

THREE-DIMENSIONAL ARTEFACTS AND REALIA (Including puppets) (AACR2R chapter 10)

Cataloging of Audiovisual Materials and Other Special Materials by Nancy B. Olson – Good resource for this type of material.

AACR2R chapter 10 covers all kinds of three-dimensional items (except those covered by other chapters such as globes and relief maps, which are cartographic materials)

Includes but is not limited to: naturally occurring objects, machines, stitchery, clothing, sculpture, puppets, models, games, toys, rubber stamps, stencils, jewelry, pottery, musical instruments, etc.

AACR glossary definitions

- Realia
 - An artefact or naturally occurring entity, as opposed to a replica.
 - Artefact
 - An object made or modified by one or more persons.
 - Toy
 - An object designed for imaginative play or one from which to derive amusement.
 - Game
 - An item or set of materials designed for play according to prescribed or implicit rules and intended for recreation or instruction.
 - Model
 - A three-dimensional representation of a real thing.
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- Follow Chapter 21 for rules for main entries and added entries.
 - For original cataloging in OCLC use the workform for visual materials. On the menu bar, click Cataloging>Create>Single Record>Visual Materials. The keyboard command is CTRL+Shift+V.
 - Chief source of information
The object itself or a label permanently attached to it, along with any accompanying textual material and a container issued by the publisher or manufacturer. Prefer information found on the object itself (including any permanently affixed labels) to information found in the accompanying textual material or on a container.
 - Prescribed sources of information

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|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Area Title and statement of responsibility Edition Publication, distribution, etc. | Prescribed sources of information Chief source of information Chief source of information Chief source of information |
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Three-dimensional artefacts and realia

| | |
|-------------------------------------------|-----------------------------|
| Physical description | Any source |
| Series | Chief source of information |
| Note | Any source |
| Standard number and terms of availability | Any source |

- **245 - Title and statement of responsibility**

If the item has a title on a label that will often be used as the title.

If the object does not have a title, the cataloger should make up a brief descriptive title which will be placed in brackets. Add a 500 note stating that the title was supplied by the cataloger.

245; 00;a [Woman's dress] \$h [realia].
500; ;a Title supplied by cataloger.

Often will not have a statement of responsibility unless the item was signed or a statement of responsibility appears on the chief source of information.

- **245 \$h - General material designation [gmd]**

Can only use gmds that are listed in AACR2R, p. 1-10, list 2.

Some that are appropriate for realia are (not a complete list):

- activity card
- art original
- art reproduction
- diorama
- flash card
- game
- microscope slide
- model
- realia
- toy

It is often difficult to distinguish between art originals and realia.

According to AACR2R art originals include collages, drawings, paintings, sculptures, and other one-of-a-kind objects that qualify as art.

It is sometimes hard to distinguish if crafts are art originals or realia. In this case, use cataloger's judgment.

For everything that does not fit into the above list use \$h [realia].

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- **260 - Publication, distribution, etc.**

- **Naturally occurring objects:**

- A record for a naturally occurring object will not have a 260 field since it is not published and there is no date of publication. “S.l.” and “s.n.” are not used. If, however, a naturally occurring object is commercially packaged and distributed, include a 260 field with the publisher and/or distributor.

- **Published objects**

- Information for the 260 field for commercially produced objects can come from anywhere on the item itself or from the container, label, tag, etc. Often you’ll find a copyright date, but if no date is available, make a guess and put the date in brackets.
260; ;Edwardsville, IL : \$b Imagination Station, \$c c2009.
260 ; ;Fairfax, VA : \$b Playful Puppets, \$c [200-?]
- Material may be published by one company and distributed by a different company. If the distributor and the publisher are both known, the distributor may be included in separate subfields \$a and \$b:
260; ;\$a Des Moines, Iowa : \$b Jigsaw Puzzle Press ; \$a Los Angeles, Calif. : \$b Distributed by Mattel Toys, \$c c1998.
If the distributor is the only information available:
260; ;\$a Los Angeles, Calif. : \$b Distributed by Mattel Toys, \$c c1998.

- **Hand-made items**

- The name of the person who made the item goes in the statement of responsibility if known. If the person’s name is in the statement of responsibility, it is not repeated in the 260 \$b. If the place where the item was made is given in the title proper or other title information, that place is not repeated as the place of publication.

- **300 - Physical description**

Subfield a: Extent of item: Give how many of the item and what it is.

Use the gmd terms if they are appropriate. Tell how many of the items you have.

300; ;a 1 game

300; ;a 3 microscope slides

If none of the gmd terms are appropriate, describe the item as concisely as possible.

300; ;a 3 quilts

300; ;a 1 pair beaded moccasins

Add to the designation the number of pieces if appropriate

300; ;a 1 jigsaw puzzle (500 pieces)

300; ;a 1 game (1 board, 50 cards, 5 role cards, 2 dice)

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Subfield b: Other physical details.

When appropriate, give the material that the item is made of

300; ;a 3 quilts : \$b cotton

300; ;a 1 pair beaded moccasins : \$b leather

If the material cannot be given concisely, either omit it, or give it in a note.

When appropriate, give col. for multicolored objects, or name the color(s) of the object if it is one or two colors.

300; ;a 1 bowl : \$b porcelain, blue and white

Subfield c: Dimensions:

Give the dimensions of the item if easily obtained. Dimensions for a three-dimensional object are given in height times width times depth.

300; ;a 1 bowl : \$b porcelain, blue and white ; \$c 32 x 50 x 75 cm.

300; ;a 3 quilts : \$b cotton ; \$c 150 x 210 cm.

If the object is in a container, name the container and give its dimensions, either after the dimensions of the object or as the only dimensions.

300; ;a 1 model (10 pieces) : \$b col. ; \$c 16 x 32 x 3 cm. in case 17 x 34 x 6 cm.

300; ;a 1 diorama (various pieces) : \$b col. ; \$ c in box 30 x 25 x 13 cm.

Notes.

Appropriate notes should be made in this order, but any note deemed to be of primary importance may be given first.

Nature of the item

Source of title proper

Variations in title

Parallel titles and other title information

Statements of responsibility

Edition and history

Publication, distribution, etc.

Physical description

Accompanying material

Series

Audience

Summary

Contents

Numbers

Copy being described, library's holdings, and restrictions on use

“With” notes

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Some of the most common notes used in realia cataloging:

- Nature of the item
 - Give a note about the nature of the item if it is not apparent from the rest of the description.
500; ;a Electronic game.
- Source of title proper.
 - Use this note if the title is not taken from the chief source of responsibility.
500; ;a Title supplied by cataloger.
- Physical description
 - Use this note for important information not give in the physical description area.
500; ;a Includes 89 wooden beads, 95 plastic beads, 25 cardboard pattern sheets, and 8 strands of twine.
- Audience
 - Use this note to record the intended audience of the item. Use this note only if the information is stated on the item.
521; 1 ;a008-012.
This would be for an item of interest to ages 8-12.
- Summary
 - Use for a brief objective summary of the content of the item. This note should be used in most cases unless the rest of the description gives a very clear picture of what the item is.
520; ;a Model of automobile repair shop of the 1920-1930 time period.

Subject headings

Assign appropriate topical subject headings. In addition, add appropriate genre and form subject heading as applicable:

650; 0;\$a Quilts.

655; 0;\$a Jigsaw puzzles.

655; 0;\$a Educational games.

For stuffed animals, use 655; 0; Stuffed animals (Toys)

For other stuffed toys, use: 655; 0;\$a Soft toys.

Fixed fields Fixed fields should be coded as follows:

Type: “r” Three-dimensional artifact or naturally occurring object (the default is “g” in the workflow).

Time: “nnn” This code is used for materials other than motion pictures or videorecordings

Tech (Technique): “n” Not applicable

Code all other fixed fields as appropriate based on the item being cataloged.

PUPPETS

Puppets are cataloged as realia. Follow AACR2R chapter 10 and the general rules above. Below are some specific instructions:

- What is a puppet?
 - marionette - manipulated with strings
 - hand puppet – hollow-bodied doll, manipulated with the entire hand
 - finger puppet – placed over a single finger

- Add an 024 1 for the UPC number if there is one on the item.

- General material designation [gmd]
 - Use \$h [toy]

- Physical description (300)
 - Extent of item: Notate the type of puppet, and how many
 - 300; ;a 5 finger puppets
 - 300; ;a 1 hand puppet

Other physical details

Notate what the puppet is made of and give the color.

300; ;a 1 hand puppet : \$b fabric, col.
300; ;a 1 finger puppet : \$b plush, green

Dimensions:

Give the size of the item

300; ;a 1 hand puppet : \$b fabric, col. ; \$c 21 x 22 x 18 cm.
300; ;a 1 finger puppet : \$b plush, green ; \$c 12 x 6 cm.

- Notes.
 - See section on notes on pages 4-5 for examples.
- Subject headings.
 - Make a form subject heading for the specific type of puppet: hand puppet, finger puppet, or marionette.

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Add any appropriate topical headings. Examples:

Hand puppet:

650; 0;a Frogs.

655; 0;a Hand puppets.

Finger puppet:

650; 0;a Farmers.

655; 0;a Finger puppets.

Fixed fields

Fixed fields should be coded as follows:

Type: “r” Three-dimensional artifact or naturally occurring object (the default is “g” in the workform).

Time: “nnn” Code used for materials other than motion pictures or videorecordings

Tech (Technique): “n” Not applicable (item is not a motion picture or videorecording)

TMat (Type of Material): “w” Toy

Code all other fixed fields as appropriate based on the item being cataloged.

Note: There is no juvenile subdivision specifically for puppets that can be added to a topical subject heading to indicate this is a juvenile item. For GateNet libraries: In order for the record to be findable in the Millennium Kids Catalog, use an appropriate juvenile location code in the item record when you attach your holding.