

Photograph Archival Description Worksheet

This worksheet is intended to guide the creation of “item-level” descriptions of photographs in accordance with the Canadian Rules for Archival Description (RAD). Relevant rules are cited as applicable. This worksheet can be downloaded at: <http://hdl.handle.net/10222/64534>.

“Traditional” display of a RAD item-level archival description:

1.1B Title Proper [**1.1C** GMD] = **1.1D** Parallel Title / **1.1F** Statement of Responsibility. – **1.4B** Date(s) of creation. – **1.5B** Extent of descriptive unit : **1.5C** Other physical details ; **1.5D** Dimensions + **1.5E** Accompanying material. – **1.7D** Scope and content. – **1.8B2** Source of title proper. – **1.8B15** Originals and reproductions. – **1.8B16** Restrictions on access, use, reproduction, and publication. – **1.8B18** Associated material.

***NB:** this example does not include all of the possible RAD notes, nor does it assume all of the elements shown here are desirable in all circumstances.*

Worksheet for creating item-level descriptions of photographs and other graphic material:

Fonds: _____

Series: _____

Reference Code: _____

Title (RAD 1.1B4): _____

General Material Designation (1.1C): _____

Date(s) of Creation (RAD 1.4B & 1.4B5): _____

Extent of descriptive unit (1.5B): _____

Other Physical Details (1.5C): _____

Dimensions (1.5D): _____

Scope and Content (1.7D): _____

Source of Title Proper (1.8B2): _____

Locations of Originals: (1.8B15a): _____

Availability of Other Formats (1.8B15b): _____

Restrictions on Access (1.8B16a): _____

Rights (1.8B16b): _____

Terms Governing Use and Reproduction (1.8B16c): _____

Terms Governing Publication (1.8B16d): _____

Associated Material (1.8B18): _____