>This project was funded through a generous grant from the National Endowment for the Humanities.</td>
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<td>Notes</td>
<td>Available as negative</td>
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<td>Identifier</td>
<td>CULR_04_0194_2191_003</td>
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Notes Chicago Urban League
Title: Carrying schoolbooks

Example of brief record.
No subject headings.
No information on size of original.
Note statement at end of Rights: The Library welcomes verifiable information on the people, places, and events depicted.
Luna Park, Cleveland, Ohio, circa 1907-1912

Summary: Luna Park, Cleveland, Ohio, circa 1907-1914. Message reads: "Dear Annie- Huurah! This is going some! Don't you miss think? Claire & I are bound to see the sights & get our moneys worth. Fine day & grand farms. But am sorry for all the stay at homes Too bad Ina had to stay & watch dogs. Have loveliest Collie- faultless love, Handsome Boy. Do you want him?" Postmark date: September 27, 1912; Postcard number: 24249.

Century: 1901-2000
Place of origin - Continent: North America
Place of origin - Country: United States of America
Temporal subject: 1901-1910
1911-1920
Geographical subject - Continent: North America
Geographical subject - Country: United States of America
Geographical subject - Region: Ohio
Geographical subject - Settlement: Cleveland
Topical subjects: Amusement Parks
Luna Park (Cleveland, Ohio)
Genre: Postcards
ArchivesUM location: National Trust Library Postcard Collection
Repository: National Trust for Historic Preservation Library Collection
Browse terms: Architecture, Landscape, Historic Places
Copyright holder: Public
Collection: National Trust Library Historic Postcard Collection

Notes University of Maryland, College Park
Title: Luna Park, Cleveland, Ohio, circa 1907-1912

Summary includes information from the verso: the written message, postmark date, and postcard number.
Note division of Geographical subject into separate fields by level of jurisdiction.
Topical subjects appears to come from LCSH
Amusement parks appears as a term in both LCSH and TGM.
Luna Park (Cleveland, Ohio) is an LCSH geographic term.
Genre may come from LCSH or TGM as Postcards appears in both.
Browse terms might be uncontrolled as Historic places does not appear in LCSH, TGM or AAT.
Record 15

Rec stat c Entered 20101222 Replaced 20110930

Type k ELvl l Srce d Audn Ctrl Lang eng BLvl
m Form GPub Time nnn MRec Ctry cou Desc i
TMat i Tech n DtSt s Dates 1940 ,

006  m  d  
007  c  +b r  +d b  +e n  +g nnn  +h a 
007  k  +b h  +d b  +e o 
040  __  +c c  __  +d d  __  +e rda 
043  n-us-co 
082  0  4  978.886  +2  22 
100  1  Sanborn,William P. ,  +d  1895-1983,  +e  photographer.  
245  1  0  Christmas star at Castle rock, Colo.  
246  3  Christmas star at Castle Rock, Colo.  
264  0  [Denver, Colorado?]  :  +b  [producer not identified],  +c  [1940?] 
300  1  photograph ;  +c  6 x 9 cm 
336  still image  +2  rdacarrier 
337  unmediated  +2  rdademia 
338  sheet  +2  rdacarrier 
500  Title from image.  
500  Black and white.  
500  "Sanborn 210."
506  Douglas County History Research Center material is non-circulating, requires staff retrieval and is available by appointment during normal library hours.  
533  Electronic reproduction.  +n  Scanned on Epson Expression 10000 XL with Adobe Photoshop. JPEG image, 72 dpi; TIFF image, 1550 dpi.  
540  The collection is used in the presence of Douglas County History Research Center staff. Some items may be fragile and may only be duplicated with the permission of the Center's staff.  
520  Photograph of the lighted star above the town of Castle Rock, Colo. Shows Wilcox Street with snow, cars, buildings, lights in businesses.  
651  0  Castle Rock (Colo.)  +x  History  +v  Photographs.  
651  0  Castle Rock (Douglas County, Colo.: Mountain)  +x  History  +v  Photographs.  
700  1  Oltmans, Helen L.,  +d  1925-  +e  collector.  
773  0  8  Oltmans, Helen L., 1925-  +t  Helen Oltmans personal papers.  
856  4  1  +u  http://douglascountyhistory.org/historic_images/PhotoSearch.php?search_type=id&search_arg=727  +z  View digital image

Notes PCC SCT RDA record

14  Vicki Sipe, Cataloging Digital Images workshop, OLAC 2012
Title: Christmas star at Castlerock, Colo.

100 _1$a Sanborn, William P., $d 1895-1983, $e photographer.
   RDA 19.2 Creator—core element
   RDA 18.5.1.3 Recording Relationship Designators—Record one or more appropriate terms from the list in appendix I
   Appendix I.2.1 Relationship Designators for Creators—list includes “photographer”
   Also a provision at I.1 General Guidelines that provides: If none of the terms listed in this appendix is appropriate or sufficiently specific, use a term indicating the nature of the relationship as concisely as possible.

245 10 $a Christmas star at Castlerock, Colo.
   RDA 1.4 Language and Script—title is transcribed as it appears.
   RDA 2.2.4 Other sources of information—title taken from source outside of resource, indicate in a note or “by some other means (e.g., through coding or the use of square brackets).”
   There is an exception for resources of a type that “does not normally carry identifying information (e.g., a photograph, a naturally occurring object, a collection), omit the note or other means of indicating that the information was taken from a source outside the resource itself.
   $h$ there is no GMD in RDA.
   $c$ there is no statement of responsibility here, though there is a creator.
   RDA 19.1.1 Sources of Information—allows for recording creator from sources outside the resource.
   RDA 19.2.1.3 Recording Creators provides several examples.

246 3_ $a Christmas star at Castle Rock, Colo.
   RDA 2.3.6.3 Recording Variant Titles—provides for variant titles considered important for identification or access. There are examples here and in the corresponding LC-PCC PS.

264 _0 $a [Denver, Colorado?] : $b [producer not identified], $c [1940?]  
   Added as MARC field in 2011 (MARC Proposal no.2011-02, from RDA/MARC Working Group), to accommodate RDA separate elements for production, publication, distribution and manufacture statements. Second indicator values designate production, publication, distribution or manufacture. This is coded for production.
   RDA 2.7 Production statement—date of production is core element for resources issued in an unpublished form.
   Other sub-elements of production statements are optional.
   RDA 2.7.2.6 Place of Production Not Identified in the Resource—with reference to 2.2.4 which is why information appears in square brackets.
   RDA 2.7.2.6.2 Probable Place of Production—might be here, but uncertain. Provides for use of ?
   RDA 2.7.4.7 No Producer Identified—no producer named in resource itself, record “producer not identified”
   RDA 2.7.6 Date of Production—if date of production not identified in single-part resource, supply date or approximate date.
   RDA 1.9.2 Supplied dates—reference to 2.2.4 explains use of square brackets.
   RDA 1.9.2.3 Probable year—provides or use of ?

300 $a 1 photograph ; $c 6 x 9 cm
   RDA 3.4.4.2 Recording Extent of Still Images—give number of units with appropriate term from list.
   RDA 3.9 Production Method—none is recorded in this case.
   RDA 3.5.3.2 Recording Dimensions of Still Images—give the measurements of the pictorial area, height x width, with reference to intended viewing position (vertical or horizontal).
Notes PCC SCT RDA record
Title: Christmas star at Castlerock, Colo.

336, 337, 338
These three fields added as MARC field in 2009 (MARC Proposal no. 2009-01/02, from RDA/MARC Working Group), to accommodate RDA elements: Content type, Media Type, Carrier Type.

336 $a still image $2 rdacontent
336 Content Type—The form of communication through which a work is expressed.
RDA 6.9.1.3 Recording Content Type—use terms listed in table 6.1
$2 Source—MARC code that identifies source of the term or code from Genre/Form Code list http://www.loc.gov/standards/sourcelist/genre-form.html

337 $a unmediated $2 rdamedia
337 Media type—General type of intermediation device required to view, play, run, etc., the content of a resource.
RDA 3.2.1.3 Recording Media Type—use terms listed in table 3.1.
Unmediated—Media used to store content designed to be perceived directly through one or more of the human senses without the aid of an intermediating device.
$2 Source—same as 336

338 $a sheet $2 rdacarrier
338 Carrier type— Format of the storage medium and housing of a carrier in combination with the media type.
RDA 3.3.1.3 Recording Carrier Type—Carrier used to convey the content of resource from terms listed.

533 $a Electronic reproduction. $n Scanned on Epson Expression 10000 XL with Adobe Photoshop. JPEG image, 72 dpi; TIFF image, 1550 dpi.
533 Reproduction Note— The original item is described in the main portion of the bibliographic record and data relevant to the reproduction are given as a note in field 533 when they differ from the information describing the original.
RDA 27.1 Related Manifestation—provides for the recording of the relationship.

540 $a The collection is used in the presence of Douglas County History Research Center staff. Some...
540 Terms Governing Use and Reproduction Note
RDA 4.5 Restrictions on Use—provides for the recording of this information.

506 $a Douglas County History Research Center material is non-circulating, requires staff retrieval...
506 Restrictions on Access Note
RDA 4.4 Restrictions on Access

773 08 $a Oltmans, Helen L., 1925- $t Helen Oltmans personal papers.
773 Host Item Entry
RDA 25.1 Related Work
Selected Resources
The Library of Congress Prints & Photographs Division has an impressive page of Visual Materials resources. This is a good place to start.  http://www.loc.gov/rr/print/resource/vmbib.html#theory

PCC SCT RDA Record Examples
Free online. http://tinyurl.com/7s72hls

Standards for Description
Graphic Materials: Rules for Describing Original Items and Historical Collections
Free online, in Cataloger’s Desktop  http://www.loc.gov/rr/print/gm/graphmat.html

Describing Archives: A Content Standard (DACS), superseded APPM in 2004
Not free online, in Cataloger’s Desktop. Information about  http://www.archivists.org/governance/standards/dacs.asp

RBMS Bibliographic Standards Committee, DCRM(G): Descriptive Cataloging of Rare Materials (Graphics), the upcoming “second edition of Graphic Materials” is available in draft form free online.  http://www.rbms.info/committees/bibliographic_standards/dcrm/dcrmg/dcrmg.html

Vocabularies
Art & Architecture Thesaurus, one of several Getty Vocabularies
Free online.  http://www.getty.edu/research/tools/vocabularies/aat/

Thesaurus for Graphic Materials

Library of Congress Authorities
Free online.  http://authorities.loc.gov/

Databases of Images and Records used


University of Maryland (College Park) Digital Collections. National Trust Library Historic Postcard Collection is one of many listed.  http://digital.lib.umd.edu/collections.jsp

CARLI Digital Collections
Consortium of Academic and Research Libraries in Illinois (CARLI) digital collections. The Chicago Urban League Photos (University of Illinois at Chicago) is one of many listed.  http://collections.carli.illinois.edu/index.php
Images

Introduction to Art Image Access: Issues, Tools, Standards, Strategies edited by Murtha Baca (Getty, 2002)

Introduction to Imaging by Howard Besser (Getty, 2003)

Photographs: Archival Care and Management by Mary Lynn Ritzenthaler and Diane Vogt-O’Connor with Helena Zinkham, Brett Carnell, and Kit Peterson (Society of American Archivists, 2006)


