

APPENDIX L. ILLUSTRATIONS IN BOOKS AND SERIALS

L1. Introduction

L1.0. This appendix provides guidance for creating catalog records for graphic materials that form identifiable units (component parts) within a larger work (the host item), particularly for illustrations within books and serials. Depending on local policy, such analytic access can be provided by describing the illustration through an added entry in the record for the larger work (an analytical added entry, see L2), or through a separate catalog record for the illustration (an “In” analytic, see L3).

L1.1. Several rationales can be cited to justify providing analytic access:

- › It provides researchers with access to, and more thorough descriptions of, embedded graphic material for which little or no information is recorded in the bibliographic record describing the larger work.
- › It enhances the security of graphic materials that might be easily separated from the larger work.
- › It can draw attention to unexpected content

L1.2. This appendix should not be used when creating records for graphic materials that have become physically separated from their original host item. Instead, provide access to the original host item through notes and added entries, and to the new host item (if any, e.g. in the case of an item in an extra-illustrated volume) through local notes and added entries (see 7B8.2 and Appendix F).

L1.3. MARC 21 coding is used as the input standard for the examples in this appendix. Catalogers requiring additional guidance are referred to *MARC 21 Format for Bibliographic Data*.

L1.4. The chief source of information is text provided by the creator or creating body on the front or back of the leaf with the illustration. Transcribe information found in the chief source. When no suitable creator-supplied text is present, supply information in square brackets as necessary.

L2. Analytical added entries

The added entry method is appropriate whenever direct access to the graphic material within a book or serial is desired without the creation of a separate bibliographic record for the graphic material.

Make an added entry (7XX field) to provide access to the graphic material that is described in the record for the larger work (e.g. in a note, or in the title and statement of responsibility area). The added entry consists of the heading for the creator, if known, the general material designation “[graphic],” and the title proper of the illustration.

- 100 1 †a Peck, Francis, †d 1692-1743.
 245 10 †a New memoirs of the life and poetical works of Mr. John Milton.
 500 †a Frontispiece: Johannes Miltonus circa annum aetatis xxvm. ... J. Faber fecit.
 700 12 †a Faber, John, †d 1695-1756, †e printmaker. †t Johannes Miltonus circa annum aetatis xxvm. †h [graphic].
 740 02 †a Johannes Miltonus circa annum aetatis xxvm. †h [graphic].
 (*Comment:* the frontispiece portrait is mentioned in a note within the catalog record for the host. Access to the portrait is provided by a name/title added entry and by an optional additional title added entry. The period after the “m” in “xxvm” is a transcribed mark of abbreviation).
- 245 04 †a The Common-place book of British eloquence : †b consisting of a choice collection of the speeches of our most distinguished senators, statesmen, &c., with a portrait of Henry Brougham, Esq. M.P., F.R.S.
 740 02 †a H. Brougham M.P. F.R.S. †h [graphic].
 (*Comment:* The anonymous frontispiece portrait is mentioned in the title of the larger work, and access to it is provided by an added entry for the title proper of the illustration, which transcribed from the item not the title page of the larger work)

L3. “In” analytics

To provide fuller access to, and more thorough descriptions of, embedded graphic material than can be provided by a note in the record for the larger work, create an “In” analytic record. This technique is most often used for chapters in books, articles in journals, and other textual parts of a whole, and is here adapted to graphic material. The “In” analytic record consists of a description of the illustration and a short citation for the whole item or host in which the illustration is located. Provide information about the illustration in the body of the description and fixed fields, and provide a citation for the larger work in both a note and a host item entry.

L3.1. Description

Describe the illustration using the following elements, when applicable, as instructed in the body of the DCRM(G) text:

- › Title proper, GMD, other title information, statement(s) of responsibility
- › State
- › Publication, distribution, production, etc. details

- › Extent and specific material designation
- › Other physical details
- › Dimensions
- › Notes

See L3.2 through L3.6 for additional guidance specific to illustrations in books and serials.

L3.2. Title and statement of responsibility area

Provide a title, the general material designation “[graphic],” and a statement of responsibility according to the general provisions of chapter 1.

Transcribe the title and/or statement of responsibility, if any, from the chief source (text provided by the creator or creating body on the front or back of the leaf with the illustration).

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245 10  †a Johannes Miltonus circa annum aetatis xxvm. †h [graphic]/
        †c J. Faber fecit.
500     †a Title engraved beneath image
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If there is no title on the front or back of the leaf with the illustration, but a title can be supplied, supply a title from one of the following, in order of preference:

- › interleaving for the illustration
- › list of illustrations issued with the host item
- › caption on a facing page or elsewhere other than the leaf with the illustration
- › title or title-like information provided in the host item’s text
- › title page of the host item
- › other authoritative source (see 1F1).

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245 10  †a [Example title needed] †h [graphic].
500     †a Title from list of illustrations
500     †a Engraved by [example needed where artists are listed in
        front matter, try Moxon’s Tennyson]
        (Comment: Do not supply a statement of responsibility)
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If no title can be transcribed or supplied, devise one according to the provisions of 1F2.

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245 10  †a [Example title needed] †h [graphic].
500     †a Title devised by cataloger
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- 300 †a 1 print : †b mezzotint ; †c plate mark 214 x 151 mm in book
24 cm high.
- 300 †a 1 print : †b engraving ; †c plate mark 250 x 376 mm on leaf
folded to 28 x 18 cm.

Where necessary, indicate that a measurement is approximate, for instance when a folded plate measured in millimeters is partially concealed by the binding.

- 300 †a 1 print : †b engraving ; †c plate mark ca. 285 x ca. 378
mm.

L3.5. Notes

The following instructions pertain to notes specific to illustrations in books and serials. Refer to chapter 7 for a full treatment of notes.

L3.5.1. Folded illustrations. Always note if an illustration is folded. For illustrations obviously folded subsequent to issue, make a local note . In case of doubt, assume the illustration was issued folded.

- 300 †a 1 print : †b engraving ; †c plate mark ca. 285 x ca. 378
mm.
- 500 †a Folded and bound as two leaves.
(*Comment:* Book was issued with folding plates)
- 300 †a 1 print : †b engraving ; †c plate mark 320 x 170 mm.
- 590 †a Folded at the foot.
(*Comment:* plate was folded to match the heavily-trimmed textblock of a re-bound volume)

L3.5.2. Location note. Note the location of the illustration within the host item if not evident from the body of the description.

- 500 †a Bound facing page 32.
(*Comment:* Although separately-printed plates can, in theory, be bound anywhere in a book of the handpress era, assume the copy in hand is standard unless there is evidence to the contrary, in which case make a local note)
- 500 †a Bound as a folding plate on a stub following page 27.
(*Comment:* Location within host item is combined with the note about folded illustrations)
- 520 †a Frontispiece head and shoulders portrait of a young Milton.
(*Comment:* Location within host item is combined with the summary note in this example)

L3.5.3. Citation note. Always cite the host item in a note. Use introductory phrases such as “Plate in” or “Illustration in.” Depending on the system, this note may instead be generated from the host item entry (see L3.6.2). Give whatever information is appropriate for easy identification. Abridge the information as needed without using the mark of omission.

500 †a Illustration in: Historia del descubrimiento y conquista del Perv / Agustín de Zárate, 1555, p. 19.

(Comment: Citation is combined with location of illustration in this example)

500 †a Plate in 1922 German-language edition of Shakespeare’s *Tempest*.

(Comment: Cataloger judged it appropriate to give citation note in English to complement the Host item entry, which gives the title as *Sturm*)

L3.6. MARC 21 coding specific to the “In” analytic bibliographic record

L3.6.1. Leader and control fields. The leader and control fields of an “In” analytic catalog record reflect the characteristics of the illustration. For instance, fixed field codes for the language or place of publication of an engraving contained in a book are governed by the language and place of publication of the engraving itself.

The bibliographic level will be either “a” (Monographic component part) or “b” (Serial component part).

L3.6.2 Host Item Entry (Citation). Use field 773 to create a linking entry to the record for the host item that contains the illustration.

When a citation note is generated from this field, the introductory term “In” may be generated by a “blank” in the second indicator, or custom introductory text may be created by second indicator “8” and free text in subfield †i.

Follow institutional policy when deciding the amount of detail to provide. Only those data elements required to assist in the identification of the host need to be included in the field, such as descriptive data that identify the host item, or the control number of the bibliographic record for the host item. See *MARC 21 Format for Bibliographic Data* for a full list of possible subfields.

Example of a brief host item entry, with explanation:

773 0 †a Ferne, John, Sir, d. 1609 †t Blazon of gentrie
†w(OCoLC)228713081

- †a - Main entry heading (information from the 100, 110, or 111 of the record for the host item)

- ‡t - Title (information from subfields ‡a, ‡f, ‡g, ‡k, ‡n, and ‡p of fields 130 and 245 of the record for the host item, always omitting the leading article, if present)
 - ‡w - Record control number (system control number of the related record preceded by the MARC code, enclosed in parentheses, for the for the agency to which the control number applies)
- Example of a lengthier host item entry, with explanation:

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773 08 ‡7 plam ‡i Folding plate in: ‡a Baerle, Casper van, 1584-1648
    ‡t Casparis Barlaei rerum per octennium in Brasilia ... ‡d
    Amstelodami : ex typographeio I. Blaeu, 1647. ‡g Before p.
    39 ‡w(OCOLC)13735341
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- ‡7 - Control subfield (coded information about the host item)
 - /0 - Type of main entry heading (here, “p” for Personal name)
 - /1 - Form of name (here, “1” for Surname)
 - /2 - Type of record (taken from the Leader/06 of the record for the host item; here, “a” for Language material)
 - /3 - Bibliographic level (taken from Leader /07 of the record for the host item; here, “m” for Monograph/item)
- ‡i - Relationship information (introductory phrase for the citation note entered as free text and paired with second indicator “8,” used as an alternative to the display constant “In” generated by a blank second indicator)
- ‡a - Main entry heading (information from the 100, 110, or 111 of the record for the host item)
- ‡t - Title (information from subfields ‡a, ‡f, ‡g, ‡k, ‡n, and ‡p of fields 130 and 245 of the record for the host item, always omitting the leading article, if present; here, the cataloger opted to truncate a lengthy 245‡a)
- ‡d - Place, publisher, and date of publication (information from the 260‡a, ‡b and/or ‡c for the host item)
- ‡g - Related parts (location of the illustration within the host item, particularly important for providing the volume number of a serial)
- ‡w - Record control number (system control number of the related record preceded by the MARC code, enclosed in parentheses, for the for the agency to which the control number applies)