

Instructions from *Graphic Materials* (1982, with updates):

0D. Levels of description

The elements of description provided in this manual constitute a maximum set of information. There are three recommended levels of description. For its graphic collections, an institution may choose only the first level, the first and second, or all three levels, based on the purpose of the catalog or catalogs for which the record is constructed. Include this minimum set of elements for all material cataloged at the chosen level when the elements are applicable to what is being described and when, in the case of optional additions, the institution has chosen to include an optional element. Consult individual rules for the content of the elements to be included.

The first two levels are given below in schematic illustrations with the prescribed punctuation, spacing, and capitalization (see also Example 1).

0D1. First level of description

For the first level of description, include at least the elements set out in this schematic illustration:

a) Unpublished material

Title proper / first statement of responsibility. -- date(s) of execution. -- statement of extent of item or collection. -- Note(s).

b) Published material

Title proper / first statement of responsibility. -- First publisher, etc., date of publication, etc. -- statement of extent of item. -- Note(s).

0D2. Second level of description

For the second level of description, include at least the elements set out in this schematic illustration:

a) Unpublished material

Title proper [general material designation] = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. -- date(s) of execution. -- statement of extent of item or collection : other physical details ; dimensions. -- (Title proper of series = Parallel title of series ; numbering within the series. Title of subseries ; numbering within subseries). -- Note(s).

b) *Published material*

Title proper [general material designation] = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. -- First place of publication : First publisher, date of publication. -- statement of extent of item : other physical details ; dimensions. -- (Title proper of series = Parallel title of series ; numbering within the series. Title of subseries ; numbering within subseries). -- Note(s).

0D3. Third level of description

For the third level of description, include all elements set out in this document that are applicable to the item or collection being cataloged.