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# GENERAL RULES FOR DESCRIPTION

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## GENERAL RULES

### 1.0. GENERAL RULES

#### 1.0A. Preliminary rule

**1.0A1. Scope.** These rules may be used to describe fonds, series, collections, and discrete items.

Where the description of a fonds, series, or collection as a whole constitutes the highest level of description, the descriptions of its parts constitute lower levels of description. Using these rules, archival materials are represented by a set of descriptions which show the unit as a dynamic whole, consisting of lower-level parts that may include series, files, and items. Each of these parts becomes (or has the potential to become) an object of description, resulting in multiple descriptions that need to be linked hierarchically to represent the part-to-whole structure.<sup>1</sup>

Institutions also acquire discrete items that do not form part of a larger body of materials (e.g., a fonds). These rules also provide guidance for the consistent description of and access to discrete items, alongside other holdings. For the description of discrete items, refer to the rules contained in Chapter 13.

For the level of detail required at different levels of description see 1.0D.

**1.0A2. Multilevel description.** Use multilevel description for preparing descriptions of archival material whose arrangement is characterized by multiple aggregations, and when, in addition to the highest level of description, separate descriptions of some or all of its parts are required.

The following rules apply when establishing a hierarchy of descriptions.

**1.0A2a. Description from the general to the specific.** At the highest level of description, give information for the fonds, series or collection as a whole. At the next and subsequent levels, give information for the parts being described. Present the resulting descriptions in a hierarchical part-to-whole relationship proceeding from the highest level to the more specific.

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<sup>1</sup> The rules in this chapter do not prescribe the number of levels to be described in a multilevel description. The decision to describe to a certain level is an institutional one that will vary from one unit of material to the next, depending on the nature, size, and importance of the various component parts. Nor do the rules require that, at a given level of description (e.g., at the file level), *all* the records at that level (e.g., all of the file) be described.

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**1.0A2b. Information relevant to the level of description.** Provide only such information that is appropriate to the level being described. For example, do not provide detailed file content information if the unit being described is a fonds; do not provide an Administrative history for an entire department if the creator of a unit being described is a division or a branch.

**1.0A2c. Linking of descriptions.** Link each description to its next higher unit of description, if applicable, and identify the level of description in the Scope and content (see 1.7D).

**1.0A2d. Non-repetition of information.** At the highest appropriate level, give information that is common to the component parts. Do not repeat information at a lower level of description that has already been given at a higher level, unless specifically instructed to do so in the following rules, or unless essential for clarity.<sup>1a</sup>

**1.0A3. Sources of information.** Each chapter in Part I contains a specification of the chief source of information for each level of description at which the material is being described within the broad class of material covered by that chapter.

For each area of the description one or more sources of information are prescribed. Enclose in square brackets information taken from outside the prescribed source(s) unless otherwise instructed in specific rules.

For an aggregate level of description (e.g., for a fonds, series, file) the chief source of information will be collective in nature.

For an item, the chief source of information may be collective or may be unitary in nature. An example of a chief source of information that is unitary in nature is the chief source for a textual item which is the title page.

Prefer information found in that chief source to information found elsewhere. When the sources of information are placed in a ranking order, follow that order.

**1.0A4. Form of presentation.** Make the levels of description distinct by layout or typography.

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<sup>1a</sup> Institutions may, as a matter of policy, decide to repeat information at each level of description regardless of whether it is given at a higher level.

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### **1.0B. Organization of the description**

**1.0B1.** At the level of the fonds, series, collection and file the description is divided into the following areas:

- Title and statement of responsibility
- Class of material specific details
- Date(s) of creation
- Physical description
- Archival description
- Note(s)

**1.0B2.** At the level of an item, the description is divided into the following areas:

- Title and statement of responsibility
- Edition
- Class of material specific details
- Date(s) of creation, including publication, distribution, etc.
- Physical description
- Publisher's series
- Archival description
- Note(s)
- Standard number

Each of these areas is divided into a number of elements as set out in the rules in this and in following chapters.

### **1.0C. Punctuation**

**1.0C1.** Precede each area, other than the first area, or each occurrence of a note or standard number, etc., area by a full stop, space, dash, space (. – ) unless the area begins a new paragraph.

Precede or enclose each occurrence of an element of an area with standard punctuation prescribed at the head of each section of this chapter.

Precede each mark of prescribed punctuation by a space and follow it by a space, except for the comma, full stop, and opening and closing parentheses and square brackets. The comma, full stop, and closing parenthesis and square bracket are not preceded by a space; the opening parenthesis and square bracket are not followed by a space.

## GENERAL RULES

Precede the first element of each area, other than the first element of the first area or the first element of an area beginning a new paragraph, by a full stop, space, dash, space. When that element is not present in a description, precede the first element that is present by a full stop, space, dash, space instead of the prescribed preceding punctuation for that element.

Indicate an interpolation (i.e., data taken from outside the prescribed source(s) of information) by enclosing it in square brackets. Indicate a conjectural interpolation by adding a question mark within the square brackets. Indicate the omission of part of an element by the mark of omission (...). Precede and follow the mark of omission by a space. Omit any area or element that does not apply in describing a particular descriptive unit; also omit its prescribed preceding or enclosing punctuation. Do not indicate the omission of an area or element by the mark of omission.

When adjacent elements within one area are to be enclosed in square brackets, enclose them in one set of square brackets unless one of the elements is a general material designation, which is always enclosed in its own set of square brackets.

When adjacent elements are in different areas, enclose each element in a set of square brackets.

[2nd ed.]. – [London] : Thomsons, 1973

When an element ends with an abbreviation followed by a full stop or ends with the mark of omission and the punctuation following that element either is or begins with a full stop, omit the full stop that constitutes or begins the prescribed punctuation.

Warner Bros., Inc. – U.S.  
not Warner Bros., Inc.. – U.S.

When punctuation occurring within or at the end of an element is retained, give it with normal spacing. Prescribed punctuation is always added, even though double punctuation may result.

Quo vadis? : a narrative from the time of Nero

Spring has sprung! : a benefit evening

**1.0C2.** The following table specifies all elements for each area of description (see rule 1.0B) and illustrates the preceding prescribed punctuation as set out in rule 1.0C1.<sup>2</sup>

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<sup>2</sup> This table (rule 1.0C2) is adapted from ISBD(G).

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<i>Area</i>	<i>Prescribed preceding (or enclosing) punctuation for elements</i>	<i>Element</i>
1. Title and statement of responsibility area	[ ]	1.1 Title proper
	=	1.2 General material designation
	:	1.3 Parallel title
	:	1.4 Other title information
	/	1.5 Statements of responsibility
2. Edition area		First statement
		Subsequent statement
	=	2.1 Edition statement
		2.2 Parallel edition statement
		2.3 Statements of responsibility relating to the edition
	/	First statement
	:	Subsequent statement
	,	2.4 Additional edition statement
		2.5 Statement of responsibility following an edition statement
		First statement
	Subsequent statement	
3. Class of material specific details area		
4. Dates of creation, including publication, distribution, etc. area		4.1 Dates of creation
		4.2 Place of publication, distribution, etc.
		First place
		Subsequent place
	:	4.3 Name of publisher, distributor, etc.
	[ ]	4.4 Statement of function of publisher, distributor, etc.
	,	4.5 Date of publication, distribution, etc.
	(	4.6 Place of manufacture
:	4.7 Name of manufacturer	
,	4.8 Date of manufacture	

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5. Physical description area		5.1	Extent of unit being described including specific material designation
	:	5.2	Other physical details
	;	5.3	Dimensions
	+	5.4	Accompanying material statement
6. Series area (publisher's series)	=	6.1	Title proper of series
	:	6.2	Parallel title of series
<i>Note:</i> A series statement is enclosed by parentheses. When there are two or more series statements, each is enclosed by parentheses.	/	6.3	Other title information of series
	,	6.4	Statement of responsibility relating to the series
		6.5	International Standard Serial Number of series
		6.6	Numbering within series
7. Archival description area		7.1	Administrative history/ Biographical sketch
	. –	7.2	Custodial history
	. –	7.3	Scope and content
8. Note area			
9. Standard number		9.1	Standard number (or alternative)

### 1.0D. Levels of detail in the description

This rule sets out two levels of detail of description for each level of description (e.g., fonds, series, file, item) each containing those elements that must be given as the minimum for that level. Choose a level of detail of description appropriate to the level of description and in accordance with 0.29 and 1.0B. Include this minimum set of elements<sup>3</sup> for all materials described at the chosen level when the elements are applicable to the unit being described and when, in the case of optional additions, the institution has chosen to include an optional element. Elements of description relating to bibliographic characteristics (e.g., statement of responsibility, publisher's series, publishing information) are provided for only at the item level. If the rules in part I specify other

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<sup>3</sup> Information contained in the Biographical sketch or Administrative history element of the archival description area may be carried as part of the authority record for those institutions that use authorities and maintain an authority file unless, of course, the authority file and descriptive records are not linked directly in an institution's finding aid system; in such a case, the information should be included in the descriptive records. See also footnote 25.

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pieces of information in place of any of the elements set out below, include those other pieces of information. Consult individual rules in this chapter and in those following for the content of elements to be included.

**1.0D1. First level of detail of description for a fonds, series, or collection.** For the first level of detail of description for a fonds, series, or collection include at least the elements set out in this schematic illustration:

Title proper. – Class of materials specific details. – Date(s) of creation. –  
Extent of descriptive unit. – Administrative history/ Biographical sketch. –  
Custodial history. – Scope and content. – Note(s).

**1.0D2. First level of detail of description for a file.** For the first level of detail for a file, include at least the elements set out in this schematic illustration:

Title proper. – Class of material specific details. – Date(s) of creation. –  
Extent of descriptive unit. – Scope and content. – Note(s).

**1.0D3. First level of detail of description for an item.** For the first level of detail for an item, include at least the elements set out in this schematic illustration:

Title proper. – Edition statement. – Class of material specific details. –  
Date(s) of creation, or when this is not applicable, date of publication,  
distribution, etc. – Extent of descriptive unit. – Scope and content. –  
Note(s). – Standard number.

**1.0D5. Second level of detail of description.** The second level of detail of description includes all elements set out in the following rules that are applicable to the unit being described.

### **1.0E. Language and script of the description**

**1.0E1.** In the following areas, give transcribed information in the language and script (wherever practicable) in which it appears:

Title and statement of responsibility  
Edition  
Date(s) of creation, including publication, distribution, etc.  
Series

For details given in the class of material specific details area, follow the instructions in the relevant rules of the following chapters.

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Replace symbols or other matter that cannot be reproduced by the equipment available with a description in square brackets. Make an explanatory note if necessary (See also 1.1B1 and 1.1F9).

In general, give interpolations into these areas in the language and script of the other data in the area. Exceptions to this are:

- a) prescribed interpolations and abbreviations
- b) general material designations (see 1.1C)
- c) other forms of the place of publication, distribution, (see 1.4C3 and 1.4C4)
- d) statements of function of the publisher, distributor (see 1.4E).

If the other data are romanized, give interpolations according to the same romanization.

Give all elements in the other areas (other than titles and quotations in notes) according to the language and script policy of the institution preparing the description.

### **1.0F. Inaccuracies**

**1.0F1.** In an area where transcription is required, e.g., when describing at lower levels of description, including the item level, transcribe an inaccuracy or a misspelled word as it appears there. Follow such an inaccuracy either by [sic] or by i.e. and the correction within square brackets. Supply a missing letter or letters in square brackets.

The wolrd [sic] of television

The Paul Anthony Buck [i.e. Brick] lectures

R.C. Booth Enterp[r]ises

### **1.0G. Accents and other diacritical marks**

**1.0G1.** Add accents and other diacritical marks that are not present in the data found in the source of information in accordance with the usage of the language used in the context.

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### 1.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

#### Contents:

- 1.1A. Preliminary rule
- 1.1B. Title proper
- 1.1C. General material designation
- 1.1D. Parallel titles
- 1.1E. Other title information
- 1.1F. Statement of responsibilities

#### 1.1A. Preliminary rule

**1.1A1. Scope.** At all levels of description, record in this area the title of the unit being described, whether transcribed or supplied, and optionally, the general material designation.

At the item level of description, also record in this area the statement of responsibility if applicable.

#### 1.1A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

- Enclose the general material designation in square brackets ([GMD]).
- Enclose the qualifier(s) to the general material designation in parentheses.
- Separate general material designation terms with a comma (,).
- Precede each parallel title by an equals sign (=).
- Precede each unit of other title information by a colon (:).
- Precede the first statement of responsibility by a diagonal slash (/).
- Precede each subsequent statement of responsibility by a semicolon (;).

**1.1A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters. For chief sources of information prescribed for each level of description see the .0B rules in the relevant chapter for the material to which the unit being described belongs.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

**1.1A4. Form of presentation.** Unless otherwise instructed to do so, give the elements of description in the order prescribed by the sequence of the following rules, even if this

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means transposing prominently displayed elements of description that are to be transcribed. Transcribe the data as found, however, if case endings are affected, if the grammatical construction of the data would be disturbed, or if one element is inseparably linked to another.

### 1.1B. Title proper

At all levels of description, always give the title proper. When appropriate, indicate the source of a title proper in a note (see 1.8B2).

**1.1B1. Formal title proper.** At all levels of description<sup>4</sup>, when the chief source of information for a unit being described bears a formal title proper, transcribe it exactly as to wording, order, and spelling, but not necessarily as to punctuation and capitalization. The transcribed title must be common to all the material being described at the level at which it is being described. Give accentuation and other diacritical marks that are present in the chief source of information (see also 1.0G). Capitalize according to appendix A.

Register of baptisms in the parish of Saint George in the county of Halifax

The waste book

Testament de François Noel

The Abercrombie album

Anthology

My American cousin

Initiation potpourri

Pièces comptables et livres comptables  
(*Titre officiel propre d'une série faisant partie du Fonds du Centenaire du Saguenay*)

Fighting words

Adventures in Rainbow Country

Home mission fund record book

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<sup>4</sup> A formal title proper is seldom found at the fonds, series, or collection level.

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Prix d'histoire du Canada de la Société Saint-Jean-Baptiste de Montréal  
(*Titre officiel propre d'un dossier faisant partie du Fonds Gérard Dion*)

Black marks register

Genealogy of the Hoyt and Wiles families

Lettre du Québec  
(*Titre officiel propre d'une pièce faisant partie du Fonds Pierre Perrault*)

Register of the attendance, deportment, and general standing of the pupils attending school in industrial school with a record of visitation

Société d'étude et de mathématique appliquée

If the formal title proper as given in the chief source of information includes the punctuation marks ... or [ ], replace them by – (an em dash) and ( ), respectively.

– And he was created in his own image  
(Source of information reads: ... and he was created in his own image)

**1.1B1a. Formal title proper with symbols.** If the formal title proper as given in the chief source of information includes symbols that cannot be reproduced by the equipment available, replace them with a supplied description in square brackets. Make an explanatory note if necessary.

Tables of the error function and its derivative, [reproduction of equations for the functions]

**1.1B1b. Formal title proper with a statement of responsibility.** If the formal title proper includes a statement of responsibility, and the statement is an integral part of the title proper (i.e., connected by a case ending or other grammatical construction), transcribe it as part of the title proper.

Mildred Brockie's memorabilia

**1.1B1c. Formal title proper with letters or initials.** If a formal title proper includes separate letters or initials without full stops between them, transcribe such letters or initials without spaces between them.

Good old school days at SPS

CNE 101

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If such letters or initials have full stops between them, transcribe them with full stops and omit any internal spaces.

Minutes of the Magee P.T.A., 1958-61

**1.1B1d. Abridge a long formal title proper.** Abridge a long formal title proper only if this can be done without loss of essential information. Never omit any of the first five words of the formal title proper (excluding the alternative title). Indicate omissions by the mark of omission. If appropriate, transcribe the remainder of the title in a note (see 1.8B4).

Commission royale sur les circonstances qui ont entouré l'écrasement de l'avion Douglas DC-8F...

*Note:* Suite du titre... CF-TJN à Sainte-Thérèse-de-Blainville (Québec), le 29 novembre 1963.

**1.1B1e. Title elements scattered by layout or typography.** When parts of the title are scattered over the chief source of information, transcribe the formal title proper based on those elements distinguished by position, typography, or size of lettering. When the title information is arranged decoratively, deduce the logical sequence and then record the title in its semantic order.

**1.1B1f. Formal title proper with many languages or typography.** If the chief source of information bears titles in two or more languages or scripts, transcribe as the formal title proper the one in the language or script of the main written content of the unit being described. If this criterion is not applicable choose the formal title proper by reference to order of titles on or the layout of the chief source of information. Record the other titles as parallel titles (see 1.1D).

International map of natural gas fields in Europe

(Chief source of information bears the following titles:

"International map of natural fields in Europe" and "Carte internationale des champs de gaz naturel en Europe")

**1.1B1g. An alternative title.** An alternative title is part of a formal title proper (see Glossary, appendix D). At the item level, precede and follow the word *or* (or its equivalent in another language) introducing an alternative title by a comma. Capitalize the first word of the alternative title.

Le Canada, ou, Nouvelle-France, &c.

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**1.1B1h. Traditional title.** If the unit being described is traditionally known by a title that does not appear prominently in or on the chief source of information, supply a title proper in accordance with 1.1B2 and give the traditional title in a note (see 1.8B1).

**1.1B1i.** If the chief source of information bears more than one title, in the same language and script, choose the formal title proper on the basis of the sequence or layout of the titles. If these are insufficient to enable the choice to be made or are ambiguous, choose the most comprehensive title.

**1.1B2. Supplied title proper.** If no formal title appears prominently in, or on, the chief source of information, compose a brief descriptive title as instructed in the following subrules. The supplied title proper may be based either on the internal evidence of the material being described; or it may be based on an external source. Do not enclose the supplied title proper in square brackets.

Royal Commission on the Donald Marshall Jr. Prosecution fonds

*Note:* Title based on the content of the fonds

*(Supplied title and Source of supplied title for a fonds)*

Procès-verbaux des Affaires criminelles et pénales

*Note:* Titre basé sur le contenu des documents

*(Supplied title and Source of supplied title for a series)*

Letters of Presbyterian missionaries serving in Manitoba

*Note:* Title supplied from file contents

*(Supplied title and Source of supplied title for a file)*

Glass plate negative of Lake Louise, Banff

*Note:* Title based on content of the image

*(Supplied title and Source of supplied title for an item)*

**1.1B3. Supplied title proper for a fonds or collection.**

The supplied title proper for a fonds or collection is composed of the nature of the archival unit and the name element<sup>5</sup>.

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<sup>5</sup> The order of the sub-elements is not prescribed.

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**1.1B3a. Nature of the archival unit.** Supply the word *fonds* or *collection* for the nature of the archival unit being described.

Adele Wiseman fonds

Larry Becker mesmerism collection

Jeniva Berger theatre programs collection

If, as instructed in rule 1.1B3b, no name element has been recorded because the name of the collector is unknown or because the repository has assembled the material, include in the nature element an indication of the theme, content, etc. of the collection.

Canadian philatelic dealer's price lists collection

Saskatchewan homesteading experiences collection

If, as instructed in rule 1.1B3b, no name element has been recorded because the name of the collector is unknown or because the repository has assembled the material, and the subject of the collection is the name of the person, express the title of the collection in a way that clearly indicates that the subject of the collection is not the collector.

Collection about Isadora Duncan  
(*not* Isadora Duncan collection)

**1.1B3b. Name element.** Record the name(s) of the person(s), family (families), or corporate body predominantly responsible for the creation of the fonds or collection as a whole. Record the name(s) in direct order according to the language of the person's country of residence or activity. Give the official form of the name of a corporate body if appropriate. The name may be abbreviated if a fuller form of the name appears elsewhere in the descriptive record (e.g., in the Administrative history/Biographical sketch).

Crawford Brough MacPherson

Office of the Chief Electoral Officer

Peter Neve Cotton

Imbert Orchard

Pony Films Ltd.

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If three or fewer persons who do not share the same family name are credited with, or predominantly responsible for, the creation of the fonds or collection as a whole, give their names in direct order natural language.

Raoul Dandurand et Josephine Marchand

If responsibility for the creation of the fonds or collection as a whole is dispersed among more than three persons who do not share the same family name, give the name of the individual whose material predominates. If this does not apply, choose the name considered most appropriate. *Optionally*, include all the names of the persons who are credited with or predominantly responsible for the creation of the fonds or collection as a whole.

If two or more persons who are related and share the same family name are credited with or predominantly responsible for the creation of the fonds or collection as a whole, give the family name followed by the word *family*.

Crease family

J.S. Ireland family

If two or three families are credited with, or predominantly responsible for, the creation of the fonds or collection as a whole, give all the family names followed by the word *family*.

Moodie, Strickland, Vickers, Ewing family fonds

If responsibility for the creation of the fonds or collection as a whole is dispersed among more than three families, give only the name of the family whose material predominates. If this does not apply, choose the name considered most appropriate. *Optionally*, include all the names of the families who are credited with, or predominantly responsible for, the creation of the fonds or collection as a whole.

For a collection, if the name of the collector is not known, or if the repository has assembled the material and the archival unit is distinct, do not record a name element.

If the repository has assembled the material, and if the archival unit is generic (i.e., likely to be ambiguous outside of a single repository), record the name of the repository.

University of Saskatchewan Archives photograph collection  
(*not* Photograph collection)

**1.1B4. Supplied title proper for parts of a fonds or collection (e.g., series, file, item) or for a series as the highest level of description.**

When describing a part of a fonds or collection, (e.g. a series, file, or item), or a series presented as the highest level of description, which lacks a formal title proper, compose a brief descriptive title as instructed in the following subrules.

**1.1B4a. Name element.** At the series level, if the name(s) of the person(s), family (families) or corporate body (bodies) predominantly responsible for the creation, and/or accumulation and use of the unit being described is different from the name(s) of the creator of the unit as a whole, include the name(s) as part of the supplied title proper. Record the name(s) in direct order according to the language of the person's or body's country of residence or activity.

Speaker

*(Name element for a series with the supplied title of Correspondence of the Speaker that forms part of the Saskatchewan Legislature fonds)*

Treasurer

*(Name element for a series with the supplied title of Financial records of the Treasurer that forms part of the Fredericton Skating Association fonds)*

Elvire Saint-Jean

*(Name element for a series of letters received by Elvire Saint-Jean that forms part of the Fonds de la famille Saint-Jean)*

John MacLean

*(Name element for a series of letters received by John MacLean that forms part of the MacLean family fonds)*

*Optionally*, if the series is presented as the highest level of description, include the name(s) of the person(s), family (families), or corporate body (bodies) predominantly responsible for the creation, and/or accumulation and use of the series as a whole as part of the supplied title proper. Record the name(s) in direct order according to the language of the person's or body's country of residence or activity.

At the series, file, or item level, if the name(s)<sup>7</sup> of the person(s) and/or the corporate body (bodies) primarily responsible for the form and the intellectual or artistic content of the unit being described is different from the name(s) of the creator of the unit, include the name(s) of the author(s) as part of the supplied title proper.

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<sup>7</sup> The name element may be the personal name of the author of the document(s), the name of the position the person holds when authoring and issuing the document(s) in that capacity, or the name of the corporate body, institution, or agency issuing the document(s).

## GENERAL RULES

Correspondence with James Ewings  
(*File forms part of the Arthur Meighen fonds*)

Letter from Ira Dilworth  
(*Letter from Ira Dilworth to Emily Carr forms part of the Emily Carr fonds*)

**1.1B4b. Nature of the archival unit.** Supply a brief term or phrase that most precisely and concisely characterizes the unit being described. The term or phrase should incorporate the form(s) of material (see Glossary, appendix D)<sup>8</sup> that typifies the unit and reflects the function, activity, transaction, or subject that was the basis of its creation and/or use.<sup>9</sup>

Minutes of meetings

Deeds of settlement

Treaty playlists

Actes fiduciaires

Agents' journals

Trappeur et explorateur  
(*Activity which was the basis of the creation of the series forming part of Fonds René Richard*)

Registre de naissances

If the unit being described consists of three or fewer specific forms of material, give the specific forms in their order of predominance. If no specific form predominates, give them in the order that seems most appropriate.

Annual financial reports, confirmation registers, and records of parishioners' contributions

Petitions, communiques, and Oblate directories

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<sup>8</sup> Institutions are strongly encouraged to use a standardized vocabulary when supplying form(s) of material as part of the supplied title proper.

<sup>9</sup> The supplied title proper should not be mistaken for a statement or abstract of the content of the unit being described; the supplied title proper simply names the unit as succinctly as possible. The contents of the unit, e.g., that of an individual letter, should be described in the Scope and content.

## GENERAL RULES

If the unit being described consists of more than three specific forms of material, give the most predominant specific form followed by the phrase *and other material* in the supplied title proper and indicate the other specific forms of material in the Scope and content (see 1.7D). If no specific form predominates, give the form that seems most appropriate followed by the phrase *and other material* in the supplied title proper and indicate the other specific forms of material in the Scope and content.

Soil research files and other material

Decision files and other material

*Optionally*, if the unit being described consists of more than three specific forms of material, indicate the predominant type of record in the supplied title proper and give specific forms of material in the Scope and content (see 1.7D). Use a term that best characterizes the general function, activity, transaction, or subject that was the basis of the unit's creation and/or use.

Timber records

*Scope and content:* Series consists of timber licenses, timber and land returns, terminated licenses for Indian lands, timber permits, and a timber ledger for Indian lands in Canada West.

Accounts

*Scope and content:* Subseries consists of records of payment of annuities, interest paylists, and paylists of lease money.

**1.1C. *Optional addition. General material designation.*** At the highest level of description, give the GMD term(s) that pertains to the unit being described as a whole as instructed in 1.1C1. At each subsequent level of description, give the GMD term(s) that pertains to the part being described according to the same instructions.

If the option to give the GMD is chosen, it should be given at each level of description, unless a GMD in a lower level description is identical to that given in a higher level description.

**1.1C1.** Use general material designation term(s) from the list given below in all descriptions for which general material designations are desired.<sup>10</sup>

### LIST OF GENERAL MATERIAL DESIGNATIONS

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<sup>10</sup> In all subsequent examples, other than those illustrating general material designations directly, the designation is indicated by [GMD]. The use of [GMD] in examples does not imply that a designation is required.

## GENERAL RULES

architectural drawing  
cartographic material  
graphic material  
moving images  
multiple media  
object  
philatelic record  
sound recording  
technical drawing  
textual record

Give this designation immediately following the title proper.

Kenneth Leslie fonds [textual record]

**1.1C2.** At an aggregate level of description (e.g., fonds, series and file) if the unit being described contains parts that fall into three or fewer categories in the list, list the general material designations in their order of predominance.

Charles Edward Findlater fonds [graphic material, textual record]

**1.1C3.** If the unit being described contains parts that fall into more than three categories in the list, use the term *multiple media*. *Optionally*, give the most predominant general material designation, followed by the phrase *and other material*.

Department of Housing fonds [multiple media]

*or* Department of Housing fonds [textual record and other material]

**1.1C4. Qualifier.** For records in electronic form, on microform or for the visually impaired, add a qualifier to the GMD from the list given below.

electronic  
large print  
microform  
tactile

Enclose the qualifier in parentheses. If various forms of a GMD are present, precede the qualifier(s) by *some* or *chiefly*, as appropriate.

Abraham Joseph fonds [textual record (some microform), graphic material]

## GENERAL RULES

### **1.1D. Parallel titles**<sup>12</sup>

At all levels of description, when applicable, transcribe parallel titles that appear in conjunction with the formal title proper as instructed in the following rules.

**1.1D1.** Transcribe parallel titles in the order indicated by their sequence on, or by the layout of, the chief source of information. Do not create parallel titles if they do not appear prominently with the formal title proper in the chief source of information.

International map of natural gas fields in Europe [GMD] = Carte internationale des champs de gaz naturel en Europe

Homosexuella frigorelseveckan [GMD] = Gay pride week

Citizen participation in non-work-time activities [GMD] = Participation des citoyens aux activités hors des heures de travail

For instructions regarding parallel titles for a particular class of material, refer to the .1D rules in the chapter that deals with that class of material.

### **1.1E. Other title information**

Transcribe other title information that appears in conjunction with the formal title proper of the unit being described as instructed in rules 1.1E1-1.1E5. As appropriate, supply other title information as instructed in rules 1.1E6-1.1E7.

For instructions regarding other title information for a particular class of material, refer to the .1E rules in the chapter that deals with that class of material.

**1.1E1.** Transcribe all other title information appearing in the chief source of information according to the instructions in 1.1B1. Do not create or supply other title information if it is not present in the chief source of information, unless specifically instructed to do so in rules (see 1.1E6 and 1.1E7).

SPSS primer [GMD]: statistical package for the social sciences primer

Landmarks by the riverside [GMD]: reminiscences

Mr. MacKenzie and the constitution [GMD]: address read at the Canadian Historical Association annual meeting, June 6, 1951

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<sup>12</sup> A parallel title is seldom found at higher levels of description (e.g., fonds, series, or collection).

## GENERAL RULES

The navigator [GMD]: an odyssey across time

Pulpit and altar [GMD]: James Robertson Memorial Lectures

**1.1E2.** Transcribe other title information in the order indicated by the sequence on, or the layout of, the chief source of information.

Distribution of the principal kinds of soil [GMD] : orders, suborders, and great groups : National Soil Survey classification of 1967

**1.1E3. Lengthy other title information.** If the other title information is lengthy, either give it in a note (see 1.8B4) or abridge it. Abridge other title information only if this can be done without loss of essential information. Never omit any of the first five words of the other title information. Indicate omissions by the mark of omission.

**1.1E4.** If the other title information includes a statement of responsibility and the statement is an integral part of the other title information, transcribe it as such.

Robert Owen's American legacy [GMD] : proceedings of the Robert Owen Bicentennial Conference, Thrall Opera House, New Harmony, Indiana, October 15 and 16, 1971

**1.1E5.** Transcribe other title information following the whole or part of the formal title proper or the parallel title to which it pertains.

Guide général de Paris [GMD] : répertoire des rues, avec indication de la plus proche station du Métro = General guide to Paris : with repertory of streets and indication of nearest Metro station

Périgord du temps passé [GMD] : 8 estampes rares = 8 rare prints

If there are no parallel titles and if other title information appears in more than one language or script, give the other title information that is in the language or script of the formal title proper. If this criterion does not apply, give the other title information that appears first. *Optionally*, give the other title information in other languages. Precede each parallel statement by an equals sign.

**1.1E6.** If the formal title proper needs explanation, supply a brief addition as other title information, in the language of the formal title proper.

Land use and industry [GMD] : [in East Germany]

## GENERAL RULES

Cowboys don't cry [GMD] : [trailer]

Conference on Industrial Development in the Arab Countries [GMD] :  
[proceedings]

As it happens [GMD] : [excerpt]

**1.1E7.** When describing a reproduction, add the date(s) of creation for the original(s) as other title information if, when taken together, the title proper and the date of creation for the reproduction is misleading. If necessary, explain any date discrepancies in a note.

Nova Scotia Chief Electoral Officer fonds [GMD] : [1967-1988]. –  
Microfilmed between 1978 and 1989

Statistics Office files [GMD] : [1842-1877]. – Microfilmed in 1983

Returns of registered births [GMD] : [1864-1877]. – Microfilmed in 1983

If the option for recording dates of the originals in the Date(s) of creation area (see 1.4B3a) or for recording open dates (see 1.4B4) is exercised, do not use 1.1E7.

### **1.1F. Statements of responsibility**

At the item level of description, transcribe explicit statements of responsibility appearing in conjunction with the formal title proper in or on the chief source of information as instructed in the following rules.

For particular instructions regarding statements of responsibility for a particular class of material, refer to the .1F rules in the chapters that deal with that class of material.

**1.1F1.** Transcribe explicit statements of responsibility appearing in conjunction with a formal title proper in or on the chief source of information. Give such statements in the form in which they appear there.

Map catalogue [GMD] / Surveys and Mapping Branch

Iron maiden [GMD] : aces high / by Derek Riggs

The China study [GMD] / principal investigator, Angus Campbell

Nouvelle institution nationale [GMD] / par l'auteur des "Vues d'un solitaire patriote"

## GENERAL RULES

Une introduction à la foi catholique [GMD] : le nouveau catéchisme pour adultes / réalisé sous la responsabilité des évêques des Pays-Bas

**1.1F2.** If no statement of responsibility appears in conjunction with the formal title proper, neither construct one nor extract one from the chief source of information. If such a statement is needed, give it in a note (see 1.8B5).

The first Hants Folk School [GMD]

*Note:* Written by Freda Wales; illustrations by Dept. of Industry and Publicity

**1.1F3.** If a statement of responsibility precedes the title proper in the chief source of information, transpose it to its required position unless it is an integral part of the title proper (see 1.1B1b).

**1.1F4.** Transcribe a single statement of responsibility as such whether two or more persons or corporate bodies named in it perform the same function or different functions.

Redistricting program [GMD] / [prepared by] Stuart Nagel [for the] Inter-University Consortium for Political Research

A picture study of the settlement of the West [GMD] / prepared by Historical Services and Consultants under the direction of John T. Saywell and John C. Ricker

**1.1F5.** If a single statement of responsibility names more than three persons or corporate bodies performing the same function, or with the same degree of responsibility, omit all but the first of each group of such persons or bodies. Indicate the omission by the mark of omission (...) and add *et al.* (or its equivalent in a nonroman script) in square brackets.

Proceedings of the Workshop on Solar Collectors for Heating and Cooling of Buildings, New York City, November 21-23, 1974 [GMD] / sponsored by the National Science Foundation, RANN—Research Applied to National Needs ; coordinated by University of Maryland ... [et al.]

**1.1F6.** If there is more than one statement of responsibility, transcribe them in the order indicated by their sequence on, or the layout of, the chief source of information. If the sequence and layout are ambiguous or insufficient to determine the order, give the statements in the order that makes the most sense.

## GENERAL RULES

**1.1F7.** Include titles and abbreviations of titles of nobility, address, honour, and distinction, initials of societies, qualifications, date(s) of founding, mottoes, etc., in statements of responsibility if:

- (a) such data are necessary grammatically  
... / ... ; prólogo del Excmo. Sr. D. Manuel Fraga Iribarne
- (b) the omission would leave only a person's given name or surname  
... / by Miss Jane
- (c) the title is necessary to identify a person  
... / Mrs. Charles H. Gibson
- (d) the title is a title of nobility, or is a British term of honour (*Sir, Dame, Lord, or Lady*).  
... / Sir Hugh Allan

Otherwise, omit all such data from statements of responsibility. Do not use the mark of omission.

**1.1F8.** Add a word or short phrase to the statement of responsibility if the relationship between the formal title proper and the person(s) or body (bodies) named in the statement is not clear.

... / [produced by] Atlantis Films

**1.1F9.** Replace symbols or other matter that cannot be reproduced by the facilities available with the archivist's description in square brackets. Make an explanatory note if necessary.

Over the border [GMD] : Acadia, the home of "Evangeline" / by [E.B.C.]  
*Note:* Author's initials represented by musical notes on title page

**1.1F10.** If the item being described has parallel titles but a statement(s) of responsibility in only one language or script, transcribe the statement of responsibility after all the parallel titles or other title information.

The Castonguay family [GMD] = La famille Castonguay / compiled by  
Yvan Castonguay

## GENERAL RULES

If the item being described has parallel titles and a statement(s) of responsibility in more than one language or script, transcribe each statement after the title proper, parallel title, or other title information to which it relates.

If it is not practicable to give the statements of responsibility after the titles to which they relate, transcribe the statement of responsibility in the language or script of the title proper and omit the others.

**1.1F11.** If there are no parallel titles and a statement of responsibility appears in more than one language or script, transcribe the statement in the language or script of the formal title. If this criterion does not apply, transcribe the statement that appears first.

*Optionally*, transcribe the parallel statements, each preceded by an equals sign.

**1.1F12.** Treat a noun or noun phrase occurring in conjunction with a statement of responsibility as other title information if it is indicative of the nature of the work.

Characters from Dickens [GMD] : dramatised adaptations / by Barry Campbell

If the noun or noun phrase is indicative of the role of the person(s) or body (bodies) named in the statement of responsibility rather than of the nature of the item being described, treat it as part of the statement of responsibility. In case of doubt, treat the noun or noun phrase as part of the statement of responsibility.

... / research and compilation by Ralph W. Wiles

**1.1F13.** When a name associated with responsibility for the item being described is transcribed as part of the formal title proper (see 1.1B1b) or other title information (see 1.1E4), do not make any further statement relating to that name unless such a statement is required for clarity, or unless a separate statement of responsibility including or consisting of that name appears in the chief source of information.

**1.1F14.** *Optional addition.* When name(s) of person(s) or corporate body(ies) appear in a statement of responsibility in the form of initials, transcribe the initials as they appear in the chief source of information. Complete the name, if known, in square brackets.

Geological map of the region north of Lake Huron [GMD] / H. G. S.  
[Herbert G. Skill]

## GENERAL RULES

### 1.2. EDITION AREA

Contents:

- 1.2A. Preliminary rule
- 1.2B. Edition statement
- 1.2C. Statements of responsibility relating to the edition

#### 1.2A. Preliminary rule

**1.2A1. Scope.** Use this area only in item level description to record statements relating to versions of items existing in two or more versions or states in single or multiple copies.

#### 1.2A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

**1.2A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters. For chief sources of information prescribed for each level of description see the .0B rules in the relevant chapter for the material to which the unit being described belongs.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

#### 1.2B. Edition statement<sup>13</sup>

**1.2B1.** Transcribe the edition statement relating to the item being described. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

3rd version

Provisional issue

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<sup>13</sup> For complex edition statements, refer to rule 1.2 in AACR2R.

## GENERAL RULES

Prelim. ed.

2nd ed.  
(*Source of information reads: Second edition*)

Rev. and enl.

Prelim. draft

1st script

**1.2B2.** In case of doubt about whether a statement is an edition statement, take the presence of such words as *edition*, *issue*, or *version* (or their equivalents in other languages) as evidence that such a statement is an edition statement, and transcribe it as such.

**1.2B3.** If the item being described lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[2nd draft]

[Rev. draft]

**1.2B4.** If the only edition statement appearing on the chief source of information is an integral part of the formal title and has been treated as such, do not repeat it in the edition area.

### **1.2C. Statements of responsibility relating to the edition**

**1.2C1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of the item being described following the edition statement if there is one. Follow the instructions in 1.1F for the transcription and punctuation of such statements.

Genealogy of the Murdoch family [GMD] / compiled by Joseph Murdoch. –  
Rev. and enl. / by Christina Murdoch-Smith

**1.2C2.** In case of doubt about whether a statement of responsibility applies to all editions or only to some, or if there is no edition statement, give such a statement in the Title and statement of responsibility area.

## GENERAL RULES

The death of spring [GMD] / by Ebenezer Scriven ; edited with an introduction by Lucia Podmorski

When describing the first edition, give all statements of responsibility in the Title and statement of responsibility area (see 1.1F).

### 1.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:

1.3A. Preliminary rule

#### 1.3A. Preliminary rule

**1.3A1. Scope.** For instructions regarding this area, refer to the chapters dealing with the class(es) of material that use it.

### 1.4 DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

1.4A. Preliminary rule

1.4B. Date(s) of creation

1.4C. Place of publication, distribution, etc.

1.4D. Name of publisher, distributor, etc.

1.4E. Statement of function of publisher, distributor, etc.

1.4F. Date of publication, distribution, etc.

1.4G. Place of manufacture, name of manufacturer, date of manufacture

#### 1.4A. Preliminary rule

**1.4A1. Scope.** At an aggregate level of description (e.g. fonds, series, file) use this area for recording date(s) of creation for the unit being described. Do not record a place or date of publication, distribution, etc., or the name of a distributor, publisher (even if the aggregate contains published items).

At the item level of description, use this area to record

*either* a) the date(s) of creation of the unit being described

*or* b) information about the place, name, and date of publishing, distributing, broadcasting, releasing, and issuing activities.

## GENERAL RULES

Do not record a place or date of publication, distribution, etc., or the name of a publisher, distributor, etc., for unpublished items (e.g., manuscripts or photographs that have not been packaged for distribution, unedited or unpublished film or video materials, stock shots, nonprocessed sound recordings, unpublished electronic record(s)). In such cases, give only the date(s) of creation.

### **1.4A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

**1.4A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters. For chief sources of information prescribed for each level of description see the .0B rules in the relevant chapter for the material to which the unit being described belongs.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

**1.4A4.** Give names of places, persons, or bodies as they appear, omitting accompanying prepositions unless case endings would be affected. Use abbreviations as instructed in appendix B.

**1.4A5.** When describing a reproduction, give the date(s) of creation for the reproduction in this area. If needed, give the date(s) of creation of the original as other title information (see 1.1E7) or qualify the date(s) of the reproduction with the date(s) of the originals (see 1.4B3a).

**1.4A6.** Give the date(s) of accumulation or collection of the unit being described, if different from the date(s) of creation, in a note (see 1.8B8a).

## GENERAL RULES

**1.4A7.** Give the date(s) relating to the contents of the unit being described in the Scope and content (see 1.7D).

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

**1.4B1.** Give the date(s) of creation for the unit being described. For items that are published, distributed, etc., see rules 1.4C-1.4G.

**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 (or its equivalent in another language); for inclusive dates, do not give any specification or designation. Give dates in Western-style arabic numerals.<sup>15</sup> If the date found in or on the unit being described is not of the Gregorian or Julian calendar, give the date as found and follow it with the year(s) of the Gregorian or Julian calendar.<sup>16</sup> Specify the name of the calendar, e.g., Republican, Jewish, Chinese, in a note.

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<sup>15</sup> Although these rules do not prescribe a standard format for the presentation of dates (e.g., day/month/year), institutions are encouraged to establish a standard format as a matter of policy.

<sup>16</sup> The Gregorian calendar was adopted in France, Italy, Portugal, and Spain in 1582; by the Catholic states of Germany in 1583; by the United Kingdom in 1752; by Sweden in 1753; by Prussia in 1774; and by the Russian Republic in 1918. Convert dates from 1582 on from the Julian calendar to the Gregorian as set out in the following tables.

**Table I.** The following days in December under the Julian calendar fall in January of the next year under the Gregorian calendar:

YEAR (JULIAN)	DAYS (JULIAN)
1582 – 1699	December 22 – 31
1700 – 1799	December 21 – 31
1800 – 1899	December 20 – 31
1900 – 1999	December 19 – 31

**Table II.** The following days in the "old" style calendar used in the British Isles fall in the next later year under the Gregorian calendar:

#### BRITISH ISLES (EXCEPT SCOTLAND) AND COLONIES

YEAR (OLD STYLE)	DAYS (OLD STYLE)
1582 - 1699	January 1 – 31 February 1 - 28 [29] March 1 – 24 December 22 - 31
1700 - 1750	January 1 – 31 February 1 - 28 [29] March 1 – 24 December 21 - 31
1751	December 21 - 31

## GENERAL RULES

, 2628 [1968]

*Note:* Dated in accordance with the Chinese calendar

1975

17 Mar. 1906

1849-1851

1785-1960, predominant 1916-1958

The date(s) of creation of a unit being described must fall within the range of dates of creation of the unit of which it forms a part.

1934-1985

*(Dates of creation of the fonds)*

1945-1960

*(Dates of creation of a series within the fonds)*

1950-1955

*(Dates of creation of a file within the series)*

**1.4B2a.** *Optionally*, if the unit being described contains material, the date(s) of which falls outside the chronological sequence of the majority of the unit being described, and providing inclusive and predominant dates would be misleading, give the aberrant date(s) separated from the dates of the majority by commas.<sup>16a</sup>

1927, 1952-1978

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### SCOTLAND

YEAR (OLD STYLE)	DAYS (OLD STYLE)
1582 - 1599	January 1 – 31 February 1 - 28 [29] March 1 – 24 December 22 - 31
1600 - 1699	December 22 - 31
1700 - 1751	December 21 - 31

<sup>16a</sup> Institutions are encouraged to establish policies and procedures regarding the maximum number of aberrant dates to record.

**1.4B3.** If the unit being described is a reproduction, give the date(s) of creation for the reproduction. Precede the date(s) of creation with a descriptive term or phrase that reflects the process that resulted in the reproduction (see also 1.1E7).

If the unit being described contains both originals and reproductions, give the date(s) of creation of the records that predominate. Give any relevant information pertaining to the other dates in the Scope and content (see 1.7D) or in a note (1.8B8).

Transcribed May 1988

[Transferred to videodisc] 1974

Microfilmed 1973-1974

[Re-recorded and enhanced in 1992]

[Photocopied 196-?]

**1.4B3a.** *Optional addition.* Supplement the dates of the reproduction by adding the dates of the originals in parentheses. If this option is exercised, rule 1.1E7 does not apply.

Microfilmed 1974 (originally created 1771-1774)

[Transferred to videodisc 1974 (originally created 1920)]

**1.4B4.** For the material described at an aggregate level of description, e.g., described at the level of a fonds or series, and for which the unit being described is not yet complete, e.g., an open fonds or series, record the dates as instructed in 1.4B2 and make a note explaining that further accruals are expected (see 1.8B19). When new accruals are received, update the date information. This rule should be used in conjunction with 1.5B4.

1906-1985

*Note:* Further accruals are expected

*Optionally,* give the earliest or earlier date only, and follow it with a hyphen and four spaces. Make a note indicating the frequency of accruals<sup>17</sup>. This option should be used in conjunction with the option of 1.5B4. Establish this option at the highest level of description and exercise it consistently for all applicable parts.

1965-

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<sup>17</sup> Combine all notes created in conjunction with 1.4B4 and 1.5B4 in one note (see 1.8B19).

## GENERAL RULES

*Note:* Records from the Office of the Ceremonials Assistant are transferred to the archives five years following the academic year to which the records relate. Records are transferred to the archives annually on Aug. 1

When the unit is closed, add the latest or later date. Make a note indicating that the unit is considered closed. If this option is exercised, 1.1E7 does not apply.

1965-1985

*Note:* No further accruals are expected

Do not close the dates of a unit being described if any of its parts remain open.

**1.4B5.** For the recording of probable and uncertain dates use the following recording conventions.<sup>18</sup>

[1867?]	<i>probable date</i>
[ca. 1867]	<i>approximate date</i>
[before 1867]	<i>terminal date</i>
[after 5 Jan. 1867]	<i>terminal date</i>
[1892 or 1893]	<i>one year or the other</i>
[between 1915 and 1918]	<i>use only for dates fewer than 20 years apart</i>
[197-]	<i>decade certain</i>
[186-?]	<i>probable decade</i>
[17-]	<i>century certain</i>
[17-?]	<i>probable century</i>

### **1.4C. Place of publication, distribution, etc.**

**1.4C1.** For an item, transcribe a place of publication, distribution, etc., in the form and the grammatical case in which it appears.

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<sup>18</sup> If no date(s) can be found in the material itself or from any other source, estimate the nearest year, decade or century, or make use of any of the other probable or uncertain date recording conventions in this rule to record a date. Do not use "no date" or "n.d." in this area.

## GENERAL RULES

Köln

Lugduni Batavorum

Den Haag

If the name of a place appears in more than one language or script, give the form in the language or script of the title proper. If this criterion does not apply, give the form that appears first.

**1.4C2.** Supply another form of the name of a place if such an addition is considered desirable as an aid to identifying the place.

Lerpwl [Liverpool]

Christiania [Oslo]

**1.4C3.** If the name of the country, province, state, etc., appears in the source of information, transcribe it after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Supply the name of the country, province, state, etc., if it does not appear in the source of information but is considered necessary for identification or distinction, using the English form of name if there is one. Use abbreviations (see B.14).

Tolworth, England  
(*City and country, etc. appear in prescribed source of information*)

Waco [Tex.]  
London [Ont.]  
(*City alone appears in prescribed source of information*)

**1.4C4.** If a place name is found only in an abbreviated form in the item, transcribe it as found, and add the full form or complete the name.

Mpls [i.e. Minneapolis]

Rio [de Janeiro]

**1.4C5.** If two or more places in which a publisher, distributor, etc., has offices are named in item, give the first named place. Give any subsequently named place that is given prominence by the layout or typography of the source of information. If the first named place and any place given prominence are not in the home country of the institution

## GENERAL RULES

describing the item, give also the first of any subsequently named places that is in the home country. Omit all other places.

Toronto  
(*Source of information reads: Toronto, Buffalo, London. Institution describing the unit is in Canada*)

Montréal ; Toronto  
(*Toronto given prominence by typography*)

For items with two or more places of publication, distribution, etc., relating to two or more distributors, publishers, etc., see 1.4D5.

**1.4C6.** If the place of publication, distribution, etc., is uncertain, supply the probable place in the language of the chief source of information, followed by a question mark.

[Edmonton?]

If no probable place can be given, supply if possible the name of the country, province, state, etc. If, in such a case, the country, province, state, etc., is not certain, follow it by a question mark.

[Canada]

[Manitoba?]

If no place or probable place can be given, give *s.l.* (sine loco), or its equivalent in a nonroman script.

[S.l.]

**1.4C7.** *Optionally*, give the full address of a publisher, distributor, etc., after the name of the place. Enclose the full address in parentheses. Do not give the full address for major trade publishers.

London (108 Gloucester Ave., NW1 8HX)

### **1.4D. Name of publisher, distributor, etc.**

**1.4D1.** For an item, give the name of the publisher, distributor, etc., following the place(s) to which it relates.

Prague : [s.n.]

## GENERAL RULES

New York : RCA Victor

Cincinnati : Russell-Morgan Printing Co.

**1.4D2.** Give the name of a publisher, distributor, etc., in the shortest form in which it can be understood and identified internationally.

If the shortest form of the name of the publisher, distributor, etc., is in more than one language or script, give the form that is in the language or script of the title proper. If this criterion does not apply, give the shortest form in the language or script that appears first.

*Optionally*, give the shortest form in each language or script. Precede each parallel statement by an equals sign. If the shortest form is the same in all languages or scripts, give it only once.

: Éditions du peuple = Commoner's Pub.

**1.4D3.** In giving the name of a publisher, distributor, etc., retain:

- a) words or phrases indicating the function (other than solely publishing) performed by the person or body

: Printed for the CLA by the Morris Print. Co.

: Distributed by New York Graphic Society

: Lithographed and published by E. & J. Brown

- b) parts of the name required to differentiate between publishers, distributors, etc., or to identify subsidiary companies.

: Longmans, Green

*but* : Longmans Educational      *not* : Longmans

**1.4D4.** If the name of the publisher, distributor, etc., appears in a recognizable form in the Title and statement of responsibility area, give it in the date(s) of creation, including publication, distribution, etc., area in the shortest possible form. If, in such a case, the publisher, distributor, etc., is a person, give the initials and the surname of the person.

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Fichier de terminologie [GMD] / Office de la langue française, Centre de terminologie. – Québec : O.L.F., 1972

**1.4D5.** If an item has two or more publishers, distributors, etc., describe it in terms of the first named and the corresponding place(s). In the following cases, add subsequently named publishers, distributors, etc., and their corresponding places (if they are different from the place(s) already named):

- a) when the first and subsequently named entities are linked in a single statement
- b) when the first named entity is a distributor, releasing agency, etc., and a publisher is named subsequently
- c) when a subsequently named entity is clearly distinguished as the principal publisher, distributor, etc., by layout or typography
- d) when the subsequently named publisher, distributor, etc., is in the home country of the institution describing the item and the first named publisher, distributor, etc., is not.

**1.4D6.** *Optionally*, give the name and, when appropriate, the place of a distributor when the first named entity is a publisher.

Stockholm : Grammofon AB BIS ; New York : distributed by Qualitron Imports

**1.4D7.** If the name of the publisher, distributor, etc., is unknown, give *s.n.* (sine nomine) or its equivalent in a nonroman script.

Paris : [s.n.]

**1.4D8.** In case of doubt about whether a named agency is a publisher or a manufacturer, treat it as a publisher.

**1.4E.** *Optional addition.* **Statement of function of publisher, distributor, etc.**

**1.4E1.** For an item, add to the name of a publisher, distributor, etc., one of the terms below:

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distributor  
producer (use for a producing entity other than a production company)  
production company  
publisher

unless:

- a) the phrase naming the publisher, distributor, etc., includes words that indicate the function performed by the person(s) or body (bodies) named
- or b) the function of the publisher, distributor, etc., agency is clear from the context.

Montréal : National Film Board of Canada [production company] ; London :  
Guild Sound and Vision [distributor]

### 1.4F. Date of publication, distribution, etc.

**1.4F1.** For an item, give the date (i.e., year) of publication, distribution, etc., of the edition, revision, etc., named in the edition area. If there is no edition statement, give the date of the first publication of the edition to which the item belongs, or its first distribution or release. Give dates in Western-style arabic numerals. If the date found in or on the item is not of the Gregorian or Julian calendar, give the date as found and follow it with the year(s) of the Gregorian or Julian calendar.<sup>19</sup> Specify the name of the calendar, e.g., Republican, Jewish, Chinese, in a note (see 1.8B8).

, 1975

, 5730 [1969 or 1970]

*Note:* Dated in accordance with the Jewish calendar

, an 14 [1805]

*Note:* Dated in accordance with the French Republican calendar

For unpublished items see 1.4B.

**1.4F2.** Record the date as found in or on the item even if it is known to be incorrect. If a date is known to be incorrect, add the correct date.<sup>20</sup>

, 1697 [i.e. 1967]

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<sup>19</sup> See footnote 16.

<sup>20</sup> The intent of this rule is to correct an error made by the publisher, distributor, etc., not to relay information about the date of creation of the originals.

## GENERAL RULES

If necessary, explain any discrepancy in a note.

, 1963 [i.e. 1971]

*Note:* Originally issued as a sound disc in 1963; issued as a cassette in 1971.

**1.4F3.** If the publication date differs from the date of distribution, add the date of distribution if it is considered to be significant by the institution describing the unit. If the publisher and distributor are different, give the date(s) after the name(s) to which they apply.

London : Educational Records, 1973 ; New York : Edcorp [distributor],  
1975

Toronto : Royal Ontario Museum, 1971 ; Beckenham [England] : Edward  
Patterson [distributor]  
(*Distribution date known to be different but not recorded*)

**1.4F4.** *Optional addition.* Give the latest date of copyright following the publication, distribution, etc., date if the copyright date is different.

, 1967, c1975

, [1981], c1975

**1.4F5.** If the dates of publication, distribution, etc., are unknown, give the copyright date or, in its absence, the date of manufacture (indicated as such) in its place.

, c1967

, 1967 printing

, 1979 pressing

**1.4F6.** If no date of publication, distribution, etc., copyright date, or date of manufacture appears in or on the item, supply an approximate date of publication, distribution, etc., in accordance with the recording conventions of 1.4B5.

*Optionally,* give an approximate date of publication, distribution, etc., if it differs significantly from the date(s) specified in 1.4F5.

, [1982?], c1949

## GENERAL RULES

### **1.4G. Place of manufacture, name of manufacturer, date of manufacture**

**1.4G1.** For an item, if the name of the publisher or distributor is unknown, and the place and name of the manufacturer are found in or on the item, give the place and name of the manufacturer.

[S.l. : s.n.], 1970 (London : High Fidelity Sound Studios)

**1.4G2.** In recording the place and name of the manufacturer, follow the instructions in 1.4C-1.4D.

**1.4G3.** If the date of manufacture is given in place of an unknown date of publication, distribution, etc., do not repeat it here.

**1.4G4.** *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they are found in or on the item and differ from the place, name of publisher, distributor, etc., and date of publication, distribution, etc., and are considered important by the institution describing the item.

London : J. Lane, 1902 (1907 printing)

Hull [Québec] : M. Brouard, 1904 (imprimé en 1920)

## **1.5. PHYSICAL DESCRIPTION AREA**

Contents:

- 1.5A. Preliminary rule
- 1.5B. Extent of descriptive unit (including specific material designation)
- 1.5C. Other physical details
- 1.5D. Dimensions
- 1.5E. Accompanying material

### **1.5A. Preliminary rule**

**1.5A1. Scope.** For all levels of description, record in this area the extent of the unit being described (including specific material designation), other physical details or the dimensions when appropriate.

For instructions regarding physical description for a particular class of material, refer to the .5 rules in the chapter that deals with that class of material.

## GENERAL RULES

### **1.5A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each occurrence of this area *either* by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details (i.e., other than extent or dimensions) by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

**1.5A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters. For chief sources of information prescribed for each level of description see the .0B rules in the relevant chapter for the material to which the unit being described belongs.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

**1.5A4. Form of presentation.** Use full stops (i.e., periods) after SI symbols, only when the symbol appears at the end of a sentence.<sup>21</sup>

**1.5A5.** The rules specified below provide for the use of up to three physical descriptions.

*Optionally*, establish the number of physical descriptions that will be given in this area as a matter of institutional policy.

### **1.5B. Extent of descriptive unit (including specific material designation)**

**1.5B1.** At all levels record the extent of the unit being described by giving the number of physical units in arabic numerals and the specific material designation as instructed in subrule .5B in the chapter(s) dealing with the broad class(es) of material to which the unit being described belongs.

2 film reels

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<sup>21</sup> The use of imperial measurements is not advocated by these rules. Therefore, the rules do not give examples, nor accommodate imperial measurements. The choice between imperial and SI should be set as an institutional policy. Do not mix SI and imperial measurements.

## GENERAL RULES

ca. 1000 photographs

50 technical drawings

ca. 800 maps

4 microfiches

**1.5B2.** When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation, for each special class of material in accordance with the instructions in the following chapters.

4 maps

2 microfilm reels

**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.

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)

**1.5B4.** For material described at an aggregate level of description, e.g., described at the level of a fonds or series and for which the unit so described is not yet complete, e.g., an open fonds or series, give the extent including the specific material designation as instructed in 1.5B1 and make a note explaining that further accruals are expected. When new accruals are received, update the extent information. This rule should be used in conjunction with 1.4B4.

260 photographs

*Note:* Further accruals are expected

*Optionally*, give only the specific material designation preceded by three spaces. Make a note indicating the frequency and volume of accruals.<sup>22</sup> This option should be used in conjunction with the option of 1.4B4. Establish this option at the fonds level and exercise it consistently for all applicable parts.

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<sup>22</sup> Combine all notes created in conjunction with 1.4B4 and 1.5B4 in one note (see 1.8B19).

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maps

*Note:* Since 1964, ca. 50 maps have been transferred to the archives on an annual basis

m of textual records

*Note:* Files older than ten years are transferred in accordance with the records retention schedule for the Dept. of Housing

When the descriptive unit is closed, add the number of physical units. Do not close the extent statement of the unit being described if any of its parts remain open.

### **1.5C. Other physical details**

**1.5C1.** Give physical data (other than extent or dimensions) about each special class of material as instructed in the following chapters.

6 photographs : cyanotype

25 photographs : stereograph glass negatives

3 film reels : si., b&w

10 microfilm reels : negative

1 map : photocopy

### **1.5D. Dimensions**

**1.5D1.** Give the dimensions for each special class of material as instructed in the following chapters.

75 photographs : b&w ; 21 x 26 cm

6 albums ; 54 x 50 cm

2 film reels : sd., col. ; 16 mm and 35 mm

1 photograph ; col. negative ; 35 mm

## GENERAL RULES

### 1.5E. Accompanying material

**1.5E1.** At the item level, give details of accompanying material (see Glossary, appendix D) in one of the following ways:

- a) make a note (see 1.8B9c)
- or* b) give the number of physical units in arabic numerals and the name of the accompanying material (using, when appropriate, a specific material designation) at the end of the physical description.

1 photograph : b&w ; 6 x 6 cm + 1 identification key

For instructions regarding accompanying material for a particular class of material refer to the .5E rules in the chapter that deals with that class of material.

### 1.6. PUBLISHER'S SERIES AREA

Contents:

- 1.6A. Preliminary rule
- 1.6B. Title proper of publisher's series
- 1.6C. Parallel titles of publisher's series
- 1.6D. Other title information of publisher's series
- 1.6E. Statement of responsibility relating to publisher's series
- 1.6F. Numbering within publisher's series

#### 1.6A. Preliminary rule

**1.6A1. Scope.** Use this area only for describing an item bearing a publisher's or artist's series title. Do not record here information about an archival series.<sup>23</sup>

#### 1.6A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

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<sup>23</sup> For the distinction between publisher's series and archival series, see the glossary.

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Precede each subsequent statement of responsibility by a semicolon.  
Precede the numbering within a publisher's series by a semicolon.

**1.6A3. Sources of information.** Give in this area information taken from the chief source of information or any other source prescribed for this area in the .0B rules of the following chapters. For chief sources of information prescribed for each level of description see the .0B rules in the relevant chapter for the material to which the unit being described belongs.

Enclose information supplied from any other source in square brackets unless instructed to do otherwise in specific rules.

### **1.6B. Title proper of publisher's series**

**1.6B1.** At the item level of description, transcribe a title proper of the publisher's series as instructed in 1.1B1.

Canadian views

Getting under way

Hoitt's artistic series

Climo's stereographs of New Brunswick

### **1.6C. Parallel title of publisher's series**

**1.6C1.** Transcribe parallel titles of a publisher's series as instructed in 1.1D.

Guardians of the North = Protecteurs du Nord

### **1.6D. Other title information of publisher's series**

**1.6D1.** Transcribe other title information of a publisher's series as instructed in 1.1E and only if considered necessary for identifying the publisher's series.

Stereoscopic views along the Canadian Pacific Railway : from Montreal through the Rockies

## GENERAL RULES

### 1.6E. Statements of responsibility relating to publisher's series

**1.6E1.** Transcribe explicit statements of responsibility appearing in conjunction with a formal title proper of a publisher's series as instructed in 1.1F and only if considered necessary for identifying the publisher's series.

Series 1894 / by Strohmeyer & Wyman

### 1.6F. Numbering within publisher's series

**1.6F1.** Give the numbering of the item within a publisher's series in the terms given in the item. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

The scenery of the northern lakes of Canada ; 73

Studies of Joyce Marie Coldwell ; no. 101

**1.6F2.** If the item has a designation other than a number, give the designation as found.

; Tab. 56

; pl. A

; 1971

## 1.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 1.7A. Preliminary rule
- 1.7B. Administrative history/Biographical sketch
- 1.7C. Custodial history
- 1.7D. Scope and content

### 1.7A. Preliminary rule

**1.7A1. Scope.** For all levels of description use this area to present information about the context and content of the unit being described. Record an Administrative history/Biographical sketch for fonds, series, collections, and discrete items.

## GENERAL RULES

The Administrative history/Biographical sketch provides information about the external structure or context of the records being described. The Administrative history gives an account of the authority and functional relations and administrative procedures important to an understanding of the context of the records. The Biographical sketch gives an account of the activities important to an understanding of the context of the records of person(s) or family(ies)<sup>24</sup>.

The Custodial history gives information about the chain of agencies, officers, or persons, if different from the creator(s), that have exercised custody or control over the records at all stages in their existence.

The Scope and content gives, whenever relevant, information about the scope of the records in terms of the sphere or kinds of activities generating them, the period of time, and geographical area to which they pertain; about the internal structure of the records in terms of their arrangement, organization, classification and documentary forms; and about the substantive matters to which the records pertain.

### **1.7A2. Punctuation**

Precede each element of description by a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

**1.7A3. Sources of information.** Take data recorded in this area from any suitable source. Use square brackets only for interpolations within quoted material. See also rule 1.0E.

### **1.7A4. Form of presentation of information**

**1.7A4a. Formal presentation of information.** Use a standard introductory word or phrase when uniformity of presentation assists in the recognition of the type of information being presented or when it provides economy of space without loss of clarity.

Scope and content: the final report, bound submissions and transcripts of proceedings, background printed materials and additional papers of the chair of the Committee on Securities Legislation, J.R. Kimber, respecting the implementation of recommendations and securities regulations

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<sup>24</sup> For further explanation of the importance of context see Terry Eastwood, ed., *The Archival Fonds: from Theory to Practice / Le fonds d'archives: de la théorie à la pratique* (Ottawa: Bureau of Canadian Archivists, 1992). While the scope of this text is limited to the archival fonds, the focus placed on contextual information is relevant to series, collections and discrete items as well.

## GENERAL RULES

Give quotations taken from the unit being described or from other sources in quotation marks. Follow the quotation by an indication of its source. Do not use prescribed punctuation within quotations.

**1.7A4b. Informal presentation of information.** When making an informal presentation, use statements that present the information as briefly as clarity and grammar permit.

Group and individual portraits showing unidentified residents of several Glengarry and Stormont County communities: Fassifern, Grantly, Lancaster, St. Andrews and Williamstown

**1.7A4c. Structure of the elements.** Structure the Administrative history/Biographical sketch by presenting the information in the order prescribed by the sequence of the sub-elements as instructed in 1.7B rules.

*Optionally*, record information prescribed in the sub-elements, but not necessarily in their sequence, in narrative form. Establish this option at the highest level of description and exercise it consistently for all applicable parts.

**1.7A5. Citations in the archival description area.** In citing a source, always give the title and, when applicable, the statement(s) of responsibility. Give the citation in the form: title proper / statement of responsibility. When necessary, add the edition and/or date of publication to the citation.

Records of Parks Canada (RG 84) / Gabrielle Blais. – Ottawa : Public Archives of Canada, 1985. – (General inventory series / Federal Archives Division).

## GENERAL RULES

### 1.7B. Administrative history/Biographical sketch<sup>25</sup>

#### 1.7B1. Administrative history.

At the highest level of description give information about the history of the corporate body responsible for the creation and/or accumulation and use of the unit being described as a whole. At subordinate levels, give information about the history of the corporate body responsible for the creation and/or accumulation and use of the unit being described.

Do not create an administrative history at subordinate levels unless the creator at that level is different from the creator of the higher level. When primary responsibility for the creation and/or accumulation and use of a unit being described is shared between two or more corporate bodies, create separate administrative histories for each corporate body.

Do not create an administrative history for a collection assembled by an archival repository. Where this information is relevant to understanding the collection, it should be presented as a general note (see 1.8B21).

Give information relevant to the understanding of the creator's functions, activities, and relations with other corporate bodies as instructed in the following sub-elements. Put information about documentary processes and procedures important to the understanding of the records and of their creation in the Scope and content (see rule 1.7D).

Administrative history: By order-in-council dated 25 August 1987 the Nova Scotia Royal Commission on Health Care was established to undertake a comprehensive review of the health care system, including issues of cost and efficiency. The Commission's primary activities centred around public hearings, research and consultations with a variety of health care officials. Its report was submitted on 8 December 1989 and the Commission was dissolved

*(Administrative history in a narrative form for the fonds level description of the Nova Scotia Royal Commission on Health Care fonds)*

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<sup>25</sup> If the institution maintains a separate file containing authority records for persons, families and corporate bodies, etc., the biographical information or administrative history may be kept as part of the record for that person, family, or corporate body and, therefore, does not have to be given in the description of the material. This enables the same authority record and the biographical information or administrative history that it contains, to be used for other descriptions and used in finding aids and products, e.g., when the name is associated with a subject index entry, or the same person, family or corporate body occurs in other descriptions. However, if the authority files and descriptive records are not directly linked in an institution's finding aid system and therefore do not automatically show together, it is strongly recommended that the archivist provide an abbreviated sketch. Since the use of an authority file constitutes an option, rule 0.5 applies.

## GENERAL RULES

The Statistics Office began as the office of the Secretary of the Board of Statistics in 1851. The Statistics Office was responsible for conducting the censuses of 1851 and 1861. With the passage of the Registration Act of 1864 it administered the registration of births, marriages and deaths for the colony. After confederation in 1867, it became the local office of the Statistics Branch of the federal Department of Agriculture and Statistics and served as the Nova Scotia administrative office for the 1871 census

*(Administrative history in a narrative form for a series forming part of the Nova Scotia Registrar General of Vital Statistics fonds)*

The Ontario Advisory Council on Senior Citizens was first established on April 24, 1974 under the jurisdiction of the Provincial Secretariat for Social Development. It consisted of fourteen members appointed by Order-in-Council. In 1985, when the Provincial Secretariat for Social Development ceased to exist, the Advisory Council reported to the Legislature of Ontario through the Minister without Portfolio for Senior Citizens' Affairs. In 1990, the council was transferred to the Ministry of Citizenship. The Council was abolished in 1996

*(Administrative history in a narrative form of the Ontario Advisory Council on Senior Citizens series where the series is the highest level of description)*

The Finnish Organization of Canada, Inc. (in Finnish, the Canadian Suomalainen Jaresto) was founded and incorporated under federal charter in 1923. The organization had its roots in the Finnish Socialist Organization of Canada (Canadian Suomalainen Sosialistijaresto) in 1911. The Finnish Socialist Organization was founded by Finnish dissidents expelled from the Socialist Party of Canada. Those Finns were also instrumental in founding a new socialist party: the Canadian Socialist Federation, later reconstituted as the Social-Democratic Party of Canada. From 1911 until 1930, the Finnish Socialist Organization of Canada was affiliated with the Social-Democratic Party of Canada, except for a brief interlude in 1918-1919 when wartime government regulations forced the Finns to operate independently as the "provisional" Finnish Organization of Canada. Since dissolving the last of its formal links with non-Finnish organizations in about 1930, the Finnish Organization of Canada has maintained its independence from other groups. Nevertheless, as in earlier years, it has continued to support the radical working-class movement both within and outside the Finnish community. Through its political, social or cultural endeavours, the Finnish Organization of Canada has provided continuous service, not only as this country's first and oldest active national organization for people of Finnish origin, but also as the central institution of the Finnish Canadian radical left

*(Administrative history in narrative form for collection level description of the Finnish Organization of Canada collection)*

## GENERAL RULES

**1.7B1a. Dates of founding and/or dissolution.** Give the date of the founding of the corporate body, and if applicable, the date of its dissolution.

Established in 1920; dissolved in 1945

**1.7B1b. Mandate/sphere of functional responsibility, etc.** Record the authority of the corporate body in terms of its powers, functional sphere of responsibilities, or sphere of activities, and indicate any enabling legislation or other legal or policy instrument(s) setting them out. Summarize any significant changes in its authority and functions.

The Faculty is charged with administering primary and advanced degree programs in agriculture, forestry, and food science, and a two-year, pre-veterinary medicine program

The company specialized in steel fabrication and construction, especially of bridges and superstructures of buildings and cranes, though it constructed armaments during both world wars. It was also involved in various hydroelectric projects, and undertook numerous other major and minor steel fabrications and constructions for industry and government

**1.7B1c. Predecessor and successors bodies.** Give the facts of the relationship of the body with predecessor or successor bodies to its mandate, functions, or activities. In cases of corporate or administrative amalgamation, name the administrative or corporate entities involved and summarize the nature of the amalgamation.

The Department of Plant Science was created by the amalgamation in 1944 of the Department of Field Crops (founded 1917) and Horticulture (founded 1935). In 1961, the Department of Genetics separated from the Department of Plant Science to be located in the Faculty of Science

**1.7B1d. Administrative relationships.** Name any higher body or bodies having authority or control over the corporate body or any corporate body or bodies over which it exercises authority or control, and describe the nature and any change of the authority or controlling relationship.

In 1960, the governments of Nova Scotia and New Brunswick assumed operation of the school, relocated it to Amherst, N.S. and changed its name to the Interprovincial School for the Education of Deaf. In 1975 the four Atlantic provinces accepted responsibility for the education of hearing-impaired children under the auspices of the Atlantic Provinces Special Education Authority (APSEA) comprising the Deputy Minister of each province and two other persons appointed by each province

## GENERAL RULES

**1.7B1e. Administrative structure.** Record any information relating to the way the corporate body organized itself important to an understanding of the conduct of its affairs, including significant branches or divisions.

For administrative purposes, the Adjutant General's Office for Lower Canada divided the province into two military districts, Quebec and Montreal, but in 1789 the districts of St. Thomas, Trois Rivieres and Bourcherville were created. The colonel commanding the Quebec district acted as Adjutant General for the province, although the office of the Adjutant General of Militia is not mentioned in provincial militia acts until 1796

**1.7B1f. Names of the corporate bodies.** Record any changes of the official name of the body not recorded in one of the other elements, any popular or common names by which it was known, and name(s) in other languages.

The Canadian Gallup poll was founded under the name of the Canadian Institute of Public Opinion, but has been popularly known as the Gallup Poll

**1.7B1g. Name(s) of chief officers.** Record the personal name(s) of persons holding the position as chief officer of the organization or corporate body if appropriate.

Ian H. MacDonald occupied the position of University President from 1974 to 1984

**1.7B1h. Other significant information.** Record information considered important which cannot be recorded in sub-elements 1.7B1a-1.7B1g.

**1.7B2. Biographical sketch.** At the highest level of description give information about the history of the person(s) or family(ies) responsible for the creation and/or accumulation and use of the unit being described as a whole. At subordinate levels give the information about the history of the person(s) or family(ies) responsible for the creation and/or accumulation and use of the unit being described.

Do not create a biographical sketch at subordinate levels unless the creator at that level is different from the creator of the unit being described as a whole. When primary responsibility for the creation and/or accumulation and use of a unit being described is shared between two or more persons or families, create separate biographical sketches for each person or family.

Give information relevant to the understanding of the creator's life or activities, as instructed in the following sub-elements. Put information about documentary processes

## GENERAL RULES

and procedures important to the understanding of the records and of their creation in the Scope and content (see 1.7D).

Reta Gueneva Mary Rowan came from England to Manitoba in 1919, then to Edmonton in 1920, where her husband, William Rowan, taught at the University of Alberta. Her interests were varied, ranging from involvement with cultural groups such as the Folk Festival Committee, to involvement with the Alberta Adult Education Society and with the Women's International League for Peace and Freedom. It was, however, her work with minority groups at the civic and provincial levels that claimed most of her time between 1942 and 1967. These included the Council for Canadian Unity, the Friends of the Indians Society and the Indian Association of Alberta  
*(Biographical sketch at the fonds level for the Reta Rowan fonds)*

Muriel Helena Duckworth (nee Ball) was born in East Bolton, Quebec, in 1908. She received a Bachelor of Arts Degree in French and economics from McGill University in 1929 and afterwards studied with her husband, Jack Duckworth, at Union Theological Seminary. In 1930 they returned to Montreal where their children John, Martin, and Eleanor were born. During their residence in Montreal, Muriel Duckworth was active in the C.G.I.T., the Student Christian Movement, and Notre Dame de Grace Community Centre. She also helped to acquire for Jewish teachers the right to teach in Protestant Schools in Quebec. In 1947 the Duckworth family moved to Halifax, and Muriel joined the Adult Education Division of the Nova Scotia Dept. of Education as a part-time parent education advisor. Between 1962 and 1967 she worked as a program advisor to the Department. From 1967 she dedicated her efforts to groups concerned with the role and rights of women in society, education, pacifism, world development and cooperation and social justice. She was a founding member of the Voice of Women (Halifax) and national president of the Voice of Women (Canada) from 1967-1971. She was also a founding member of the Canadian Conference on Children, the Canadian Research Institute for the Advancement of Women, the Nova Scotia Festival of the Arts and the Junior School of Community Arts. She has received six honorary doctorates and holds the Insignia of the Order of Canada

*(Biographical sketch at the fonds level for the Muriel Duckworth fonds)*

Peter M. Duff (1876-1949), railroad manager, immigrated to Newfoundland in 1898 from Dundee, Scotland, at the request of Robert G. Reid to work with the Reid Newfoundland Company. Duff married Violet Dickenson, St. John's; they had two sons. He died in St. John's on 30 July 1949. Duff served as railroad manager for 43 years, initially for the Reid Newfoundland Company and later for its successor, the government-owned Newfoundland Railway. He was a member of the Masonic Fraternity, Rotary International, Murray's Pond Country Club and the Curling Club

*(Biographical sketch at the collection level for the Peter Duff collection)*

## GENERAL RULES

**1.7B2a. Name(s).** Record the full name, married names, aliases, pseudonyms, and common or popular names of persons; the place and date of birth and death; the facts of marriage(s); and the names of children. For families, give information about the origin of the family and the name(s) of person(s) forming it.

Edgar Allardyce Wood wrote under the name of Kerry Wood. He was also known as Nobby

**1.7B2b. Place of residence.** Indicate the geographical place(s) of residence of the person or family, and the length of residence in each place.

Born in eastern Ukraine, Vsevolod Holubnychy fled with his family to Bavaria in 1943 to escape the Red Army. In 1951, he moved to New York City where he attended Columbia University. He was professor at the City University of New York from 1962 until his death

**1.7B2c. Education.** Give information about the formal education of persons, including members of families whose education is important to an understanding of their life.

His primary and secondary education in Moncton, New Brunswick was followed by a business training course. In 1929, he entered Victoria College in the University of Toronto and graduated in 1933 in the Honour course in Philosophy and English, standing first in first class honours each year. He then took the theological course at Emmanuel College, and was ordained in the United Church of Canada in 1936. He attended Merton College, Oxford from 1936 to 1939, graduated with first class honours in the English School and received the Oxford M.A. in 1940

**1.7B2d. Occupation, life and activities.** Give information about the principal occupation(s), and career or life work of persons, or about the activities of families. Also indicate any other activities important to an understanding of their life of the person or family. Identify important relationships with other persons or organizations, and indicate any offices held. Give information about significant accomplishments or achievements, including honours, decorations, and noteworthy public recognition.

Bruce Braden Peel was appointed chief cataloguer in 1951 and from 1955 until 1982 served as University Librarian, during which time the Library's collection became the second largest in Canada. On his retirement the rare books room was named the Bruce Peel Special Collections Library in his honour, and in 1991 the University awarded him an honorary doctorate of laws

## GENERAL RULES

Kenneth Leslie was a poet, singer and musician, crusading editor, and political activist. He won the Governor General's Award in 1938 for his collection of poems entitled *By Stubborn Stars and Other Poems*. His other collections include *Winward Rock* (1934), *Such a Din!* (1935) and *Lowlands Low* (1936). In New York, in 1938 Leslie began to edit and publish the *Protestant Digest*, a monthly publication devoted to religion and politics. In 1949 Leslie was accused of "un-American" activities. He returned to Nova Scotia and published a smaller version of the *Protestant* together with privately published editions of his own poems

**1.7B2e. Other significant information.** Record information considered important which cannot be recorded in sub-elements 1.7B2a-1.7B2d.

### 1.7C. Custodial history

At the highest level of description give the custodial history of the unit being described as a whole. At each subsequent level of description give the custodial history that pertains to the part being described. The custodial history should be appropriate to the level of description of the unit being described.

Give the history of the custody of the unit being described, i.e., the successive transfers of ownership and custody or control of the material, along with the dates thereof, insofar as it can be ascertained<sup>26</sup>.

When describing the custodial history of a reproduction, include, if ascertainable, information relating to the original material if it is relevant to the creation of the reproduction. If the custodial history is unknown, record that information. When the unit being described is acquired directly from the creator, record this information in the Note Area (see 1.8B12).

Les documents de ce fonds ont été réunis par l'aînée des petits-enfants de Joseph Leduc, Hélène Jobin. Ils ont été légués aux Archives en 1941 par le frère de cette dernière, Arthur Jobin

The Ocean Falls Corporation records remained in the custody of Pacific Mills Ltd., and its successor companies, until the mill and townsite were taken over by the B.C. provincial government in 1973. In 1976 the records were transferred to the Ocean Falls Public Library, which began the rearrangement of the records in their current form. The project was never completed, however, due to lack of funding and the collection lay in basement storage of the library until the Crown Corporation, B.C. Cellulose, announced the closing

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<sup>26</sup> Do not confuse information given in the Administrative history/Biographical sketch of the creator of the unit with the history of its custody.

## GENERAL RULES

of the mill in 1980. Abandoned over a period of several years, the records were moved from one temporary storage location to another as buildings were demolished, and suffered extensive losses and water damage due to neglect. When the final dismantling of the Ocean Falls facility was announced in 1986, a team of curators from the Royal British Columbia Museum retrieved what remained of the records from the townsite. These were transferred to the Provincial Archives in late 1986

Après son décès, les documents de cette pionnière du mouvement féministe furent dispersés parmi les membres de sa famille et les associations dont elle avait été l'âme dirigeante. C'est à la suite de nombreuses interventions des archives que le fonds a pu enfin être reconstitué, puis acquis en 1990

Eastern Kings Unitarian Universalist Fellowship records were sent to the Universalist Unitarian Church in Halifax for safekeeping in 1980 and transferred to the Public Archives of Nova Scotia with the Universalist Unitarian Church of Halifax records

### 1.7D. Scope and content

At the fonds, series, and collection levels of description, and when necessary at the file and the item levels of description, indicate the level being described and give information about the scope and the internal structure of or arrangement of the records, and about their contents.

**1.7D1. Scope and content for a fonds or collection, or for a series as the highest level of description<sup>27</sup>.** Give information on the type of function or activity to which the records comprising the unit being described pertain, the relationship between them, the organization of the records, and their documentary forms.

For the scope of the unit being described, give information about the functions and/or kinds of activities generating the records, the period of time, the subject matter, and the geographical area to which they pertain.

For the content of the unit being described, give information about its internal structure by indicating its arrangement, organization, and/or enumerating its next lowest level of description. Summarize the principal documentary forms (e.g., reports, minutes, correspondence, drawings, speeches).

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<sup>27</sup> For further explanation of the structure and definitions for the scope see Subject Indexing Working Group, *Subject Indexing for Archives* (Ottawa: Bureau of Canadian Archivists, 1992), pp. 45-90.

## GENERAL RULES

Fonds illustrates Francis Shanly's work as an engineer and contractor, and also contains records relating to his family history and background. Engineering project records include: correspondence, letter books, reports, estimates, invoices and receipts, payrolls, force returns, specifications, tenders and contracts, maps, drawings, and other materials. These records are arranged alphabetically by project. Personal records include: correspondence; subject files (relating to Shanly's involvement in a number of areas, including his role as City Engineer of Toronto, and his election campaign of 1872); notebooks; bank books; diaries; financial records (including invoices, receipts, statements, and accounts); genealogies and other materials

*(Scope and content for the Francis Shanley fonds)*

Fonds reflects M.O. Hammond's career and interests as a journalist, writer, editor, amateur photographer and figure of the Canadian arts and literary scene in the early decades of the twentieth century. His photographs are arranged into five series, spanning his entire photographic career from the late 1890s to the 1930s. Textual records in the fonds consist of correspondence relating to Hammond's research and writing; correspondence to Hammond from Canadian literary figures as Duncan Campbell Scott, Arthur Stringer, Charles G.D. Roberts and Robert Service; published and unpublished manuscripts written by Hammond; research notes and clippings related to his writing on Canadian history, art and literature and his reporting of reciprocity negotiations between Canada and the United States in 1910-1911; and his personal diaries for the years 1890, 1894 and 1903-1934

*(Scope and content for the M.O. Hammond fonds)*

**1.7D2. Scope and content for a series.** For the scope of the series, give information on the specific activity or activities generating the records, the period of time, the subject matter, and the geographical area to which they pertain. Explain any administrative or documentary processes or procedures which explain how the series came into being. In cases where the series is composed of a uniform set of documents (e.g., marriage certificates), indicate the kinds of information recorded on the documents.

For the content of a series, give information about the internal structure of the series, including the arrangement, classification scheme, and documentary forms of the records.

## GENERAL RULES

Series documents the Conservation Authorities Branch's monitoring of water management engineering projects, which were undertaken by Conservation Authorities but funded by the provincial government. Projects include construction of dams, reservoirs, weirs, and bridges; channel improvements; floodplain mapping; acquisition of floodplain land; flood warning; and flood damage reporting. Project files contain reports; architectural drawings; maps; contracts; and correspondence between the Branch and Conservation Authorities, the federal government (who also funded projects), other ministries, municipal governments, consulting engineers and landowners

*(Scope and content for a series in the Ontario Ministry of Natural Resources fonds)*

Series documents the development of provincial parks and reserve areas, from initial proposals, through acquisition of private land for parks to the actual establishment of provincial parks and reserves. Series is arranged into three sub-series: development proposal files, land acquisition files, and established parks development files

*(Scope and content for a series in the Ontario Ministry of Natural Resources fonds)*

**1.7D3. Scope and content for a file.** For the scope of the file give information on the subject matter, the time period, and the geographical area to which it pertains.

For the content of a file, give information about the processes and procedures generating the file and/or about the transactions to which the file pertains. For the internal structure of the file, give information about the arrangement of the file and its documentary forms and their relationship. The scope and content is discretionary if the title of the file is clear enough.

File documents an investigation of an explosion at Ledwell Milk. It includes an inspection report, administrative documents relating to the inspection, and photographs

*(Scope and content for a file within the series "Reports on accidents caused by fuel handling", within the Ministry of Consumer and Commercial Relations fonds)*

File contains photographs depicting the first day of a strike of Air Canada workers at Toronto International Airport.

*(Scope and content for a file within the series "Chronological photographic negatives", forming part of the Julien LeBourdais fonds)*

Portraits of Michael Philip Fulford Foran

*(Title of the file; scope and content is discretionary)*

## GENERAL RULES

**1.7D4. Scope and content for an item.** 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.

Item is a report on the various factors that contribute to the cost and quality of food production in the Nova Scotia hospital system in 1988  
(*Scope and content for an item in the file entitled "Secondary research material" in the consultants' series of the Nova Scotia Royal Commission on Health Care funds*)

Item is an alphabetical listing of qualified electors for Queens County  
(*Scope and content for an item in the electoral lists series of the Nova Scotia Chief Electoral Officer funds*)

Mont Ste-Marie Ltd. Subdivision of Part of Lots 34, 35 and 36, Range VII and VIII, Township of Hincks  
(*Title of an item in a series of maps; scope and content is discretionary*)

### 1.8. NOTE AREA

Contents:

- 1.8A. Preliminary rule
- 1.8B. Notes

#### 1.8A. Preliminary rule

**1.8A1. Scope.** For all levels of description, use this area for descriptive information that cannot be fitted into other areas of the description. A general outline of notes is given in 1.8B. Specific applications of 1.8B are provided in other chapters in Part I. When appropriate, combine two or more notes to make one note.

#### 1.8A2. Punctuation

Precede each note by a full stop, space, dash, space or start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

**1.8A3. Sources of information.** Take data recorded in notes from any suitable source. Use square brackets only for interpolations within quoted material. See also 1.0E.

## GENERAL RULES

### 1.8A4. Form of presentation of notes

**1.8A4a. Order of information.** If data in a note correspond to data found in the Title and statement of responsibility, Edition, Class of material specific details, Date(s) of creation, including publication, distribution, etc., Physical description, and Series areas, give the elements of the data in the order in which they appear in those areas. In such a case, use prescribed punctuation, except substitute a full stop for a full stop, space, dash, space.

**1.8A4b. Quotations, formal notes and informal notes.** Follow the instructions set out in 1.7A4.

**1.8A4c. Citations in notes.** Follow the instructions set out in 1.7A5.

**1.8A5. Notes relating to reproduced material.** When describing a reproduction, give the notes relating to the reproduction and then the notes relating to the original. Combine the notes relating to the original in one note, giving the details in the order of the areas to which they relate.

### 1.8B. Notes

Give notes in the order in which they are listed here. However, give a particular note first when it has been decided that note is of primary importance.

**1.8B1. Variations in title.** Make notes on variant titles appearing outside the prescribed source of information. Make notes on titles by which the unit being described has been traditionally known other than the title proper.

Previously known as Fonds Raoul Dandurand  
(*Title proper is Fonds Raoul Dandurand et Josephine Marchand*)

Previously known as Jack Hodgins papers  
(*Title proper is Jack Hodgins fonds*)

Previously known as "S" Series  
(*Title proper is Provincial Secretary's fonds*)

**1.8B2. Source of title proper.** Indicate the source of a title proper, when appropriate.

## GENERAL RULES

Title based on contents of image

Title taken from records centre transmittal sheet

**1.8B3. Parallel titles and other title information.** Make notes on parallel titles and other title information not recorded in the Title and statement of responsibility area if they are considered to be important.

**1.8B4. Continuation of title.** Complete the transcription if the formal title proper and/or other title information was abridged in the description.

**1.8B5. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility that appear outside the chief source of information or that appear on the chief source, but not in conjunction with a formal title proper. Record statements of responsibility that appear on the chief source of information for a file or series, if applicable.

Compiled by Charlotte Sandler

Prepared by Alvin Schuller

Taken by Clarence McPhee Jr.

**1.8B6. Attributions and conjectures.** Make notes on authors to whom the unit being described has been attributed, and cite sources, if appropriate.

**1.8B7. Edition.** Make notes relating to the edition being described or of the relationship of the unit being described to other editions.

**1.8B8. Date(s) of creation, including publication, distribution, etc.** Make notes on dates and any details pertaining to the dates of creation, publication, or distribution, of the unit being described that are not included in the Date(s) of creation, including publication, distribution, etc., area and that are considered to be important.

5730 [1969 or 1970]

*Note:* Dated in accordance with the Jewish calendar

## GENERAL RULES

**1.8B8a. Date(s) of accumulation or collection.** Make notes on the date(s) of accumulation or collection of the unit being described.

Records were accumulated by Litigation Support Services between 1969 and 1977 in preparation for the land claims case

**1.8B9. Physical description.** Make notes relating to the physical description of the unit being described.

Includes: 40 cm of textual records, ca. 670 photographs, ca. 260 postcards, 4 watercolours

**1.8B9a. Physical condition.** Make notes on the physical condition of the unit being described if that condition materially affects the clarity or legibility of the records.

Emulsion flaking

Records heavily foxed

Several tracks scratched through by operator

**1.8B9b. Conservation.** If the unit being described has received any specific conservation treatment, e.g., if repair work has been done on it, briefly indicate the nature of the work.

**1.8B9c. Accompanying material.** Give details of accompanying material not mentioned in the Physical description area (see 1.5E).

**1.8B10. Publisher's series.** Make notes on important details of publisher's series that are not included in the Publisher's series area, including variant series titles, incomplete series, and of numbers or letters that imply a series.

**1.8B11. Alpha-numeric designations.** If desirable, make a note of any important numbers borne by the unit being described other than publisher's series numbers (see 1.6F) or standard numbers (see 1.9).

Numéro original du reportage Z-35

**1.8B12. Immediate source of acquisition.** Record the donor or source (i.e., the immediate prior custodian) from whom the unit being described was acquired, and the date and method of acquisition, as well as the source/donor's relationship to the

## GENERAL RULES

material, if any or all of this information is not confidential. If the source/donor is unknown, record that information.

Transferred from Dept. of Geography, June 16, 1977

Acquired from the Social Science Data Archives, Carleton University, with the permission of Canadian Gallup Poll Ltd.

**1.8B13. Arrangement.** Make notes on the arrangement of the unit being described which contribute significantly to its understanding but cannot be put in the Scope and content (see 1.7D), e.g., about reorganisation(s) by the creator, arrangement by the archivist, changes in the classification scheme, or reconstitution of original order.

**1.8B14. Language.** Record the language or languages of the unit being described, unless they are noted elsewhere or are apparent from other elements of the description. Also note any distinctive alphabets or symbol systems employed.

Most of the material in series I and II in Finnish. Some correspondence in English, some in French and some in Swedish

### **1.8B15. Originals and reproductions**

**1.8B15a. Location of originals.** If the unit being described is a reproduction and the location of the original material is known, give that location. Give, in addition, any identifying numbers that may help in locating the original material in the cited location. If the originals are known to be no longer extant, give that information.

Original in National Archives of Canada, C2358

Glass dry plate negatives, from which the prints were printed, are held by the Gage family, Courtenay, British Columbia

Originals destroyed after microfilming, 1981

**1.8B15b. Availability of other formats.** If all or part of the unit being described is available (either in the institution or elsewhere) in another format(s), e.g., if the text being described is also available on microfilm; or if a film is also available on videocassette, make a note indicating the other format(s) in which the unit being described is available

## GENERAL RULES

and its location, if that information is known. If only a part of the unit being described is available in another format(s), indicate which parts.<sup>28</sup>

Also available on videocassette

### **1.8B16. Restrictions on access, use, reproduction, and publication<sup>29</sup>**

**1.8B16a. Restrictions on access.** Give information about any restrictions placed on access to the unit (or parts of the unit) being described. Specify the details of the restriction, including the date when it will be lifted. Additional information may be recorded regarding the jurisdiction (i.e., the person, institution, or position or function through which the terms governing access are imposed, enforced, and may be appealed), physical access provisions, etc. Alternatively, simply indicate the fact of restriction.

No access to original material until the material has been conserved.  
Microfilm copies are available for consultation.

Access to correspondence is restricted until 1995

Films in off-site storage; advance notice required to view

Only electronic records more than five years old may be released

All records subject to Access to Information and Privacy Act

**1.8B16b. Rights.** Indicate the copyright status, literary rights, patents or any other rights pertaining to the unit being described.

Rights held by CHYZ-TV

Copyright held by the Crown

Copyright held by the donor until June 6, 2005

Copyright ... June 1, 1978 by the Cartographic Lab, Department of  
Geography, Queen's University, Kingston, Ontario

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<sup>28</sup> If the institution has itself produced a copy of the unit being described, it may choose either to indicate the availability of the copy in the descriptive entry for the unit being described as instructed, or prepare a separate descriptive entry for the copy.

<sup>29</sup> Although all notes are considered optional, it is strongly recommended that institutions develop a policy that requires this note to be carried in descriptions, in order to avoid misleading users as to the availability of the material being described.

## GENERAL RULES

Copyright expired

Copyright status: public domain

**1.8B16c. Terms governing use and reproduction.** Give information on legal or donor restrictions that may affect use or reproduction of the material.

No reproduction without prior written approval of the donor

**1.8B16d. Terms governing publication.** Give information on legal or donor restrictions that may affect publication of the material.

Photographs may be copied for reference purposes only. Use of photographs in publication cannot be made without written permission of Kenneth McAllister

**1.8B17. Finding aids.** Give information regarding the existence of any finding aids. Include appropriate administrative and/or intellectual control tools over the material in existence at the time the unit is described, such as card catalogues, box lists, series lists, inventories, indexes, etc.

Box list available

Detailed finding aid available; file level control

Finding aid: *From the Past to the Future, A Guide to the Holdings of the University of Alberta Archives* / University of Alberta Archives. – Edmonton : University of Alberta Archives, 1992

For textual records see AddMSS 1336 (box/file list); for architectural plans see CM/C 2008 (file list); for photographs see 98303-40 (box/file list)

**1.8B18. Associated material.** If records in another institution are associated with the unit being described by virtue of the fact that they share the same provenance, make a citation to the associated material at the fonds, series or collection level, or for discrete items, indicating its location if known.

**1.8B19. Accruals.** When the unit being described is not yet complete, e.g., an open fonds or series, make a note explaining that further accruals are expected. If the option in 1.4B4 and 1.5B4 has been chosen, make a note indicating the frequency and volume of accruals. If no further accruals are expected, indicate that the unit is considered closed (see 1.4B4, 1.5B4).

## GENERAL RULES

Further accruals are expected

Records from the Office of the Ceremonials Assistant are transferred to the archives five years following the academic year to which the records relate. On average, 40 cm of records are transferred to the archives annually on Aug. 1

This series is transferred annually to the Archives and comprises the annual accumulation of orders-in-council generated five years prior to the year of their transfer. The total linear extent of each transfer averages 30 cm. The first accession acquired in 1964 comprised 25 linear meters

**1.8B20. Related groups of records in different fonds external to the unit being described.** Indicate groups of records having some significant relationship by reason of shared responsibility or shared sphere of activity in one or more units of material external to the unit being described. For reference to records of the same provenance in other repositories use 1.8B18.

Other records relating to the delivery of health care services can be found in the Health Care Services Division files of the Dept. of Health fonds

**1.8B20a. Related groups of records within the same fonds, series or collection.** If the unit being described consists of a group of records within a fonds, series or collection, that has a direct and significant connection to another group of records within the same fonds, series or collection (e.g., a series or sub-series comprising file control records such as indexes and registers or, in the case of letters sent, letters received) indicate the related group of records.

**1.8B21. General note.** Use this note to record any other descriptive information considered important but not falling within the definitions of the other notes.

For notes applicable specifically to a particular class of material, refer to the chapter that gives the rules relating to that class of material.

## GENERAL RULES

### 1.9. STANDARD NUMBER AREA

Contents:

- 1.9A. Preliminary rule
- 1.9B. Standard number

#### 1.9A. Preliminary rule

**1.9A1. Scope.** Use this area only in item level description to record international standard numbers pertaining to the item.

**1.9A2. Punctuation.** Precede this area by a full stop, space, dash, space *or* start a new paragraph.

**1.9A3. Sources of information.** Take information included in this area from any source. Do not enclose any information in brackets.

#### 1.9B. Standard number

**1.9B1.** Give the International Standard Book Number (ISBN), International Standard Serial Number (ISSN), or any other internationally agreed standard number for the item being described. Give such numbers with the agreed abbreviation and with the standard spacing or hyphenation.

ISBN 0-919223-5

ISBN 0-921542-02-X

**1.9B2.** If an item bears two or more such numbers, give the one that applies to the item being described.

ISBN 0-379-0051-4 (v. 1)

**1.9B3.** Give any number of an item other than an international standard number or publisher's series number in a note (see 1.8B11).