

Adlib – Identity Statement

Guidelines for entering Object category

Approved by Collection Management Procedures Committee 4 December 2017



INTRODUCTION

These guidelines provide rules and examples on how to enter material type in the Object category field.

The Object category field uses a controlled vocabulary to describe material type and is a mandatory field at all record levels. It allows users to limit a search by material type and enable harvesting of metadata based on content type.

The field is linked to the *Thesaurus* database (term type – object category)

GENERAL INFORMATION

Field label	Tag	Field name	Type	Public Display label	Primo facet
Object category	OC	object_category	Repeatable	Type of Material	Archival Format

RULES

General Rules

1. Mandatory – this field is mandatory at all record levels.
2. Repeatable – select as many Object category types required to describe collections/items.
3. Enter Object categories in records in order of importance, with the most important object category listed first. In determining importance, the cataloguer takes into consideration the object category that represents the largest quantity, highest significance, or highest value in the collection.

Graphic Materials

1. Always enter Graphic Materials in addition to entering any of the following object categories – Design Drawings ; Drawings ; Paintings ; Photographs ; Posters ; and Prints.

2. Enter Graphic Materials first in the Object Category field before entering other graphic formats eg. photographs.

Example:

Identity statement (ISAD)		Context (ISAD)		Content and structure (ISAD)	
Identity statement					
Repository name		Code			
Reference code	893367				
Title	Watercolour of ceremonial objects, ca. 1954 / possibly drawn by Albert Namatjira				
Date(s) (free text)	ca. 1954				
Date (early)	1952-01-01	Date (late)	1956-12-31		
Level	Collection				
Extent			Physical characteristics	Dimensions	
	1 watercolour			27.9 x 16.8 cm	
Object category	Graphic Materials Drawings				

Cartographic Materials, Manuscript Cartographic Materials and Posters

When an archival collection includes cartographic materials or published posters, these are usually removed and catalogued in Alma. However, it is important to record in Adlib that the collection originally included cartographic material. This can be done by selecting Cartographic Materials or Manuscript Cartographic Materials in the Object Category and noting in the Scope and content field that the maps or posters are located elsewhere (give the call number). Sometimes cartographic material or posters are left with the archival collection because it is deemed to be an integral part of the collection and not suitable for removal due to loss of context.

Example 1:

Identity statement (ISAD)		Context (ISAD)		Content and structure (ISAD)	
Identity statement					
Repository name		Code			
Reference code	422055				
Title	Henry Gilbert Smith papers regarding his Manly estate, 1855-1889, and his Wollongong estate, 1837-1894				
Date(s) (free text)	1837-1894				
Date (early)	1837-01-01	Date (late)	1894-12-31		
Level	Collection				
Extent			Physical characteristics	Dimensions	
0.48 metres of textual material (4 boxes)					
Object category	Textual Records Manuscript Cartographic Materials Cartographic Materials				

Scope and content field of record

MAPS

This collection includes maps located at M Ser 4 810/3 A 5319 (maps 1-5).

Example 2:

Identity statement (ISAD)		Context (ISAD)		Content and structure (ISAD)	
Identity statement					
Repository name			Code		
Reference code	148539				
Title	Warehouse Theatre Company records, 1992				
Date(s) (free text)	1992				
Date (early)	1992-01-01	Date (late)	1992-12-31		
Level	Collection				
Extent			Physical characteristics	Dimensions	
0.01 metres of textual material (1 folder)		typescript, photocopy and printed			
Object category	Textual Records Posters				

Identity statement (ISAD)	Context (ISAD)	Content and structure (ISAD)	Con
148539		Collection	
Warehouse Theatre Company records, 1992			
Scope and content			
MLMSS 6635			
New Australia, a play written for the Warehouse Theatre Company by John Bashford, based on the establishment of a settlement by William Lane and the New Australia Cooperative Association. First performed 3 July 1992. Photocopy typescript.			
Program for play New Australia, performed by the Warehouse Theatre Company, 1992.			
POSTER			
Poster for play New Australia, presented by the Warehouse Theatre Company, 1992 (located at call number POSTERS 1123).			

Microforms

1. Record the material type of the **content** of the microform in the Object category field, eg, Textual Records.
2. For material *acquired* as a microform for which we do not hold the original or when the original collection was lent for copying and the Library made a microfilm copy before returning the originals to the owner, the format should be recorded in the Extent field eg.

Example

Identity statement (ISAD)	Context (ISAD)	Content and structure (ISAD)
Identity statement		
Repository name	Code	
Reference code	918398	
Title	Great Britain and Ireland, Foreign Office, general correspondence respecting Sulu, 1849-1888	
Date(s) (free text)	1849-1888	
Date (early)	1849-01-01	Date (late) 1888-12-31
Level	Collection	
Extent	Physical characteristics	Dimensions
15 microfilm reels of textual material	positive	35 mm
Object category	Textual Records	

Note: Where the library holds the original collection material, but has made a preservation microfilm copy to be issued to clients, DO NOT enter microfilm in the *Extent* field, but in the *Existence and location of copies* field under the Allied Materials tab. Describe the original collection in the *Extent* field.

OBJECT CATEGORY TERMS – DEFINITIONS

Albums	<p>Bound or loose-leaf sets of pages. Includes handmade albums and published volumes of blank pages designed for the addition of images or keepsakes.</p> <p>Use for: Souvenir albums ; Photograph albums ; Presentation albums ; Scrapbooks ; and Sketchbooks.</p> <p>Source: <i>Thesaurus for Graphic Materials / Prints and Photographs Online Catalog (PPOC)</i>, Library of Congress</p>
Architectural and Technical Drawings	<p>ARCHITECTURAL DRAWINGS Graphic delineations made for the design and construction (or documentation of design and construction) of sites, structures, details, fixtures, furnishings, and decorations, as well as other objects designed by an architect or architectural office.</p> <p>Architectural drawings, in the widest sense, also include plans of mechanical, plumbing, heating, and electrical, etc., systems ; interior design ; furniture ; and decorative art works which are part of a building.</p> <p>TECHNICAL DRAWINGS Technical drawings include plans for the construction of proposed or actual stationary structures other than buildings (e.g., bridges, canals, dams), and movable objects (e.g., equipment, machinery, ships, tools, vehicles, weapons).</p> <p>Sources: <i>Thesaurus for Graphic Materials / Prints and Photographs Online Catalog (PPOC)</i>, Library of Congress <i>Rules for Archival Description (RAD), Revised Version</i>, July 2008</p>
Cartographic Materials	<p>Cartographic materials are any documents that represent the whole or part of the earth or any celestial body, normally to scale. Included are two- and three dimensional maps and plans ; aeronautical, navigational, and celestial charts ; globes ; block diagrams; sections; remote sensing images (e.g., aerial photographs with a cartographic purpose) ; atlases ; and map views.</p> <p>Use for PRINTED or PUBLISHED cartographic material.</p> <p>Source: <i>Rules for Archival Description (RAD), Revised Version</i>, July 2008</p>
Manuscript Cartographic Materials	<p>Cartographic materials are any documents that represent the whole or part of the earth or any celestial body, normally to scale. Included are two- and three dimensional maps and plans ;</p>

	<p>aeronautical, navigational, and celestial charts ; globes ; block diagrams; sections; remote sensing images (e.g., aerial photographs with a cartographic purpose) ; atlases ; and map views.</p> <p>Use for MANUSCRIPT cartographic material.</p> <p>Source: <i>Rules for Archival Description (RAD), Revised Version</i>, July 2008</p>
Clippings	<p>Illustrations, pages, articles, or columns of text removed from books, newspapers, periodicals, or other publications.</p> <p>Use for Newspaper clippings.</p> <p>Source: <i>Thesaurus for Graphic Materials / Prints and Photographs Online Catalog (PPOC)</i>, Library of Congress</p>
Design Drawings	<p>Graphic delineations in any medium prepared to plan, direct, or document the design and production of a wide range of works in various trades, professions, and artistic pursuits. May be sketches, diagrams, mechanical drawings, or other formats.</p> <p>Source: <i>Thesaurus for Graphic Materials / Prints and Photographs Online Catalog (PPOC)</i>, Library of Congress</p>
Drawings	<p>An original image, often on paper, with an emphasis on line rather than colour or form.</p> <p>Use for: Graphite drawings ; Ink drawings ; Pencil works ; Wash drawings ; and Watercolours.</p> <p>Sources <i>Descriptive Cataloging of Rare Materials (Graphics) / Rare Books and Manuscripts Section of the Association of College and Research Libraries</i>, Chicago 2013 <i>Thesaurus for Graphic Materials / Prints and Photographs Online Catalog (PPOC)</i>, Library of Congress</p>
Ephemera	<p>Transient everyday items, usually printed and on paper, that are manufactured for a specific limited use, then often discarded. Includes everyday items that are meant to be saved, at least for a while, such as keepsakes and stock certificates.</p> <p>Source: <i>Thesaurus for Graphic Materials / Prints and Photographs Online Catalog (PPOC)</i>, Library of Congress</p>
Graphic Materials	<p>Documents in the form of pictures, photographs, illustrations, prints, and the products of other pictorial processes.</p> <p>Source: <i>Rules for Archival Description (RAD), Revised Version</i>, July 2008</p>

Moving Images	<p>Visual images, with or without sound, recorded on any medium, which, when viewed, may present the illusion of motion.</p> <p>Source: <i>Rules for Archival Description (RAD), Revised Version</i>, July 2008</p>
Manuscript Notated Music	Use for manuscript notated music.
Notated Music	Use for printed or electronic notated music.
Objects	<p>A three-dimensional artefact or a naturally occurring entity.</p> <p>Source: <i>Rules for Archival Description (RAD), Revised Version</i>, July 2008</p>
Paintings	<p>Any pictorial representation produced by applying paint to a surface.</p> <p>Source: <i>Descriptive Cataloging of Rare Materials (Graphics)</i> / Rare Books and Manuscripts Section of the Association of College and Research Libraries, Chicago 2013</p>
Philatelic Records	<p>Stamps, postal stationery and all other documents created and/or used to signify pre-payment or payment due for postal services; stamps or other labels resembling the material described above, but which have no postal value; cancellations other marks created and/or used by a postal administration to show evidence of postal usage; material bearing one or more of items described above.</p> <p>Source: <i>Rules for Archival Description (RAD), Revised Version</i>, July 2008</p>
Photographs	<p>The term photograph is a general designation for any photographic process.</p> <p>Use for: Ambrotypes ; Black & white photographs ; Colour photographs ; Daguerreotypes ; Digital photographs ; Negatives ; Photographic prints ; Tintypes ; Slides ; and transparencies.</p> <p>Source: <i>Thesaurus for Graphic Materials</i> / Prints and Photographs Online Catalog (PPOC), Library of Congress</p>
Posters	<p>Single or multi-sheet notices made to attract attention to events, activities, causes, goods, or services; also, purely decorative posters. For posting, usually in a public place; chiefly pictorial. Intended to make an immediate impression from a distance.</p> <p>Source: <i>Thesaurus for Graphic Materials</i> / Prints and Photographs Online Catalog (PPOC), Library of Congress</p>

Prints	<p>Images formed by transfer from one surface or source to another. Usually created with ink(s) and produced in multiple impressions.</p> <p>A design or picture usually produced in multiples by the transfer of ink from one or more engraved plates, wood blocks, lithographic stones, or other matrices. Generally, there are three main categories: relief prints, intaglio prints, and planographic prints.</p> <p>Sources <i>Descriptive Cataloging of Rare Materials (Graphics)</i> / Rare Books and Manuscripts Section of the Association of College and Research Libraries, Chicago 2013 <i>Thesaurus for Graphic Materials</i> / Prints and Photographs Online Catalog (PPOC), Library of Congress</p>
Musical Sound Recordings	<p>A document on which sound has been recorded and may be played back.</p> <p>Use for: Musical sound recordings.</p> <p>Source: <i>Rules for Archival Description (RAD), Revised Version</i>, July 2008</p>
Nonmusical Sound Recordings	<p>A document on which sound has been recorded and may be played back.</p> <p>Use for: Oral histories and non-musical sound recordings.</p> <p>Source: <i>Rules for Archival Description (RAD), Revised Version</i>, July 2008</p>
Textual Records	<p>Written records, whether handwritten, typescript, published, or generated by any other means, which are accessible to the eye without the aid of a machine.</p> <p>Source: <i>Rules for Archival Description (RAD), Revised Version</i>, July 2008</p>