

---

## PHILATELIC RECORDS

---

### *Contents*

#### 12.0 GENERAL RULES

- 12.0A Preliminary rule
- 12.0A1 Scope
- 12.0B Sources of information
- 12.0C Punctuation
- 12.0D Levels of detail in the description
- 12.0E Language and script of the description
- 12.0F Inaccuracies
- 12.0G Accents and other diacritical marks

#### 12.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

- 12.1A Preliminary rule
- 12.1B Title proper
- 12.1C General material designation
- 12.1D Parallel titles
- 12.1E Other title information
- 12.1F Statements of responsibility

#### 12.2 EDITION AREA

- 12.2A Preliminary rule
- 12.2B Edition statement
- 12.2C Statements of responsibility relating to the edition

#### 12.3 ISSUE DATA AREA

- 12.3A Preliminary rule
- 12.3B Issuing jurisdiction
- 12.3C Denomination
- 12.3D Units containing material from two or more issuing jurisdictions

## PHILATELIC RECORDS

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

- 12.4A Preliminary rule
- 12.4B Date(s) of creation
- 12.4C Place of publication, distribution, etc.
- 12.4D Name of publisher, distributor, etc.
- 12.4E Statement of function of publisher, distributor, etc.
- 12.4F Date of publication, distribution, etc.
- 12.4G Place of manufacture, name of manufacturer, date of manufacture

### 12.5 PHYSICAL DESCRIPTION AREA

- 12.5A Preliminary rule
- 12.5B Extent of descriptive unit (including specific material designation)
- 12.5C Other physical details
- 12.5D Dimensions
- 12.5E Accompanying material

### 12.6 PUBLISHER'S SERIES AREA

- 12.6A Preliminary rule
- 12.6B Title proper of publisher's series
- 12.6C Parallel titles of publisher's series
- 12.6D Other title information of publisher's series
- 12.6E Statements of responsibility relating to publisher's series
- 12.6F Numbering within publisher's series

### 12.7 ARCHIVAL DESCRIPTION AREA

- 12.7A Preliminary rule
- 12.7B Administrative history/Biographical sketch
- 12.7C Custodial history
- 12.7D Scope and content

### 12.8 NOTE AREA

- 12.8A Preliminary rule
- 12.8B Notes

### 12.9 STANDARD NUMBER AREA

- 12.9A Preliminary rule
- 12.9B Standard number

## PHILATELIC RECORDS

### 12.0. GENERAL RULES

#### 12.0A. Preliminary rule

**12.0A1. Scope.** Philatelic records are defined as:

- 1) postage stamps, postal stationery, or other material created and/or used to signify pre-payment or payment due for postal services
- 2) stamps or labels resembling the material described above, but which have no postal value
- 3) cancellations or other markings created and/or used by a postal administration to show evidence of postal usage
- 4) material bearing one or more of the items described above.

These records include postage stamps, postal stationery items, postal covers, revenue stamps, labels, international reply coupons, and postal markings. Also included in the scope of this chapter are the printed pre-production materials created as part of the design process for the philatelic products.

The rules in this chapter may be used to describe issued or unissued philatelic records which constitute a fonds or a part thereof.

For records falling within the scope of other chapters but presenting philatelic information (e.g., pictures or photographs of a stamp created as part of the design process), consult the rules in this chapter in conjunction with those of the chapter appropriate to the records.

For multilevel description of philatelic records, see also chapter 1. For multiple media fonds, see chapter 2.

#### 12.0B. Sources of information

**12.0B1. Chief source of information.** The chief sources of information for philatelic records are as follows<sup>1</sup>:

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, prefer in this order, information found (a) on the item itself, or (b) on the container.

---

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

## PHILATELIC RECORDS

**12.0B2. Prescribed sources of information.** The prescribed source(s) of information for each area of description of philatelic records 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
Issue data	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, information published by the publisher, creator, etc.
Archival description	Any source
Note(s)	Any source
Standard number	Any source

### **12.0C. Punctuation**

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

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

### **12.0D. Levels of detail in the description**

See 1.0D.

### **12.0E. Language and script of the description**

See 1.0E.

### **12.0F. Inaccuracies**

See 1.0F.

### **12.0G. Accents and other diacritical marks**

## PHILATELIC RECORDS

See 1.0G.

### 12.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 12.1A. Preliminary rule
- 12.1B. Title proper
- 12.1C. General material designation
- 12.1D. Parallel titles
- 12.1E. Other title information
- 12.1F. Statements of responsibility

#### 12.1A. Preliminary rule

##### 12.1A1. 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.

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.

#### 12.1B. Title proper

**12.1B1. Formal title proper.** Transcribe a formal title proper as instructed in 1.1B1 and in the following subrules.

Caribou

Alexander Graham Bell, 1847-1947

**12.1B1a.** At the item level, do not transcribe a statement of the denomination, the name of the issuing jurisdiction, and/or the term *postage* (or its equivalent in another language) as part of the formal title proper unless this text is an integral part of the formal title proper (i.e., connected by grammatical construction).

## PHILATELIC RECORDS

Laurier

*Appears on the original as:*

Laurier

postes/postage

**Canada 2**

If there is no formal title proper, do not record the denomination, the name of the issuing jurisdiction, and/or the term *postage* (or its equivalent in another language) as the formal title proper. Instead, supply a title according to the rules in 12.1B2.

**12.1B1b.** If a letter, word, or number appears only once but the design of the chief source of information makes it clear that it is intended to be read more than once, repeat the letter, word or number without the use of square brackets.

1668, voyage of the Nonsuch = 1668, voyage du Nonsuch

*Appears on the original as:*

**1668**

VOYAGE OF THE

VOYAGE DU **NONSUCH**

**12.1B2. Supplied title proper.** At all levels of description, if no formal title proper appears prominently in or on the chief source of information for the unit being described, supply a title as instructed in 1.1B2-1.1B4.

**12.1B3. Supplied title proper for a fonds.** When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

British American Bank Note Company fonds

**12.1B4. Supplied title proper for parts 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.

Proofs and essays

*(Series forms part of the British American Bank Note Company fonds)*

Where appropriate, include as part of the supplied title proper a word or brief phrase indicating the main subject content of the unit being described.

Bluenose stamp proofs

## PHILATELIC RECORDS

**12.1B5. Title on another copy, etc.** When an item lacks a formal title proper and a title is known to exist on another copy, edition, version, or different state of the item, use the title from that source as a supplied title proper if it is appropriate. Give the source of the title in a note (see 12.8B2).

H.M. Queen Elizabeth II, coronation

*Note:* Title taken from the marginal inscription of a full pane of the same issue

*(Title proper for a single stamp)*

### **12.1C. Optional addition. General material designation**

**12.1C1.** At all levels of description, immediately following the title proper, give the general material designation *philatelic record*, as instructed in 1.1C.

John G. Diefenbaker, 1895-1979 [philatelic record]

### **12.1D. Parallel titles**

**12.1D1.** Transcribe parallel titles as instructed in 1.1D.

Hand-drawn cart [GMD] = Petite charrette

International Philatelic Youth Exhibition, 1982 [GMD] = L'exposition philatélique mondiale de la jeunesse, 1982

Tall ships visit, 1984 [GMD] = Visite des grands voiliers, 1984

### **12.1E. Other title information**

**12.1E1.** Transcribe other title information as instructed in 1.1E.

### **12.1F. Statements of responsibility**

Apply these rules at the item level. At the series and file levels, for material published or issued as a unit, use these rules only when the statement of responsibility applies to all of the items in the unit being described.

## PHILATELIC RECORDS

**12.1F1.** Transcribe explicit statements of responsibility as instructed in 1.1F.

Aaron R. Mosher / design, Roger Hill  
*(a pane of stamps with the statement of responsibility in the marginal inscription)*

### **12.2. EDITION AREA**

Contents:

- 12.2A. Preliminary rule
- 12.2B. Edition statement
- 12.2C. Statements of responsibility relating to the edition

#### **12.2A. Preliminary rule**

**12.2A1. Scope.** Use this area at the item level to record statements relating to versions, editions or states of philatelic records. At the series and file levels, for material published or issued as a unit, use this area only when all of the items are of the same edition or state.

#### **12.2A2. 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.

#### **12.2B. Edition statement**

**12.2B1.** Give the edition statement as instructed in 1.2B.

Plate no. 1

3rd proving

#### **12.2C. Statements of responsibility relating to the edition**

**12.2C1.** Transcribe a statement of responsibility relating to one or more editions but not to all editions of the unit being described as instructed in 1.2C.

## PHILATELIC RECORDS

### 12.3. ISSUE DATA AREA

Contents:

- 12.3A. Preliminary rule
- 12.3B. Issuing jurisdiction
- 12.3C. Denomination
- 12.3D. Units containing material from two or more issuing jurisdictions

#### 12.3A. Preliminary rule

**12.3A1. Scope.** Apply these rules to philatelic records at all levels of description.

#### 12.3A2. Punctuation

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

Precede each occurrence of this area by a full stop, space, dash, space.

Precede the denomination by a colon.

**12.3A3. Language and script of the description.** Give all elements in the language and script of the institution providing the description. An original statement of the issuing jurisdiction or denomination may be transcribed in a note (see 12.8B9).

**12.3A4.** This area is repeatable.

#### 12.3B. Issuing jurisdiction

**12.3B1.** Give the name of the jurisdiction (e.g., government) responsible for issuing the philatelic records. If the unit contains parts issued by different jurisdictions, follow the instructions in 12.3D.

Canada

Spain

Newfoundland

#### 12.3C. Denomination

**12.3C1.** For all units possessing a denomination (e.g., postage stamps, revenue stamps, postal stationery items), give the denomination in a standardized format, recording the denomination number in arabic numerals followed by the name of the currency unit. Include a denomination statement even if the denomination is already recorded as part of the title proper or other title information.

## PHILATELIC RECORDS

Nova Scotia : 10 cents

Newfoundland : 5 pence

Canada : [43 cents]

**12.3C2.** If three or fewer denominations are present, record the denominations separated by commas.

Vancouver Island : 5 cents, 10 cents

**12.3C3.** If more than three denominations are present, give the predominant denomination followed by the phrase *and other denominations*. Further details about the denominations may be given in a note (see 12.8B9).

Canada : 43 cents and other denominations

If no denomination predominates, use the phrase *various denominations*.

Newfoundland : various denominations

**12.3C4. Equivalent denominations in different currencies.** All levels of description, if the equivalent denomination is given in two or more currencies on the same unit, record the denomination, as outlined above, using the currency of the issuing jurisdiction. Record the denomination(s) in the other currency (or currencies) in a note (see 12.8B9).

Canada : 7½ pence

*Note:* Denomination also given in British currency as 6 pence sterling

### **12.3D. Units containing material from two or more issuing jurisdictions**

**12.3D1.** If the unit being described contains material relating to two or three issuing jurisdictions, use a separate occurrence of this area for each issuing jurisdiction.

Canada : 5 cents. — United States : 20 cents

## PHILATELIC RECORDS

**12.3D2.** If there are more than three issuing jurisdictions, give the predominant jurisdiction followed by the phrase *and other jurisdictions* and the denomination as instructed in 12.3C. Further details about the jurisdictions may be given in a note (see 12.8B9).

United Kingdom and other jurisdictions : various denominations

If no issuing jurisdiction predominates, use the phrase *various jurisdictions*.

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

Contents:

- 12.4A. Preliminary rule
- 12.4B. Date(s) of creation
- 12.4C. Place of publication, distribution etc.
- 12.4D. Name of publisher, distributor, etc.
- 12.4E. Statement of function of publisher, distributor etc.
- 12.4F. Date publication, distribution etc.
- 12.4G. Place of manufacture, name of manufacturer, date of manufacture

#### **12.4A. Preliminary rule**

##### **12.4A1. Scope.**

See 1.4A1.

At the series and file levels, record *only* the date(s) of creation if all the material in the unit being described is unpublished, or if there is a mix of published and unpublished material, or if all the material is published but not as a series or set. If all the material in the unit being described belongs to the same published series or set, record the information about the place, name, and date(s) of publishing, distributing or, manufacturing, etc., activities.

##### **12.4A2. 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.

## PHILATELIC RECORDS

**12.4A3.** In presenting information in the dates of creation, including publication, distribution, etc., area, follow the instructions set out in 1.4A3-1.4A7.

### **12.4B. Date(s) of creation**

**12.4B1.** Give the date(s) of creation for the unit being described as instructed in 1.4B.

1897

20 Mar. 1949

1939-1994, predominant 1953-1994

1912-1989

*Note:* Very little material is available for the period 1930-1935.

[ca. 1967]

### **12.4C. Place of publication, distribution, etc.**

**12.4C1.** Transcribe the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

Ottawa

### **12.4D. Name of publisher, distributor, etc.**

**12.4D1.** Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

[Ottawa] : Canada Post Corporation

### **12.4E. *Optional addition.* Statement of function of publisher, distributor, etc.**

**12.4E1.** Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

### **12.4F. Date of publication<sup>2</sup>, distribution, etc.**

---

<sup>2</sup> The date of issue is the publication date.

## PHILATELIC RECORDS

**12.4F1.** Give the date of publication, distribution, etc., in the fullest form available (e.g., day, month, year) as instructed in 1.4F.

8 Nov. 1993

### **12.4G. Place of manufacture, name of manufacturer, date of manufacture**

**12.4G1.** Give the place of manufacture, name of manufacturer and/or date of manufacture of the unit being described as instructed in 1.4G.

[Ottawa : Canada Post Corporation, 1 Sept. 1987] (Canadian Bank Note Co.)

## **12.5. PHYSICAL DESCRIPTION AREA**

Contents:

- 12.5A. Preliminary rule
- 12.5B. Extent of descriptive unit (including specific material designation)
- 12.5C. Other physical details
- 12.5D. Dimensions
- 12.5E. Accompanying material

### **12.5A. Preliminary rule**

#### **12.5A1. Scope**

See 1.5A1.

#### **12.5A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede each occurrence of this area by a full stop, space, dash, space *or* start a new paragraph.

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.

**12.5A3.** In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

## PHILATELIC RECORDS

### 12.5B. Extent of descriptive unit (including specific material designation)

**12.5B1.** At all levels of description, record the extent of the unit being described by giving the number of the physical units that comprise it followed by the specific material designation. Use arabic numerals to record the number of physical units. A selective list of recommended specific material designations is given below.<sup>3</sup>

international reply coupon  
label  
postage stamp  
postage stamp booklet  
postal cover  
postal marking  
postal stationery item  
revenue stamp

15 postal stationery items

1 postal marking

351 postage stamps

*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. 5,000 postage stamps

*Optionally*, record the number of containers or volumes, or the linear extent, or the cubic measurement followed by the phrase *of philatelic records*. If the general material designation is used (see 12.1C), omit the phrase *of philatelic records*. Express the linear or cubic extent using the metric system of measurement (see 1.5A4).

3 albums of philatelic records

12 cm of philatelic records

**12.5B2. Collective unit designation.** *Alternatively*, if the physical parts that comprise the unit being described are themselves composed of more than one component (e.g., sheets of 50 postage stamps), record the number of collective units followed by the collective unit

---

<sup>3</sup> Institutions are encouraged to use the recommended list. If, for whatever reason, an institution chooses not to follow the list given here it should, nevertheless, establish a policy regarding the nomenclature used for specific material designations.

## PHILATELIC RECORDS

designation. Use arabic numerals to record the number of collective units. A list of recommended collective unit designations is given below.<sup>4</sup>

block  
pair  
pane  
sheet  
strip

Unless a further measure of extent is recorded (see 12.5B3), follow the number of collective units and the collective unit designation by the preposition *of* and the applicable specific material designation.

5 blocks of revenue stamps

**12.5B3.** *Optional addition.* If a further measure of extent is required, add such information in parentheses after the specific material designation, collective unit designation, or other term of measurement.

0.3 m of philatelic records (176 postal covers, 42 postal stationery items)

1 album (219 postal markings)

3 panes (150 postage stamps)

1 block (3 labels)

**12.5B4.** 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 or collective unit designation, for each special class of material.

15 postal covers. — 1 postal marking

48 panes of postage stamps. — 12 postage stamp booklets. — 4 postal stationery items

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

27 postage stamps : die proofs, steel engraving ; 26 x 42 mm or smaller, on support 22 x 14 cm or smaller. — 1 postal cover ; 12 x 19 cm

---

<sup>4</sup> Institutions are encouraged to use the recommended list. If, for whatever reason, an institution chooses not to follow the list given here it should, nevertheless, establish a policy regarding the nomenclature used for collective unit designations.

## PHILATELIC RECORDS

**12.5B5.** When the unit being described contains parts that fall into more than three special classes of material, give the physical extent and the specific material designation of the most predominant followed by the phrase *and other philatelic records* and describe the remaining material in a note (see 12.8B12).

10 postal stationery items and other philatelic records

*Note:* Also includes 7 postal covers, 5 postage stamps, and 3 blocks of postage stamps.

**12.5B6. Accruals.** For material described at an aggregate level of description, e.g., described at the level of a fonds or series, give the extent including the specific material designation if applicable as instructed in 1.5B4. See also 12.8B23.

4 m of philatelic records

*Note:* Further accruals are expected.

philatelic records

*Note:* Since 1989, ca. 5,000 philatelic records have been transferred to the archives every year.

### 12.5C. Other physical details

**12.5C1.** At all levels of description, identify any physical details other than extent or dimensions, as appropriate and if readily ascertainable. Where practicable, follow the order set out below:

production phase

layout, format

medium, base or support, process, method of reproduction

watermark

colour

perforations, gum, luminescence or tagging

3 revenue stamps : die proofs, steel engravings on india paper, black

6 postal stationery items : envelopes, lithographs, red and blue

1 postage stamp : photolithograph on Harrison paper, 4 col., perf.

13

*Alternatively,* give such information in the Scope and content (see 12.7D) or in a note (see 12.8B12).

## PHILATELIC RECORDS

**12.5C2. Production phase.** For unissued or unpublished philatelic records, include here specifications of the production phase(s) represented by the material (e.g., essay, proof, die proof, plate proof).<sup>5</sup>

14 postal stationery items : proofs

2 labels : die proofs, steel engravings, red

1 postage stamp : essay, steel engraving, black brown

Give further details regarding the production phase(s) in the Scope and content (see 12.7D).

**12.5C3. Layout, format.** Describe the layout or format of the philatelic unit if it is not indicated or implied in another area. As appropriate, use terms such as: coil, souvenir sheet, booklet, aerogramme, postal card, envelope, stick 'n tick, se-tenant, tête-bêche, squared circle cancel, duplex cancel, etc.

3 panes of postage stamps : se-tenant

54 postage stamps : some coil

10 postal markings : squared circle cancels

**12.5C4. Medium, support, process, etc.** Give details regarding the medium, base or support, process, method of reproduction or other similar technical specifications. Include trade names if considered significant.

1 label : proof, steel engraving on india paper

6 panes of postage stamps : lithographs on Harrison paper

**12.5C4a. Multiple techniques, processes, etc.** When multiple techniques, processes, etc., are identified, name each, with the predominant technique, process, etc., if any, named first. These terms may be freely combined with the use of conjunctions and prepositions as necessary.

100 postage stamps : lithographs and steel engravings

1 postal stationery item: embossed lithograph on wove paper

---

<sup>5</sup> Institutions are encouraged to establish a list of nomenclature to be used for describing the production phase.

## PHILATELIC RECORDS

When multiple techniques, processes, etc., are known to have been applied but are unidentified, or are too numerous to enumerate, use the terms *various media*, *multiple processes*, or other phrase, as appropriate and give the details in a note (see 12.8B12).

64 postal covers : multiple processes

**12.5C5. Watermark.** Note the presence of a watermark in a general way and give the details in a note (see 12.8B12).

1 postage stamp : photolithograph on watermarked paper

**12.5C6. Colour.** Give the colour characteristics of the unit being described, as appropriate. Also provide the colour characteristics of supports if considered important.

15 postal markings : black

2 labels : steel engraving, red

2 postal stationery items : envelopes, lithographs in blue and green on cream paper

*Optionally*, if more than 3 colours are used, indicate the number of colours used followed by the abbreviation *col.*

1 postage stamp : lithograph, 5 col.

**12.5C7. Perforation, gum, luminescence or tagging.** Give information about the perforation (e.g., number, type), gum, luminescence or tagging if these elements are present on the unit. List only those elements common to the entire unit. Use the abbreviation *perf.* and a standard perforation gauge measurement to indicate the number of perforations, where appropriate.

1 pair of postage stamps : steel engraving on laid paper, orange-red, imperforate

6 blocks (24 postage stamps) : photolithographs, carmine rose, perf. 12, dextrine gum

1 postal stationery item : envelope, lithograph, sepia, tagged

### 12.5D. Dimensions

## PHILATELIC RECORDS

**12.5D1.** Record the dimensions of the entire sheet, support, etc.<sup>6</sup>, of the physical unit(s) being described. Give the dimensions of square or rectilinear physical units in the form height x width. The side for height and the side for width are determined with reference to the position in which the philatelic record(s) would be viewed. For circular shapes, give the diameter, followed by the abbreviation *diam.* in parentheses. For oval shapes, give the major and minor axes, followed in parentheses by the word *oval*. Give the dimensions of irregular shapes, measured at the greatest points, in the form height x width, diameter, or major and minor axes, as most appropriate, followed by the abbreviation *irreg.* in parentheses. If appropriate, add a word or phrase which describes the shape. Give the dimensions of containers (see 12.5B1) in the form height x width x depth.

1 label : lithograph ; 40 x 65 mm

7 postal stationery items : aerogrammes, lithographs, red and blue ;  
33 x 18 cm (irreg.)

1 postage stamp : die proof, steel engraving ; 33 x 22 mm (triangle)

**12.5D2. Image dimensions.** *Optional addition.* Give the size of the image followed by the size of the sheet, support, etc., specified as such if:

a) the size of either dimension of the image area of the physical unit(s) is less than half the same dimension of its sheet, support, etc.,

or b) if there is substantial additional information on the sheet (e.g., text).

1 postage stamp : proof, lithograph, 4 col. ; 26 x 32 mm on sheet  
67 x 48 cm

*Alternatively,* give the size of the sheet, support, etc., specified as such, preceded by the size of the image if different from the former.

1 postage stamp : die proof, steel engraving ; 33 x 22 mm on  
support 40 x 31 mm

**12.5D3. 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, the dimensions of the largest are given followed by the words *or smaller*.

12 postage stamp booklets ; 10 x 8 cm and 5 x 7 cm

---

<sup>6</sup> In measuring the dimensions of the sheet, support, etc., do not include a mat, frame, or other mount or container. If the mat, frame, container, etc., cannot be removed or is an integral part of the unit being described, follow the instructions in 12.5D6.

## PHILATELIC RECORDS

10 postage stamps : steel engravings, lithographs ; 37 x 25 mm  
or smaller

ca. 750 postal covers ; 20 x 27 cm or smaller

*Alternatively*, give the smallest and the largest size, separated by a hyphen.

44 sheets of postage stamps : proofs, lithographs, 6 col. ; 33 x  
21 cm-70 x 50 cm

*Optionally*, add to the dimensions statement, the predominant sizes or the range of predominant sizes enclosed in parentheses.

21 sheets of postage stamps : proofs, lithographs, 4 col. ; 66 x  
44 cm or smaller (most 26 x 23 cm)

**12.5D4. Unit(s) of measurement.** Record the dimensions of the physical unit(s) in centimetres rounded up to the next whole centimetre. If the item measures less than 5 centimetres in height, width, or diameter, give the dimensions in millimetres.

13 postal covers ; 17 x 11 cm

1 postage stamp : steel engraving ; 21 x 33 mm

*Alternatively*, give the dimensions in centimetres to the nearest millimetre. Record whole numbers decimally.

1 postage stamp booklet ; 15.2 x 8.0 cm

6 postal covers ; 16.4 x 10.6 cm

1 postage stamp : die proof, steel engraving in green on india  
paper ; 21 x 17 mm on support 7.9 x 6.1 cm

**12.5D5. Folded or rolled items.** When a physical unit is designed to be folded or rolled, give the dimensions of the primary support and add the dimensions when folded or rolled. Precede the second dimension statement by the words *folding to*, *rolling to*, *folded to*, or *rolled to* as appropriate, depending on whether the physical unit is stored flat or in a folded or rolled format. Add in parentheses the abbreviation *diam.* following the dimension which has been rolled. If the materials are too fragile or too numerous to be measured flat, record only the dimensions when folded or rolled.

1 postal stationery item : aerogramme, offset lithograph, 6 col. ;  
32.1 x 21.0 cm folded to 9.7 x 18.0 cm

## PHILATELIC RECORDS

1 strip (200 postage stamps) : coil, steel engraving, red ; rolled to 35 mm (diam.) x 50 mm

*Optional addition*, when a physical unit is kept folded or rolled, whether so designed or not, give the dimensions of the primary support and add the dimensions when folded or rolled, specified as such.

1 sheet (200 postage stamps) : plate proof ; 30 x 46 cm folded to 15 x 23 cm

**12.5D6. Sight measurements and framed items.** When a part of the unit being described is not visible because of a non-removable mat, frame, or other integral container or mounting, give the sight measurements followed by the word *sight* in parentheses. *Optionally*, add the dimensions of the mat, frame, etc., specified as such.

1 pane (50 postage stamps): lithography ; 21 x 27 cm (sight) in mat 26 x 31 cm  
(*Window mat and backing are glued together*)

### 12.5E. Accompanying material

**12.5E1.** Give details of accompanying material as instructed in 1.5E.

25 labels : lithographs on self-adhesive paper ; 8.9 x 11.2 cm + 1 instruction sheet

## 12.6. PUBLISHER'S SERIES AREA

Contents:

- 12.6A. Preliminary rule
- 12.6B. Title proper of publisher's series
- 12.6C. Parallel titles of publisher's series
- 12.6D. Other title information of publisher's series
- 12.6E. Statements of responsibility relating to publisher's series
- 12.6F. Numbering within publisher's series

### 12.6A. Preliminary rule

## PHILATELIC RECORDS

**12.6A1. Scope.** Use this area only for describing an item belonging to a publisher's series. Do not record here information about an archival series.<sup>7</sup>

### **12.6A2. 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 by a semicolon.

### **12.6B. Title proper of publisher's series**

**12.6B1.** Transcribe a formal title proper of a publisher's series as instructed in 12.1B1.

Masterpieces of Canadian art

Canada 92

### **12.6C. Parallel title of publisher's series**

**12.6C1.** Transcribe parallel titles of a publisher's series as instructed in 12.1D.

Canada's river heritage = Fleuves et rivières du patrimoine  
canadien

### **12.6D. Other title information of publisher's series**

**12.6D1.** Transcribe other title information of a publisher's series as instructed in 12.1E and only if considered necessary for identifying the publisher's series.

Christmas, 1982 : nativity scenes

---

<sup>7</sup> For the distinction between publisher's series and archival series, see the glossary.

## PHILATELIC RECORDS

### **12.6E. Statements of responsibility relating to publisher's series**

**12.6E1.** Transcribe explicit statements of responsibility appearing in conjunction with the publisher's series title only if they are considered necessary for identifying the publisher's series. Follow the instructions in 12.1F when transcribing a statement of responsibility relating to a publisher's series.

Queen Elizabeth II regular issue / designed by Ernst Roch

### **12.6F. Numbering within publisher's series**

**12.6F1.** See 1.6F.

Canadian history in postage stamps ; series 2 = Histoire du Canada en timbre-poste ; 2eme [sic] série

## **12.7. ARCHIVAL DESCRIPTION AREA**

Contents:

- 12.7A. Preliminary rule
- 12.7B. Administrative history/Biographical sketch
- 12.7C. Custodial history
- 12.7D. Scope and content

### **12.7A. Preliminary rule**

#### **12.7A1. Scope**

See 1.7A1.

#### **12.7A2. Punctuation**

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

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

**12.7A3.** In presenting information in the archival description area, follow the instructions set out in 1.7A3-1.7A5.

## PHILATELIC RECORDS

### **12.7B. Administrative history/Biographical sketch**

#### **12.7B1. Administrative history.** Give a concise administrative history as instructed in 1.7B1.

The British American Bank Note Company Limited was founded in 1866. It specialized in security printing for government and private industry. Over its history, the company printed stamps, bank notes, passports, securities, bank stationery, lottery tickets, as well as other printed matter. The British American Bank Note Company also designed many of the products it printed. As well, it was involved in the research and development of methods to guard against counterfeiting.

The company was formed from two groups of printers, one headed by George Bull Burland and the other by W.C. Smillie. The British American Bank Note Company later absorbed two smaller printers, the Dominion Bank Note Company and the Canada Bank Note Company.

In 1984, the British American Bank Note Company became a wholly owned subsidiary of BCE Inc. As part of the sale of BCE PubliTech in 1988, the business was transferred to Quebecor Printing Inc. It was subsequently known as the BA Banknote Division of Quebecor Printing Inc.

#### **12.7B2. Biographical sketch.** Give a concise biographical sketch as instructed in 1.7B2.

Major Richard (Dick) Kenneth Malott was born in Kingsville, Ont. on 31 Oct. 1927. He married Dorothy Payne on 28 Feb. 1953. They have one son, Douglas.

Dick Malott attended the University of Western Ontario, London, Ont. from 1946 to 1950, obtaining a Bachelor of Arts (Honours History). In 1965 he obtained a Master of Science Degree in Logistics and Computers at the United States Air Force Institute of Technology at Wright-Patterson Air Force Base, Dayton, Ohio.

Malott joined the RCAF in 1950. During his career in the RCAF/Canadian Forces, he served in Nova Scotia, Ontario, England, Sardinia, the United States and Vietnam. In 1974, he retired from the Canadian Forces to become the Chief Curator of Collections at the Canadian War Museum, Ottawa, Ont. Malott retired from the Canadian War Museum in 1992.

Dick Malott's main hobby is aerophilately. He specializes in Canadian pioneer and semi-official air mail flown envelopes, and interrupted (crash) covers. He has been active in many philatelic societies and has written extensively about aerophilately. His collections have won gold medals at national and international exhibitions. In 1992, he established Malott Aerophilatelic and Militaria Consultant Services.

## PHILATELIC RECORDS

**12.7C. Custodial history.** Give the custodial history as instructed in 1.7C.

These documents were given to F.E. Eaton by their creator, Andrej Frodel. Mr. Eaton subsequently donated them to the National Postal Museum. In 1988, the material was transferred to the Canadian Postal Archives program within the National Archives of Canada.

**12.7D. Scope and content.** Give information about the scope and the internal structure or arrangement of the records, and about the contents of the unit being described as instructed in 1.7D.

Fonds consists of issued stamps and proof material printed by the British American Bank Note Company. The bulk of the records contain material created for definitive, commemorative, postage due, air mail, air mail special delivery, special delivery, and post card issues for the Post Office Department. These records were apparently retained by the printer as samples to document its work. The material is arranged into two parts: one containing plate proofs of philatelic items, the other containing issued stamps and related documentation.

Series consists of a presentation album containing single images from plate proofs of stamps, plate essays of unissued stamp designs, and plate proofs of post cards. Most of the material was printed for Canada's Post Office Department.

### **12.8. NOTE AREA**

Contents:

- 12.8A. Preliminary rule
- 12.8B. Notes

#### **12.8A. Preliminary rule**

##### **12.8A1. Scope.**

See 1.8A1.

## PHILATELIC RECORDS

### **12.8A2. 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.

**12.8A3.** In presenting information in the note area, follow the instructions set out in 1.8A4-1.8A5.

### **12.8B. Notes**

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

**12.8B1. Variations in title.** Make notes on variant titles as instructed in 1.8B1.

Traditionally known as: Imperial penny postage  
(*Title proper is Xmas 1898*)

**12.8B2. Source of supplied title proper.** Indicate the source of a supplied title proper as instructed in 1.8B2.

Title taken from the official bulletin for the issued stamp  
(*Supplied title for an untitled die proof created in the stamp design process*)

**12.8B3. Parallel titles and other title information.** Make notes on parallel titles and other title information as instructed in 1.8B3.

**12.8B4. Continuation of title.** Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

Title continues: ... passing over the first carrier of ocean mail  
(*Title proper: Vickers Vimy leaving St. John's with first transatlantic air mail*)

**12.8B5. Statement(s) of responsibility.** Make notes on any statement(s) of responsibility as instructed in 1.8B5. Give the creator after whose original work the unit being described has been made, if known and not already recorded in the description.

Designer and engraver Yves Baril

After a photograph by Yousuf Karsh

**12.8B6. Attributions and conjectures.** Make notes on authors to whom the unit being described has been attributed, as instructed in 1.8B6.

Engraving attributed to Alfred Jones

## PHILATELIC RECORDS

**12.8B7. Signatures and inscriptions.** Make notes on signatures, inscriptions, or marks, monograms, etc. If important, indicate where such signatures and inscriptions appear. Do not record the actual signature if it has already been transcribed in the description.

Inscribed in pencil, recto: Proof after softening plate and hammering out Apr 10/35

Instructions to the engraver inscribed in pencil on recto

Inscriptions in side margins at the four corners of the pane record the printer name, plate number, names of designers

**12.8B8. Edition.** Make notes relating to the edition as instructed in 1.8B7.

Issue combines plate 1 of the frame and plate 2 of the vignette

**12.8B9. Issue data.** Make notes on information relating to the issuing jurisdiction or the denomination that is not already included in the philatelic issue data area.

Includes postage stamp issues from 36 Universal Postal Union member countries

Includes all the issued denominations for the series plus material relating to the unissued 4¢ denomination

**12.8B10. Date(s) of creation, including publication, distribution, etc.** Make notes on dates and other details of creation, publication, distribution, etc., as instructed in 1.8B8.

First issued in 1851

**12.8B11. Generation.** Make notes to distinguish between different generations of material.

Post-contemporary "proofs" pulled from printing plate of stamp issued in 1857  
(*Date of creation: 1930*)

**12.8B12. Physical description.** Make notes on important physical details that are not already included in the physical description area. See also 1.8B9.

Plate blocks mounted in set on card

Colour uneven on proof

Lathework along lower margin of proof sheets

## PHILATELIC RECORDS

Proof sheets are punch cancelled

Postage stamp is watermarked "E.&G." (For E. & G. Bothwell Cluta Mills)

**12.8B12a. Markings.** Make notes on postal markings, cancellations, handstamps, imprints, etc.

Cancellation: "day of issue/jour d'émission"; location: Ottawa  
Canada; date: 81-11-24

American Bank Note Co. engraving department date stamp on  
verso

**12.8B12b. Physical condition.** Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

Creases through the centre column of stamps

Colour faded on stamp

**12.8B12c. Conservation.** Make notes on conservation work performed as instructed in 1.8B9b.

Removed from original mount and cleaned

Adhesive hinges removed from verso

**12.8B12d. Accompanying material.** Make notes on accompanying material as instructed in 1.8B9c.

Accompanied by a souvenir booklet

**12.8B13. Publisher's series.** Make notes on the publisher's series as instructed in 1.8B10.

Title in official bulletin: 1988 Olympic Winter Games  
(*Series title on stamps:* Calgary 1988)

**12.8B14. Alpha-numeric designations.** Make a note of any important numbers borne by the unit as instructed in 1.8B11.

Die number: X-G-588

**12.8B15. Immediate source of acquisition.** Make notes on the immediate source of acquisition as instructed in 1.8B12.

Acquired from the Vincent Graves Green Philatelic Research  
Foundation

## PHILATELIC RECORDS

**12.8B16. Arrangement.** Make notes on the arrangement as instructed in 1.8B13.

Material arranged by the archives into sequential order by issue date

**12.8B17. Language.** Make notes on the language of the unit being described as instructed in 1.8B14.

Text on booklet cover in French only

**12.8B18. Location of originals.** Make notes on the location of originals and reproductions as instructed in 1.8B15a.

**12.8B19. Availability of other formats.** Make notes on the availability of other formats as instructed in 1.8B15b.

Selected photographic reproductions available

**12.8B20. Restrictions on access, use, reproduction, and publication.** Make notes on restrictions as instructed in 1.8B16.

Restricted: Permission of the donor required for access, use, or reproduction

Access and use subject to review under the Access to Information and Privacy act

No reproduction without the written permission of Canada Post

**12.8B21. Finding aids.** Make notes on finding aids as instructed in 1.8B17.

Inventory list available

Finding aid: Pritchard-Andrews Limited collection of proof impression books. 33 v. Canadian Postal Archives finding aids: CPA-13, CPA-15, CPA-19, CPA-27

**12.8B22. Associated material.** Make notes on associated material as instructed in 1.8B18.

Original steel hammer used to make the postmarks is located at the National Postal Museum of the Canadian Museum of Civilization, Hull, Quebec

## PHILATELIC RECORDS

**12.8B23. Accruals.** Make notes on accruals as instructed in 1.8B19.

Issued material is transferred semi-annually to the archives. Pre-production material no longer required for production purposes is transferred approximately once a year

**12.8B24. Related groups of records in different funds.** Make notes regarding related groups of records in different funds as instructed in 1.8B20. Also give this information at the file or item level of description if significant.

Other revenue material is located in the American Bank Note Company funds

**12.8B24a. Related groups of records within the same funds.** Make notes regarding related groups of records within the same funds as instructed in 1.8B20a.

**12.8B25. References to published works.** Provide references to published works containing a description of the unit. As appropriate, cite philatelic catalogues or other standard sources that classify (e.g., by stamp issue) or otherwise help identify the material being described. Make this note in a standard and abbreviated form.

Described in: The essays and proofs of British North America / Kenneth Minuse and Robert H. Pratt. Federalsburg, Md. : Sissons Publications, 1970. p. 47

Catalogue reference: The Canadian revenue stamp catalogue / E.S.J. van Dam. Toronto : Unitrade Press, 1991. FPS3

**12.8B26. General note.** Use this note to record any other descriptive information considered important as instructed in 1.8B21.

## 12.9. STANDARD NUMBER AREA

Contents:

- 12.9A. Preliminary rule
- 12.9B. Standard number

### 12.9A. Preliminary rule

#### 12.9A1. Scope.

See 1.9A1.

#### 12.9A2. Punctuation

## PHILATELIC RECORDS

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

### **12.9B. Standard number**

**12.9B1.** See 1.9B.

ISBN 0-660-56491-2