

OBJECTS

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11.0. GENERAL RULES

11.0A. Preliminary rule

11.0A1. Scope.

The rules in this chapter may be used to describe objects that constitute a fonds or a part thereof as instructed in 1.0A1. An object is defined as a three-dimensional record. Man-made objects include furniture, clothing, tools and equipment, art objects, toys, ceremonial artefacts, etc. Naturally occurring objects include objects comprised of inorganic materials (such as stone or mineral samples, etc.), and objects comprised of organic materials, including animal materials (such as bone, hair, shell, etc.), or plant materials (such as bark, leaves, flowers, etc.).

For multiple media fonds, see Chapter 2. For three-dimensional cartographic material, e.g., globes and models, see Chapter 5. For three-dimensional architectural records, e.g., models, see Chapter 6. For records which fall within the scope of other chapters but which are intellectually related to a particular object (e.g., sketches of a medal, etc., created as part of the design process), consult the rules in the chapter appropriate to the unit being described in conjunction with the rules in this chapter when necessary.

11.0B. Sources of information

11.0B1. Chief source of information. The chief sources of information for objects are as follows¹

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all of the material in the file, including the container;
4. for an item, the item itself together with any accompanying textual material and the container, case or stand issued by the publisher or manufacturer. Prefer information found on the object itself (including any permanently affixed labels) to information found on the accompanying textual material or on a container.

¹ For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source for that level.

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11.0B2. Prescribed sources of information.

The prescribed source(s) of information for each area of description of objects is set out below. Enclose information taken from outside the prescribed source(s) in square brackets, unless otherwise instructed in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Date(s) of creation, including publication, distribution, etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information
Archival description	Any source
Note(s)	Any source
Standard number	Any source

11.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

11.0D. Levels of detail in the description

See 1.0D.

11.0E. Language and script of the description

See 1.0E.

11.0F. Inaccuracies

See 1.0F.

11.0G. Accents and other diacritical marks

See 1.0G.

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11.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 11.1A. Preliminary rule
- 11.1B. Title proper
- 11.1C. General material designation
- 11.1D. Parallel titles
- 11.1E. Other title information
- 11.1F. Statements of responsibility

11.1A. Preliminary rule

11.1A1. Punctuation

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

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Enclose the general material designation qualifier in parentheses.

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.

11.1B. Title proper

11.1B1. Formal title proper. At all levels of description, transcribe a formal title proper as instructed in 1.1B1.

11.1B2. Supplied title proper. At all levels of description, if no formal title proper appears prominently in or on the chief source of information, supply a title as instructed in 1.1B2-1.1B4.

11.1B3. Supplied title proper for a fonds. When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

11.1B4. Supplied title proper for a part of a fonds (e.g., series, file, item). When describing a part of a fonds, e.g., a series, file, or item, which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.

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Banner of the Nova Scotia Loyalists

Bust of Dr. Norman Bethune

North West Canada medal, 1885

Note: Title from: *British battles and medals* / by L.L. Gordon. 5th ed. rev. / by Edward C. Joslin. London : Spink & Son, 1979. P. 197-198

Where appropriate, include as part of the supplied title proper a word or phrase stating the subject of the piece, the name of the person or event, etc., commemorated; the name of the person or body in whose honour the object is awarded; the name of the office issuing the object; or the name of the owner of the object.

Royal William memorial plaque

11.1C. *Optional addition.* General material designation

11.1C1. At all levels of description, immediately following the title proper, give the appropriate general material designation² as instructed in 1.1C.

Seal of Frontenac [object]

11.1D. Parallel titles

11.1D1. Transcribe parallel titles as instructed in 1.1D.

Tarot cards [GMD] = L'ancien tarot

Paysage terrestre [GMD] = Earth landscape

Note: Title from: *In the round : contemporary art medals of the world.* London : Fidem, 1992. P. 25

11.1E. Other title information

11.1E1. Give other title information as instructed in 1.1E.

² Use the GMD *object* for the material falling within the scope of this chapter.

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11.1E2. When describing objects which include attachments, e.g., bars, rosettes, stars, oak leaves, etc., supply a brief statement as other title information, in the language of the formal or supplied title proper. Include, as appropriate, the number of such attachments.

11.1F. Statements of responsibility

11.1F1. Transcribe statements relating to persons or bodies responsible for the creation of the item as instructed in 1.1F.

11.2. EDITION AREA

Contents:

11.2A. Preliminary rule

11.2B. Edition statement

11.2C. Statements of responsibility relating to the edition

11.2A. Preliminary rule

11.2A1. Scope.

See 1.2A1.

11.2A2. 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.

11.2B. Edition statement

11.2B1. Give the edition statement as instructed in 1.2B.

11.2C. Statements of responsibility relating to the edition

11.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, as instructed in 1.2C.

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11.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:

11.3A. Preliminary rule

11.3A. Preliminary rule

This area is not used for objects.

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

Contents:

11.4A. Preliminary rule

11.4B. Date(s) of creation

11.4C. Place of publication, distribution, etc.

11.4D. Name of publisher, distributor, etc.

11.4E. Statement of function of publisher, distributor, etc.

11.4F. Date of publication, distribution, etc.

11.4G. Place of manufacture, name of manufacturer, date of manufacture

11.4A. Preliminary rule

11.4A1. Scope.

For man-made objects, record the elements of the date(s) of creation, including publication, distribution, etc. area as instructed in 1.4A1. For naturally occurring objects, do not record a place of date of publication, distribution, etc. or the name of a publisher, distributor, etc.

11.4A2. 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 predominant dates by a comma.

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.

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11.4A3. In presenting information in the dates of creation, including publication, distribution, etc., area, follow the instructions set out in 1.4A3-1.4A7.

11.4B. Date(s) of creation

11.4B1. At all levels of description, give the date(s) of creation for the unit being described as instructed in 1.4B. For objects that are published, distributed, etc., see rules 11.4C - 11.4G.

1951

[ca. 1642]

11.4C. Place of publication, distribution, etc.

11.4C1. Give the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

Ottawa

11.4D. Name of publisher, distributor, etc.

11.4D1. Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

11.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

11.4E1. Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

11.4F. Date of publication, distribution, etc.

11.4F1. Give the date of publication, distribution, etc., as instructed in 1.4F.

11.4G. Place of manufacture, name of manufacturer, date of manufacture

11.4G1. Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

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1990 (Montreal : Fonderie Alain Morel)

11.5. PHYSICAL DESCRIPTION AREA

Contents:

- 11.5A. Preliminary rule
- 11.5B. Extent of descriptive unit (including specific material designation)
- 11.5C. Other physical details
- 11.5D. Dimensions
- 11.5E. Accompanying material

11.5A. Preliminary rule

11.5A1. Scope

See 1.5A1.

11.5A2. 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.³

Precede other physical details by a colon.

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

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

11.5A3. In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

11.5B. Extent of descriptive unit (including specific material designation)

11.5B1. At all levels of description, record the extent of the unit being described by giving the number of physical units in arabic numerals followed by the specific material

³ This punctuation is repeated for each physical description.

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designation. A specific material designation term should be formed as concisely and utilized as consistently as possible⁴.

5 campaign buttons

3 quilts

2 communion tokens

1 sculpture

6 pennants

Optionally, If the parts of the unit being described are very numerous and the exact number cannot be readily ascertained, give an approximate number.

ca. 1,000 badges

Optionally, record the number of containers or volumes, or the linear extent followed by the phrase *of objects*. If the general material designation is used (see 11.1C), omit the phrase *of objects*.

3 boxes of objects

2 m of objects

11.5B2. *Optional addition.* If a further measure of extent is required, add such information in parentheses after the primary statement of extent.

2 boxes of objects (ca. 500 buttons, 7 medallions)

11.5B3. 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.

2 sculptures. – 4 plaques. – 2 ribbons

Optional addition. If more detail is desired, give a separate and complete physical description for each special class of material.

⁴ Institutions are encouraged to establish a policy regarding the nomenclature used for specific material designations.

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11.5B4. When the unit being described contains parts that fall into more than three special classes of material, follow the instructions in 1.5B3.

55 plaques and other material

Note: Also includes 18 badges, 14 medals, 7 medallions and 5 ribbons.

11.5B5. Accruals. For material described at an aggregate level of description, e.g., an open fonds or series, give the extent including the specific material designation as instructed in 1.5B4. See also 1.8B19.

15 plates

Note: Further accruals are expected

11.5C. Other physical details

11.5C1. At all levels of description, identify any physical details other than extent or dimensions, if known and considered important. Give other physical details in any appropriate order.

11.5C2. Material. When appropriate, give the material(s) of which the object is made. If the material(s) cannot be named concisely, either omit the statement or give it in a note.

1 medal : ceramic plated with bronze

1 statue : marble

2 paperweights : glass

1 quilt : cotton

11.5C3. Production method. If applicable, give here specifications of the process(es) used or method of production, e.g., casting, by which the physical unit(s) being described were created. Give further details regarding the production phase(s) in the scope and content (see 11.7D.).

1 tapestry : wool, machine woven

1 medal : bronze, art cast

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11.5C4. Colour. Give the colour characteristics of the unit being described, as appropriate. Also provide the colour characteristics of supports if considered important. Give *col.* for multicoloured objects, or name the colour(s) of the object if it is in three or fewer colours. Multiple colours may be described in a note (see 11.8B10). Give *b&w* for black and white objects.

1 bowl : porcelain, blue and white

1 paperweight : glass, col.

11.5C5. Support. Give details regarding the support(s) or mounting(s) of the unit being described.

1 sculpture : bronze, on marble stand

1 plaque : cast aluminum, mounted on wood base

1 medal : white metal, loop

1 model : wood and plaster, col., mounted on cardboard

11.5C6. Relief. Give an indication of the degree of relief (other than incising for lettering or outlines) on the unit being described, if considered important.

1 medallion : cast bronze, bas relief

11.5C7. Shape. Give the shape if it is unusual for the type of object being described (e.g., give the shape of a medallic object if other than a circle), *or* if considered important. Describe the shape as concisely as possible. If this is not possible, describe the shape in a note.

1 medal : cast bronze, heart shape

1 medal : aluminium, rectangle

(Note: Consists of five thin rectangular bars which swivel on an off-centre post)

11.5C8. Multiple materials, production, etc. When multiple materials, production processes, etc., are identified, name each, with the predominant material, process, etc.,

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if any, named first. These terms may be freely combined with the use of conjunctions and prepositions as necessary.

1 medal : cast bronze, struck

When multiple materials, processes, etc., are known to have been applied but are unidentified, or are too numerous to enumerate, use the terms *various materials*, *multiple processes*, or other phrase, as appropriate, and give the details in a note (see 11.8B10).

Alternatively, when such details are numerous or complex, give them in a note (see 11.8B10).

11.5D. Dimensions

11.5D1. Give the dimensions of the physical unit(s) in centimetres or millimetres as appropriate. Give the dimensions in the form height x width x depth. If necessary, add a word to indicate which dimension is being given. The side for height and the sides for width and depth are determined with reference to the position in which the unit(s) of description would be viewed. For circular shapes, give the diameter, followed by the abbreviation *in diam.* For other shapes, give the dimensions measured at the greatest points, in the form height x width x depth, or major and minor axes, as most appropriate.

1 sculpture : polished bronze ; 110 cm high

1 lithographic stone : 22 x 32 x 5 cm

1 medal : gold ; 50 mm in diam.

11.5D2. If the object is mounted on a support or held within a special container, etc., give the dimensions of the support or container either after the dimensions of the object or as the only dimensions. Add a word or phrase to indicate the container, support, etc., or to distinguish the dimensions of the object from those of the container, support, etc.

1 medallion : bronze ; 4 cm. in diam. mounted on stand 6 x 6 cm.

1 sculpture : marble ; in case 20 x 10 x 10 cm.

11.5D3. Multiple dimensions in aggregate levels of description. When material described at an aggregate level of description, e.g., fonds, series, file, consists of physical units of two different sizes, give both. If the material being described consists of physical units of more than two sizes, give the dimensions of the largest unit followed by the words *or smaller*.

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11.5E. Accompanying material

11.5E1. Give details of accompanying material as instructed in 1.5E1.

11.6. PUBLISHER'S SERIES AREA

Contents:

11.6A. Preliminary rule

11.6B. Publisher's series statement

11.6A. Preliminary rule

11.6A1. Scope.

See 1.6A1.

11.6A2. Punctuation

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

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

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series or subseries by a semicolon.

11.6B. Publisher's series statement

11.6B1. Transcribe the publisher's series statement as instructed in 1.6.

11.7. ARCHIVAL DESCRIPTION AREA

Contents:

11.7A. Preliminary rule

11.7B. Administrative history/Biographical sketch

11.7C. Custodial history

11.7D. Scope and content

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1.7A. Preliminary rule

11.7A1. Scope

See 1.7A1.

11.7A2. Punctuation

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

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

11.7A3. Form of presentation of information. Follow the instructions set out in 1.7A4.

11.7A4. Citations in the archival description area. Follow the instructions set out in 1.7A5.

11.7B. Administrative history/Biographical sketch

11.7B1. Administrative history. Give a concise administrative history as instructed in 1.7B1.

11.7B2. Biographical sketch. Give a concise biographical sketch as instructed in 1.7B2.

11.7C. Custodial history. Give the custodial history as instructed in 1.7C.

11.7D. Scope and content. Give information about the scope and the internal structure of or arrangement of the records and about the contents of the unit being described as instructed in 1.7D.

11.8. NOTE AREA

Contents:

11.8A. Preliminary rule

11.8B. Notes

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11.8A. Preliminary rule

11.8A1. Scope.

See 1.8A1.

11.8A2. Punctuation

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

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

11.8A3. Form of presentation of notes

See 1.8A4.

11.8A4. Notes relating to reproduced material

See 1.8A5.

11.8B. Notes. Make notes as instructed in 1.8B and the following subrules.

11.8B1. Variations in title. Make notes on variant titles as instructed in 1.8B1.

11.8B2. Source of supplied title proper. Indicate the source of a supplied title proper as instructed in 1.8B2.

11.8B3. Parallel titles and other title information. Make notes on parallel titles and other title information as instructed in 1.8B3.

11.8B4. Continuation of title. Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

11.8B5. Statement(s) of responsibility. Make notes on any statement(s) of responsibility as instructed in 1.8B5.

11.8B6. Attributions and conjectures. Make notes on authors to whom the unit being described has been attributed as instructed in 1.8B6.

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11.8B7. Signatures and inscriptions. Transcribe all signatures not included in the statement of responsibility, inscriptions, monograms, etc., found on the item according to 1.0C, 1.0E-1.0G, and Appendix A. Specify the location where the signature(s), inscription(s), etc., appear. If the inscription is in a non-roman alphabet, make a note indicating the script used. Indicate missing text by the mark of omission (e.g., when the object is damaged).

Inscribed on obverse, lower right: JB

Obverse inscriptions in Russian Cyrillic script

11.8B8. Edition. Make notes relating to the edition as instructed in 1.8B7. Give details of minor changes which do not constitute a new edition, if considered important.

11.8B9. Date(s) of creation, including publication, distribution, etc. Make notes on dates and other details of publication, distribution, etc., as instructed in 1.8B8.

11.8B9a. Date(s) of accumulation. Make notes relating to date(s) of accumulation as instructed in 1.8B8a.

11.8B10. Physical description. Make notes relating to the physical description of the unit being described as instructed in 1.8B9.

Impression deep and complete but slightly blurred.

Attached with pink silk laces.

Stone weighs approximately 7 kilograms.

11.8B10a. Physical condition. Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

Edge of seal lost.

Seal cracked.

11.8B10b. Conservation. Make notes on conservation work performed as instructed in 1.8B9b.

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11.8B10c. Accompanying material. Make notes on accompanying material as instructed in 1.8B9c.

Accompanied by a letter from the artist explaining the symbolism of the collage.

11.8B11. Publisher's series. Make notes on important details of publisher's series as instructed in 1.8B10.

11.8B12. Alpha-numeric designations. Make notes of any important numbers borne by the unit being described as instructed in 1.8B11.

11.8B13. Immediate source of acquisition. Make notes on the immediate source of acquisition as instructed in 1.8B12.

11.8B14. Arrangement. Make notes on the arrangement as instructed in 1.8B13.

11.8B15. Language. Make notes on the language of the unit being described as instructed in 1.8B14.

11.8B16. Originals and reproductions.

11.8B16a. Location of originals. Make notes on the location of originals as instructed in 1.8B15a.

11.8B16b. Availability of other formats. Make notes on the availability of other formats as instructed in 1.8B15b.

11.8B17. Restrictions on access, use, reproduction, and publication. Make notes on restrictions as instructed in 1.8B16.

11.8B18. Finding aids. Make notes on finding aids as instructed in 1.8B17.

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11.8B19. Associated material. Make notes on associated material as instructed in 1.8B18.

A print from the stone is in the Ganong Collection, New Brunswick Museum.

11.8B20. Accruals. Make notes on accruals as instructed in 1.8B19.

11.8B21. Related groups of records in different fonds. Make notes regarding related groups of records as instructed in 1.8B20.

11.8B21a. Related groups of records within the same fonds. Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

11.8B22. References to published works. Provide references to published works containing a description of the unit. As appropriate, cite catalogues or other standard sources that classify or otherwise help identify the material being described. Make this note in a standard and abbreviated form.

11.8B23. General note. Use this note to record any other descriptive information considered important as instructed in 1.8B21.

11.9. STANDARD NUMBER AREA

Contents:

- 11.9A. Preliminary rule
- 11.9B. Standard number

11.9A. Preliminary rule

11.9A1. Scope

See 1.9A1.

11.9A2. Punctuation

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

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11.9B. Standard number

See 1.9B.