

**To:** Joint Steering Committee for Revision of AACR

**From:** Deirdre Kiorgaard, Chair, JSC

**Subject:** RDA: Resource Description and Access Part I – Constituency Review of January 2006 Draft of Chapter 3

*Related documents:*

5JSC/RDA/Part I

5JSC/Chair/6/Chair follow-up

The JSC invites comments on the attached draft of chapter 3 of RDA.

At its upcoming meeting in April, JSC will be reviewing the report that was submitted at the end of December by the GMD/SMD Working Group. Pending that review, sections 3.2 (Media category) and 3.3 (Type of carrier) as well as a list of terms under 3.4.4.2 (Digital files contained in remote access resources) are marked as "To be added" in the attached draft.

To the extent possible, the remainder of the draft has been structured so that those sections can simply be added in with a minimum amount of further revision. The tables under 3.4 (Extent) and 3.5 (Dimensions) have been provisionally organized using a slightly modified version of the media categories recommended by the GMD/SMD Working Group. That arrangement will be adjusted, if necessary, once final decisions on the Working Group's recommendations have been made by JSC. The instructions on extent under 3.4 simply refer, wherever possible, to the lists of terms for type of carrier that will be added under 3.3 when the lists are finalized. In those instances where a specific term for a type of carrier is given in the instructions or examples under 3.4, the relevant term from the Working Group's report has been used provisionally. Once JSC has made its final decisions on the Working Group's recommendations, the terms used in those instructions and examples will be revised as necessary.

JSC representatives are asked to submit their formal constituency responses to the attached draft by March 20, 2006. Each constituency committee will set its own internal deadlines for comments in the lead up to March 20.

Those not represented by the JSC are asked to submit their comments along with comments on the other draft chapters of part I by March 1, 2006. Instructions on how those not represented by the JSC can submit comments are given in the covering memo to 5JSC/RDA/Part I.

## CHAPTER 3

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[To be added]

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[To be added]

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- 3.10.0 Basic instructions on describing mode of access

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- 3.11.0 Basic instructions on noting other formats
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## 3.0. PURPOSE AND SCOPE

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The elements covered in this chapter are those that describe technical characteristics of the resource.

The elements convey information that users typically rely on when selecting a resource to meet their needs with respect to the physical characteristics of the carrier, the formatting and encoding of the information stored on the carrier, the mode of accessing the resource, etc.

This chapter also includes elements that identify other formats in which the content or partial content of the resource is available.

For the technical description of a particular resource, not all of the elements covered in this chapter may be applicable.

## 3.1. GENERAL GUIDELINES ON TECHNICAL DESCRIPTION

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### *Contents*

- 3.1.1 Sources of information
  - 3.1.2 Manifestations available in different formats
  - 3.1.3 Facsimiles and reproductions
  - 3.1.4 Resources comprising two or more different types of carrier
  - 3.1.5 Remote access digital resources
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### 3.1.1. SOURCES OF INFORMATION

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- Take information to be used for the technical description from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.1.2. MANIFESTATIONS AVAILABLE IN DIFFERENT FORMATS

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- If manifestations of a work are available in different formats (e.g., as printed text and microfilm; as an audio disc and audiocassette), record the elements of technical description as they apply to the manifestation being described.
  - ◇ *Optionally*, make a note indicating other formats available (see 3.11).

### 3.1.3. FACSIMILES AND REPRODUCTIONS

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- When describing a facsimile or reproduction, record the elements of technical description as they apply to the facsimile or reproduction. Record the technical description of the original manifestation in a note (see 4.10.2).

### 3.1.4. RESOURCES COMPRISING TWO OR MORE DIFFERENT TYPES OF CARRIER

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- When preparing a comprehensive description for a resource comprising two or more different types of carrier, apply whichever of the following three methods is appropriate to the nature of the resource and the purpose of the description.

#### a) Record the extent of each part or group of parts

If no further technical description of each part is desired, record the extent of each part or group of parts belonging to each distinct type of medium.

1 filmstrip, 1 audiocassette, 4 study prints, 1  
booklet, 1 folded sheet

- ◇ *Optionally*, if the parts are in a container, name the container and record its dimensions.

12 slides, 1 audiocassette, 1 booklet, 1 map ; in  
box 16 × 30 × 20 cm  
(*Example follows ISBD specifications for presentation*)

**b) Record separate technical descriptions for each part or group of parts**

If a further technical description of each part is desired, record a separate technical description for each part or group of parts conveyed in a distinct type of media.

46 slides : col.  
1 audiocassette (15 min.) : analog, mono.  
(*Example follows ISBD specifications for presentation*)

- ◇ *Optionally*, if the parts are in a container, name the container after the last technical description and record its dimensions.

1 filmstrip (39 fr.) : col. ; 35 mm  
1 audiocassette (ca. 18 min.) : analog, mono.  
4 study prints : col. ; 29 × 88 cm, folded to 29 ×  
44 cm  
1 v. (15 p.) ; 22 cm  
1 folded sheet (4 p.) ; 22 cm  
All in container 33 × 47 × 5 cm  
(*Example follows ISBD specifications for presentation*)

**c) Record the extent in general terms**

For resources comprising a large number of heterogeneous parts, record a general term as the extent. Record the number of such pieces unless it cannot be ascertained.

various pieces

27 various pieces

- ◇ *Optionally*, if the pieces are in a container, name the container and record its dimensions.

42 various pieces ; in box 20 × 12 × 6 cm  
(*Example follows ISBD specifications for presentation*)

- Make notes on the technical characteristics of particular parts if they are considered to be important.

Tape cassette also issued as disc.

### 3.1.5. REMOTE ACCESS DIGITAL RESOURCES

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- Record formal elements of technical description (extent, other technical details, and accompanying material) for a remote access digital resource if it is considered important to do so (see 3.4.4.2, 3.6.0.4, and 3.7.0.6). Otherwise, record technical details in notes (see 3.4.5, 3.6.13, and 3.7.1.5).

## 3.2. MEDIA CATEGORY

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[To be added]

## 3.3. TYPE OF CARRIER

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[To be added]

## 3.4. EXTENT

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### *Contents*

- 3.4.0 Basic instructions on recording extent
  - 3.4.1 Pages, leaves, etc.
  - 3.4.2 Scores, parts, etc.
  - 3.4.3 Maps, etc.
  - 3.4.4 Digital files, etc.
  - 3.4.5 Notes on extent
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### 3.4.0. BASIC INSTRUCTIONS ON RECORDING EXTENT

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#### *Contents*

- 3.4.0.1 Definition
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  - 3.4.0.8 Comprehensive description of a collection
  - 3.4.0.9 Analytic description of a part
  - 3.4.0.10 Duration
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#### 3.4.0.1. Definition

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- **Extent** is the number of units and/or subunits making up the resource. Extent may also include duration.
- A **unit** is a physical or logical constituent of a resource (e.g., a volume, audiocassette, reel of film, or a map or digital file).
- A **subunit** is a formal constituent subdividing the content of a resource for purposes of presentation, etc. (e.g., a page, column, frame).
- **Duration** is the playing time, running time, performance time, etc., of the content of a resource.

### 3.4.0.2. Sources of information

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- Take information on extent from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.4.0.3. Recording extent

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- Record the extent of the resource as indicated in the table below. When specifying the number of units, follow the additional instructions in 3.4.0.4. When specifying the number of subunits, follow the additional instructions in 3.4.0.5. When specifying duration, follow the instructions in 3.4.0.10. Use abbreviations as instructed in appendix B.

FORMAT	EXTENT
<b><i>Printed resources</i></b>	
Books, atlases, etc.	<p>For a resource comprising a single unit, record the number of pages, leaves, or columns as instructed in 3.4.1.1–3.4.1.13.</p> <p>For a resource comprising two or more units, record the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X. Add the number of pages, etc., in parentheses as instructed in 3.4.1.14–3.4.1.16.</p>
Scores, parts, etc.	<p>For a resource comprising a single unit, record the number of scores, parts, etc., followed by the number of pages, etc., in parentheses as instructed in 3.4.2.1.</p> <p>For a resource comprising different types of scores, or a score and parts, or different types of scores and parts in separate units, record the number of each type of score, part, etc., followed in parentheses by the number of pages, etc., in each as instructed in 3.4.2.2.</p>
Maps, etc.	Record the number of maps, etc., indicating, as appropriate, the number of sheets or segments as instructed in 3.4.3.1–3.4.3.3.
<b><i>Graphic resources</i></b>	
Flip charts	<p>For a resource comprising a single unit, record <i>1 flip chart</i>, followed by the number of sheets in parentheses.</p> <p>For a resource comprising two or more units, record the number of flip charts, followed by the number of sheets in each or the total number of sheets in parentheses.</p>
Other graphic resources	Record the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X.
<b><i>Tactile resources</i></b>	
Braille texts, scores, etc.	Record the extent following instructions for the appropriate printed or graphic counterpart (i.e., books, scores, maps, etc.)

**Manuscript resources**

Manuscript texts	Record the extent following instructions for the appropriate printed or graphic counterpart (i.e., books, scores, maps, etc.)
Manuscript scores, maps, etc.	Record the extent following instructions for the appropriate printed or graphic counterpart (i.e., scores, maps, etc.).

**Three-dimensional resources**

Globes, models, etc.	Record the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X.
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**Microform resources**

Microfiches	Record the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X. Add the number of frames in each or the total number of frames, in parentheses, if readily ascertainable.
Other microforms	Record the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X.

**Projected graphic resources**

Filmstrips and filmstrips	For a resource comprising a single unit, record <i>1 filmstrip</i> , etc., followed by the number of frames or double frames in parentheses.  For a resource comprising two or more units, record the number of filmstrips, etc., followed by the number of frames or double frames in each or the total number of frames or double frames in parentheses.
Overhead transparencies	Record the number of units followed by the term <i>overhead transparency (transparencies)</i> . Add the number of overlays in parentheses.
Stereographs	Record the number of units followed by the term <i>stereograph(s)</i> . Add the number of pairs of frames in parentheses.
Other projected graphics	Record the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X.

**Audio resources**

Discs, cassettes, etc.	Record the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X. Add the duration in parentheses as instructed in 3.4.0.10.
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**Moving image resources**

Motion picture films, videocassettes, etc.	Record the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X. Add the duration in parentheses as instructed in 3.4.0.10.
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**Digital resources**

Disks, cartridges, etc.	Record the number of units followed by an appropriate
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term for the type of carrier as listed under 3.3.X.  
*Optionally*, add in parentheses the number of files, records, etc., as instructed in 3.4.4.1.

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Remote access resources	Record the extent of a remote access digital resource, if considered to be important, as instructed in 3.4.4.2.
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***Multimedia resources***

Kits, etc.	Record the extent of a resource comprising two or more different types of carrier as instructed in 3.1.4.
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**3.4.0.4. Number of units**

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- When recording the number of units, record the number in arabic numerals followed by an appropriate term or terms to indicate the type of unit as instructed in the table under 3.4.0.3 or in 3.4.1–3.4.4.

12 posters  
 1 sculpture  
 1 microfilm cassette  
 100 slides  
 2 audiotape reels  
 1 film reel  
 1 optical disk  
 1 map  
 3 diagrams  
 1 score  
 1 vocal score  
 4 parts

- If none of the terms listed under 3.3.X is appropriate, or if the carrier is in a newly developed form that is not yet covered in the list under 3.3.X, record the specific name of the unit as concisely as possible.

1 clockwork toy train  
 2 jigsaw puzzles  
 3 hand puppets  
 2 feather headbands, 1 pair beaded moccasins  
 2 scrapbooks

1 computer card

- ◇ *Optionally*, instead of using a term listed under 3.3.X, use a term in common usage to record the specific format of the carrier. Record a trade name or other similar specification in a note (see 3.6.13.3).

2 photo CDs

- If the units of the resource have identical content, add *identical* before the term indicating the type of unit.

30 identical microscope slides

10 identical maps

2 identical scores

- ◇ *Optionally*, add a more specific term.

50 identical sets of 10 activity cards

- If the exact number of units is not readily ascertainable, record an approximate number preceded by *ca.*

ca. 1,000 postcards

- If the units cannot be named concisely or if their number cannot be readily ascertained, record the units as *various pieces*.

various pieces  
(Recorded as units in a game)

- ◇ *Optionally* record the details of the pieces in a note (see 3.4.5.3).

various pieces  
(Recorded as units in a diorama)  
*Note:* Contains 1 small stage, 5 foreground transparencies, 2 backgrounds, 5 story sheets, and 1 easel.

- If the resource being described forms only part of a unit, record the extent as instructed in 3.4.0.9.

#### 3.4.0.5. Number of subunits

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- When recording the number of subunits, record the number in arabic numerals followed by an appropriate term to indicate the type of subunit as instructed in the table under 3.4.0.3 or in 3.4.1–3.4.4. If both the number of units and the number of subunits are recorded, enclose the number of subunits in parentheses.

327 p.

1 filmstrip (28 fr.)

1 flip chart (8 sheets)

- If the subunits of the resource have identical content, add *identical* before the term indicating the number of subunits.
- If the subunits are unnumbered and their number cannot be readily ascertained, record an approximate number.

1 filmstrip (ca. 100 fr.)

- If the resource comprises two or more units, each containing the same number of subunits, record the number of units followed by the number of subunits in each in the form *30 fr. each*, etc., in parentheses.

4 filmstrips (50 double fr. each)

2 flip charts (30 sheets each)

- If the number of subunits in each unit is approximately the same, record the number of units followed by the approximate number of subunits in each in the form *ca. 35 fr. each*, etc., in parentheses.

3 overhead transparencies (ca. 10 overlays each)

- If the number of subunits in each unit is not the same (or approximately the same), record the number of units followed by total number of subunits or approximate total number of subunits in parentheses.

2 overhead transparencies (20 overlays)

- ◇ *Optionally*, record the number of units, omitting the total number of subunits.

4 filmstrips

#### 3.4.0.6. Resources issued in successive parts

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- When preparing a comprehensive description for a resource issued in successive parts that is not yet complete, record the term indicating the type of unit without the number.

microscope slides

v.

- ◇ *Optionally*, when the resource is complete, add the number.

84 microscope slides

6 v.

- If the resource was planned to be in more than one part, but not all have been published and it appears that the resource will not be continued, describe the incomplete set as appropriate (i.e., record the number of units). Make a note (see 3.4.5.4) to the effect that no more parts have been issued.

### 3.4.0.7. Integrating resources

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- Record the extent of an integrating resource that is not yet complete by giving the term indicating the type of unit without the number. If the resource is in a loose-leaf format, add *loose-leaf* in parentheses following the term indicating the type of unit.

v. (loose-leaf)

- ◇ *Optionally*, when the resource is complete (or if the total number of units to be issued is known), add the number.

1 v. (loose-leaf)

3 v. (loose-leaf)

### 3.4.0.8. Comprehensive description of a collection

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- When describing a collection as a whole, record the extent in whichever of the following three methods is appropriate to the nature of the collection and the purpose of the description.

#### a) Number of items, containers, or volumes

Record the extent in terms of the number or approximate number of items,<sup>1</sup> or the number of containers or volumes in the collection.

123 items

ca. 400 items

6 v.

- ◇ *Optionally*, if the number of volumes or containers is recorded, add the number or approximate number of items.

3 v. (183 items)

#### b) Storage space

Record the extent in terms of the amount of storage space occupied by the collection.

40 linear ft.

- ◇ *Optionally*, add the number or approximate number of containers or volumes and/or items.

3 linear ft. (ca. 2250 items)

6 linear ft. (75 v.)

12 linear ft. (2,400 folders)

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<sup>1</sup> *Item* here means a separate entity. For example, a letter with several leaves and an enclosure is counted as one item.

5 linear ft. (30 items bound, 37 items unbound)

2 linear ft. (ca. 70 items, 12 bound)

10 linear ft. (12 boxes)

15 linear ft. (12 boxes, ca. 1000 items)

89 linear ft. (150 boxes, 109 oversize folders)

**c) Collection comprising two or more different types of carrier**

Record the extent of a collection comprising two or more different types of carrier either as instructed in a) or b) above, or following the instructions in 3.1.4.

12 linear feet of textual materials, 68 photographs,  
16 architectural drawings

**3.4.0.9. Analytic description of a part**

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- When preparing an analytic description for a part of a larger resource, record the extent of the part in one or other of the following ways:

- a) record the extent of the part as instructed under 3.4.0.3, giving the number of units and/or number of subunits as appropriate

310 p.

68 fr.

- b) record the position of the part within the larger resource, indicating the specific unit or subunit in which the part is located if the unit or subunit is numbered as part of a continuous sequence of numbering for the larger resource.

p. 210-450

leaves 51-71

on 1 side of 1 audio disc

on reel 1 of 2 film reels

on cassette no. 3 of 4 microfilm cassettes

**3.4.0.10. Duration**

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- If the resource being described has a playing time, running time, performance time, etc., record the time (i.e., the duration) in parentheses following the number of units as follows:

- a) if the total duration is stated on the resource, record it as stated

1 audiocassette (40 min.)

1 film loop (3 min., 23 sec.)

2 audio discs (1 hr., 30 min.)

- b) if the total duration is not stated on the resource but is readily ascertainable, record it.

1 videoreel (30 min.)

- c) if the total duration is neither stated on the resource nor readily ascertainable, record an approximate duration preceded by *ca.*

1 piano roll (ca. 7 min.)

2 film reels (ca. 90 min.)

- d) if the total duration cannot be approximated, omit it.

- ◇ *Optionally*, if the resource comprises two or more units, and the units have a stated uniform duration or an approximate uniform duration, record the duration of each unit followed by *each*; otherwise, record the total duration. See also 3.4.5.5.

31 audiocassettes (60 min. each)

11 audiocassettes (ca. 30 min. each)

2 videoreels (50 min.)

- For scores, parts, etc., make a note on the duration of performance if it is stated on the resource (see 3.4.5.7).

### 3.4.1. PAGES, LEAVES, ETC.

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#### *Contents*

##### *Resource comprising a single unit*

- 3.4.1.1 Number of pages, leaves, or columns
- 3.4.1.2 Unnumbered pages, leaves, or columns
- 3.4.1.3 Change in form of numbering within a sequence
- 3.4.1.4 Misleading numbering
- 3.4.1.5 Incomplete item
- 3.4.1.6 Pages, etc., numbered as part of a larger sequence
- 3.4.1.7 Complicated or irregular paging
- 3.4.1.8 Leaves or pages of plates
- 3.4.1.9 Folded leaves
- 3.4.1.10 Double leaves
- 3.4.1.11 Duplicated paging
- 3.4.1.12 Pages numbered in opposite directions
- 3.4.1.13 Sheet designed to be read in pages when folded

##### *Resource comprising two or more units*

- 3.4.1.14 Continuously paged units
- 3.4.1.15 Individually paged units
- 3.4.1.16 Number of bibliographic units differing from number of physical units

##### *Early printed resources*

- 3.4.1.17 Number of pages, leaves, or columns in an early printed resource

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**RESOURCE COMPRISING A SINGLE UNIT**


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**3.4.1.1. Number of pages, leaves, or columns**


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- Record the number of pages, leaves, or columns as appropriate to the presentation used in the resource, applying the following general guidelines:
  - a) if the resource comprises leaves bearing text, images, etc., on both sides, record the number of pages
  - b) if the resource comprises leaves bearing text, images, etc., on only one side, record the number of leaves
  - c) if the resource comprises pages with more than one column to a page and is numbered in columns, record the number of columns
  - d) if the resource comprises sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence<sup>2</sup>
  - e) if the resource comprises leaves, pages, or columns without numbering, record either the number of leaves or the number of pages, but not both.

**Exception:**

For early printed resources record the number of pages, leaves, or columns as instructed in 3.4.1.17.

- Record the number of pages, leaves, or columns in terms of the numbered or lettered sequences in the resource. Record the last numbered page, leaf, or column in each sequence and follow it with the appropriate term or abbreviation.

327 p.

321 leaves

381 columns

xvii, 323 p.

27 p., 300 leaves

- Record pages, etc., that are lettered inclusively in the form *A-K p.*, *a-d leaves*, etc.

1 v. (A-Z p.)  
(*Pages lettered: A-Z*)

- Record pages, etc., that are numbered in words or characters other than arabic or roman in arabic figures.

1 pamphlet (32 p.)  
(*Pages numbered in words*)

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<sup>2</sup> A sequence of pages or leaves is: (1) a separately numbered group of pages, leaves, etc.; (2) an unnumbered group of pages, etc., that stands apart from other groups in the publication; or (3) a number of pages or leaves of plates distributed throughout the publication.

- Follow the additional instructions in 3.4.1.2–3.4.1.13 as applicable to the resource being described.

### 3.4.1.2. Unnumbered pages, leaves, or columns

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- If the resource is comprised entirely of unnumbered pages or leaves, record the number of pages or leaves, in square brackets, if readily ascertainable. If the number is not readily ascertainable, record an estimated number of pages or leaves preceded by *ca.*, without square brackets.

[93] p.

ca. 600 p.

- If the resource comprises both numbered and unnumbered sequences of pages or leaves, disregard the unnumbered sequences, unless
  - a) an unnumbered sequence constitutes a substantial part of the resource (see also 3.4.1.6)
  - or b) an unnumbered sequence includes pages, etc., that are referred to in a note.

When recording a sequence of unnumbered pages, etc., record either the exact number enclosed in square brackets (if the number is readily ascertainable), or an estimated number preceded by *ca.*, without square brackets.

33, [31] leaves

8, vii, ca. 300, 73 p.

[8], 155 p.

*Note:* Bibliography: 6th prelim. page.

- Disregard unnumbered sequences of inessential matter (advertising, blank pages, etc.).

### 3.4.1.3. Change in form of numbering within a sequence

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- If the form of numbering within a sequence changes (e.g., from roman to arabic numerals), ignore the numbering of the first part of the sequence.

176 p.

*(Pages numbered: i-xii, 13-176)*

### 3.4.1.4. Misleading numbering

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- If the numbering on the last page or leaf of a sequence does not represent the total number of pages or leaves in that sequence, let it stand uncorrected unless it gives a completely false impression of the extent of the resource (e.g., when only alternate pages are numbered or when the number on the last page or leaf of the sequence is misprinted).

***Exception:***

For early printed resources record the number of pages or leaves as instructed in 3.4.1.17.



- When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by *i.e.* and the correct number in square brackets.

48 [i.e. 96] p.

329 [i.e. 392] p.

#### 3.4.1.5. Incomplete item

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- If the last part of the item is missing and the paging of a complete item cannot be ascertained, record the number of the last numbered page followed by *+ p.* Make a note of the imperfection (see 6.2.0).

xxiv, 179 + p.

*Note:* Library's copy imperfect: pages after p. 179 are lacking.

- If pages or leaves appear to be missing from both the first and last part of the item, record the first and last numbers of the pages or leaves, preceded by the appropriate term or abbreviation.

leaves 81-149

#### 3.4.1.6. Pages, etc., numbered as part of a larger sequence

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- If the pages, etc., are numbered as part of a larger sequence (e.g., one part of a multipart resource), record the first and last numbers of the pages, etc., preceded by the appropriate term or abbreviation.

p. 713-797

- If the resource has pagination of its own as well as pagination forming part of a larger sequence, record the pagination for the individual resource. Record pagination forming part of the larger sequence in a note (see 3.4.5.8).

328 p.

*Note:* Pages also numbered 501-828.

#### 3.4.1.7. Complicated or irregular paging

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- If the resource has complicated or irregular paging, record the number of pages or leaves using one of the following methods:

- a) record the total number of pages or leaves (excluding those that are blank or contain advertising or other inessential matter) followed by *in various pagings* or *in various foliations*

1000 p. in various pagings

256 leaves in various foliations

- b) record the number of pages or leaves in the main sequences of the pagination and add the total number, in square brackets, of the remaining variously paged sequences

226, [44] p.

366, 98, [99] p.

- c) record *1 v. (various pagings), 1 atlas (various pagings), 1 case, or 1 portfolio*, as appropriate

1 atlas (various pagings)

#### 3.4.1.8. Leaves or pages of plates

---

- Record the number of leaves or pages of plates at the end of the sequence(s) of pagination, whether the plates are found together or distributed throughout the resource, or even if there is only one plate. If the numbering of the leaves or pages of plates is complex or irregular, follow the instructions in 3.4.1.7.

246 p., 32 p. of plates

xvi, 249 p., [12] leaves of plates

x, 32, 73 p., [1] leaf of plates

xii, 24 p., 212, [43] leaves of plates

- If the resource contains both leaves and pages of plates, record the number in terms of whichever is predominant.

323 p., [19] p. of plates  
(*Contains 16 pages and 3 leaves of plates*)

#### 3.4.1.9. Folded leaves

---

- Describe folded leaves as such.

122 folded leaves

230 p., 25 leaves of plates (some folded)

25 folded leaves of plates

**Exception:**

When recording the number of leaves in a score, part, etc. (see 3.4.2), describe folded leaves simply as *leaves*.

#### 3.4.1.10. Double leaves

---

- If numbered pages or leaves are presented on a double leaf (e.g., books in the traditional oriental format), record them as pages or leaves according to their numbering. If they are unnumbered, count each double leaf as two pages.

#### 3.4.1.11. Duplicated paging

---

- If the paging is duplicated, as is sometimes the case with books having parallel texts, record both pagings and make an explanatory note (see 3.4.5.9).

1 v. (xii, 35, 35 p.)

*Note:* Opposite pages bear duplicate numbering.

#### **3.4.1.12. Pages numbered in opposite directions**

---

- If the resource has groups of pages numbered in opposite directions, as is sometimes the case with books having texts in two languages, record the pagings of the various sections in order, starting from the title page selected for the description.

ix, 155, 127, x p.

#### **3.4.1.13. Sheet designed to be read in pages when folded**

---

- If the resource comprises a single sheet designed to be read in pages when folded, record the extent as *1 folded sheet* followed by the number of imposed pages in parentheses.

1 folded sheet (8 p.)

### ***RESOURCE COMPRISING TWO OR MORE UNITS***

---

#### **3.4.1.14. Continuously paged units**

---

- If the resource comprises two or more units issued simultaneously, and the units are continuously paged, record the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X. Add the pagination in parentheses. Ignore separately paged sequences of preliminary matter in units other than the first.

2 v. (xxxxi, 999 p.)

3 v. (xx, 800 p.)

*(Pages numbered: i-xx, 1-201; i-xx, 202-513; i-xxi, 514-800)*

- ◇ *Optionally*, record the extent of a continuously page resource issued in successive parts as instructed above.

#### **3.4.1.15. Individually paged units**

---

- If the resource comprises two or more units issued simultaneously, and the units are individually paged, record the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X. Omit the pagination.

- ◇ *Optionally*, record the pagination of each unit in parentheses after the number of units.

2 v. (xvi, 329; xx, 412 p.)

### 3.4.1.16. Number of bibliographic units differing from number of physical units

---

- If the number of bibliographic units differs from the number of physical units, record the number of bibliographic units followed by *in* and the number of physical units.

8 v. in 5

### ***EARLY PRINTED RESOURCES***

---

### 3.4.1.17. Number of pages, leaves, or columns in an early printed resource

---

- When recording the pagination of an early printed resource, record each sequence of leaves, pages, or columns in the terms and form presented. If the resource is printed in pages but numbered as leaves, record the numbering as leaves. If required, record more precise information about pagination, blank leaves, or other aspects of collation, by *either* expanding the extent (if this can be done succinctly) *or* making a note (see 3.4.5.10).

xi, 31 p.

XII, 120 leaves

x, 32 p., 90 leaves

xi, [79] leaves

[160] p.

40 leaves, [8] p.

[2] sheets

VIII sheets

### 3.4.2. SCORES, PARTS, ETC.

---

#### *Contents*

- 3.4.2.1 Resource comprising a single unit
- 3.4.2.2 Resource comprising two or more units

#### 3.4.2.1. Resource comprising a single unit

---

- Record the extent of the resource by giving *1 score*, etc., (using an appropriate term from the list below), followed by the number of pages, leaves, or columns (see 3.4.1) in parentheses.

score  
condensed score

close score  
 miniature score<sup>3</sup>  
 piano [violin, etc.] conductor part  
 vocal score  
 piano score  
 chorus score  
 part

1 score (vi, 27 p.)

- If the resource comprises both a score and part(s) in a single unit, describe the unit in terms of the score and part(s) that it contains.

1 score and part (5 p.)  
 (Part printed on p. 5 of the score)

- For special types of music, use an appropriate specific term (e.g., *choir book*, *table book*).

1 choir book (240 p.)

- If there is no appropriate specific term, record the number of pages, leaves, or columns followed by *of music*.

xx p., 55 p. of music

#### 3.4.2.2. Resource comprising two or more units

---

- If the resource comprises different types of scores, or a score and parts, or different types of scores and parts in separate units, record the units in the order in which they are listed under 3.4.2.1. Follow each unit by the number of pages, leaves, or columns in that unit (see 3.4.1) in parentheses.

1 score (viii, 278 p.)  
 24 parts

1 score (23 p.)  
 1 piano conductor part (8 p.)  
 16 parts

#### 3.4.3. MAPS, ETC.

---

##### *Contents*

- 3.4.3.1 Number of maps, etc.
  - 3.4.3.2 More than one map, etc., on one or more sheets
  - 3.4.3.3 Maps, etc., presented in two or more segments
- 

---

<sup>3</sup> Use for scores reduced in size and not intended primarily for performance.

### 3.4.3.1. Number of maps, etc.

---

- Record the extent of the resource by giving the number of maps, etc. Use arabic numerals and an appropriate term from the list below.

diagram  
 map  
 profile  
 remote-sensing image  
 section  
 view

1 map

3 diagrams

**Exception:**

Record the number of maps in an atlas following the instructions in 3.6.6.

- If the exact number of maps, etc., is not readily ascertainable, record an estimated number preceded by *ca.*

ca. 800 maps

### 3.4.3.2. More than one map, etc., on one or more sheets

---

- If the resource comprises more than one map, etc., on one or more sheets, and the number of maps differs from the number of sheets, specify the number of maps, etc., and the number of sheets.

6 maps on 1 sheet

8 sections on 3 sheets

- ◇ *Optionally*, omit the specification of the number of sheets from the extent and, if desired, record such information in a note (see 3.4.5.11).

6 maps

*Note:* Maps on 1 sheet.

- If the resource comprises a number of sheets each of which is a complete map, etc., record the extent as instructed 3.4.3.1.

### 3.4.3.3. Maps, etc., presented in two or more segments

---

- If the maps, etc., are presented in two or more segments designed to fit together to form one or more maps, etc., and all the segments are on a single sheet, record the number of complete maps, etc., followed by *in* and the number of segments.

1 section in 4 segments

2 views in 6 segments

- ◇ *Optionally*, omit the specification of the number of segments from the extent and, if desired, record such information in a note (see 3.4.5.11).

2 views

*Note:* Each view in 3 segments

### 3.4.4. DIGITAL FILES, ETC.

---

#### *Contents*

- 3.4.4.1 Digital files contained on disks, cartridges, etc.
- 3.4.4.2 Digital files contained in remote access resources

---

#### 3.4.4.1. Digital files contained on disks, cartridges, etc.

---

- Record the extent of the resource by giving the number of units followed by an appropriate term for the type of carrier as listed under 3.3.X. Add the number or approximate number of files and/or records, statements, or bytes in parentheses, if readily available and considered to be important.

1 CD-ROM (1 file : 240,000 bytes)

1 computer disk (3 files : 100, 460, 550 records)

1 zip disk (96 mb)

- ◇ *Optionally*, if the digital file is in a format that parallels a print or graphic counterpart (e.g., PDF), record the number of subunits followed by an appropriate term for the print or graphic counterpart (see 3.4.1–3.4.3).

1 CD-ROM (184 remote-sensing images)

3 CD-ROMs (xv p., 450 maps)

- If the number of subunits cannot be stated succinctly, record the details in a note, if they are considered to be important (see 3.4.5.12).

#### 3.4.4.2. Digital files contained in remote access resources

---

- Record the number of files followed by an appropriate term from the list below, or a term in common usage, if considered to be important. See also 3.6.0.4 and 3.7.0.6.

[List of terms to be added]

- ◇ *Optionally*, if the digital file is in a format that parallels a print or graphic counterpart (e.g., PDF), record the number of subunits followed by an appropriate term for the print or graphic counterpart (see 3.4.1–3.4.3).

### 3.4.5. NOTES ON EXTENT

---

#### *Contents*

- 3.4.5.1 Definition
- 3.4.5.2 Sources of information

- 3.4.5.3 Describing various pieces
  - 3.4.5.4 Resource issued in successive parts not to be continued
  - 3.4.5.5 Duration of individual parts
  - 3.4.5.6 Resource containing both sound and/or moving images and text, still images, etc.
  - 3.4.5.7 Duration of performance for scores, parts, etc.
  - 3.4.5.8 Pagination forming part of a larger sequence
  - 3.4.5.9 Duplicated paging
  - 3.4.5.10 Early printed resources
  - 3.4.5.11 Number of sheets or segments of a map, etc.
  - 3.4.5.12 Number of files, records, statements, or bytes
- 

#### **3.4.5.1. Definition**

---

- A **note on extent** is a note providing additional information on the extent of the resource.

#### **3.4.5.2. Sources of information**

---

- Take information to be used in notes on extent from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

#### **3.4.5.3. Describing various pieces**

---

- If the technical description includes (*various pieces*) (see 3.4.0.4) and a description of the pieces is considered to be important, make a note providing such a description.

Includes headdress, beaded shirt, trousers, and moccasins.

Contains 1 small stage, 5 foreground transparencies, 2 backgrounds, 5 story sheets, and 1 easel.

#### **3.4.5.4. Resource issued in successive parts not to be continued**

---

- Make a note if not all parts of a resource issued in successive parts have been issued and it appears that resource will not be continued (see 3.4.0.6). No more published.

#### **3.4.5.5. Duration of individual parts**

---

- When preparing a comprehensive description for a resource without a collective title, make a note giving the durations of each part contained in the resource. See also 3.4.0.10.

Durations: 17 min.; 23 min.; 9 min.



#### **3.4.5.6. Resource containing both sound and/or moving images and text, still images, etc.**

---

- Make a note giving the duration of the sound and/or moving images and the number of pages of text, frames of still images, etc., for resources that contain both.

Eighty min. of moving images and 2400 fr. of still images.

#### **3.4.5.7. Duration of performance for scores, parts, etc.**

---

- Make a note on the duration of performance of a score, part, etc., if it is stated on the resource (see 3.4.0.10). Record the duration in abbreviated form.

Duration: 18 min.

Duration: about 1 hr., 10 min.

#### **3.4.5.8. Pagination forming part of a larger sequence**

---

- Make a note giving the pagination of a larger work if the volume bears such pagination in addition to the pagination for the individual volume, etc., recorded in the extent (see 3.4.1.6).

Pages also numbered 501-828.

#### **3.4.5.9. Duplicated paging**

---

- Make a note explaining duplicated paging recorded in the extent (see 3.4.1.11).

Opposite pages bear duplicate numbering.

#### **3.4.5.10. Early printed resources**

---

- For early printed resources, make a note giving details of the signatures, if they are considered to be important.

Signatures: a-v8, x6.

Woodcuts on leaves B2b and C5b signed: b.

- Make notes on the number of columns or lines and the type measurements, if they are considered to be important.

24 lines.

#### **3.4.5.11. Number of sheets or segments of a map, etc.**

---

- Make a note on the number of sheets on which a map, etc., is presented, if the information is considered to be important but is not recorded in the extent (see 3.4.3.2).

Maps on 1 sheet.

- Make a note on the number of segments in which a map, etc., is presented, if the information is considered to be important but not recorded in the extent (see 3.4.3.3).

Each view in 3 segments.

#### **3.4.5.12. Number of files, records, statements, or bytes**

---

- Make notes on the number or approximate number of files in a digital resource and/or the number or approximate number of records, statements, or bytes, not recorded in the technical description if readily available and considered to be important (see 3.4.4.1).

File size: 520, 300, 280, 320, 400, 500 records.

File size varies.

Blocked BCDs, 40 records per block, 90 characters per record.

### **3.5. DIMENSIONS**

---

#### *Contents*

- 3.5.0 Basic instructions on recording dimensions
  - 3.5.1 Books, atlases, etc.
  - 3.5.2 Scores, parts, etc.
  - 3.5.3 Maps, etc.
  - 3.5.4 Unbound manuscript texts
  - 3.5.5 Three-dimensional resources
  - 3.5.6 Notes on dimensions
- 

#### **3.5.0. BASIC INSTRUCTIONS ON RECORDING DIMENSIONS**

---

##### *Contents*

- 3.5.0.1 Definition
  - 3.5.0.2 Sources of information
  - 3.5.0.3 Recording dimensions
  - 3.5.0.4 Measurements
  - 3.5.0.5 Dimensions of a container
  - 3.5.0.6 Multipart resources and collections
  - 3.5.0.7 Change in dimensions
- 

##### **3.5.0.1. Definition**

---

- Dimensions** are the measurements of the carrier(s) and/or the container of the resource.
- For maps, etc., the dimensions may reflect those of the face of the map, etc., instead of (or in addition to) those of the carrier (see 3.5.3).

- Dimensions may comprise measurements of height, width, height x width, height x width x depth, length, length x height, gauge, or diameter.

### 3.5.0.2. Sources of information

---

- Take information on dimensions from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.5.0.3. Recording dimensions

---

- Record the dimensions of the resource, or not, as indicated in the table below. Follow the additional instructions on recording measurements in 3.5.0.4, and abbreviate terms for units of measurement, etc., in accordance with the instructions in appendix B.

FORMAT	DIMENSIONS
<b><i>Printed resources</i></b>	
Books, atlases, etc.	Record the height or height x width as instructed in 3.5.1.1–3.5.1.3.  For early printed books, etc., add the format in parentheses following the dimensions as instructed in 3.5.1.4.
Broadsides, single sheets, etc.	Record the height x width in centimetres. If applicable, add the dimensions as folded as instructed in 3.5.1.5.
Scores, parts, etc.	For a resource comprising a single unit, record the height or height x width as instructed in 3.5.1.  For a resource comprising separate scores, parts, etc., record the dimensions as instructed in 3.5.2.2.
Maps, etc.	Record the height x width (or the diameter, if applicable) of the map, etc., as instructed in 3.5.3.1.  As required, record the dimensions of the sheet following the dimensions of the map, etc., as instructed in 3.5.3.1–3.5.3.6.
<b><i>Graphic resources</i></b>	
Paintings, photographs, art prints, etc.	Record the height x width, excluding any frame or mount, in centimetres.  Make a note on the size as framed or mounted (see 3.5.6.3)
Technical drawings and wall charts	Record the height x width when extended and (when appropriate) folded in centimetres, separating the dimensions by a comma.
Other graphic resources	Record the height x width in centimetres.
<b><i>Tactile resources</i></b>	
Braille texts, scores, etc.	Record the dimensions following instructions for the appropriate printed or graphic counterpart (i.e., books,

scores, maps, etc.)

<b><i>Manuscript resources</i></b>	
Manuscript texts	For unbound sheets, etc., record the height or height x width in centimetres as instructed in 3.5.4.  For bound volumes, etc., record the dimensions as instructed in 3.5.1.
Manuscript scores, parts, etc.	Record the dimensions following the instructions for printed scores, parts, etc. in 3.5.2.
Manuscript maps, etc.	Record the dimensions following the instructions for printed maps, etc. in 3.5.3.
<b><i>Three-dimensional resources</i></b>	
Globes	Record the diameter, specified as such, in centimetres.
Microscope slides	Record the height x width in centimetres.
Other three-dimensional resources	Record the dimensions of the resource itself and/or its container in centimetres as instructed in 3.5.5.
<b><i>Microform resources</i></b>	
Aperture cards	Record the height x width of the card mount in centimetres.
Microfiches	If the microfiche is other than the typical 10.5 x 14.8 cm, record the height x width in centimetres.
Microfilms	Record the width in millimeters.
Microopaques	Record the height x width in centimetres.
<b><i>Projected graphic resources</i></b>	
Filmstrips and filmstrips	Record the gauge (width) in millimeters.
Slides	If the dimensions of the slide are other than the typical 5 x 5 cm (2 x 2 in.), record the height x width in centimetres.
Overhead transparencies	Record the height x width, excluding any frame or mount, in centimetres.  Make a note on the size as mounted (see 3.5.6.3)
Stereographs	Do not record the dimensions of a stereograph.
<b><i>Audio resources</i></b>	
Audio discs	Record the diameter in inches.
Audio cartridges	If the cartridge is other than the typical 5 1/4 x 3 7/8 in., record the height x width in inches.  If the width of the tape is other than the typical 1/4 in., record the width in fractions of an inch.
Audiocassettes	If the cassette is other than the typical 3 7/8 x 2 1/2 in. (for an analog cassette), record the height x width in inches.

---

	If the width of a tape is other than the typical 1/8 in. (for an analog tape), record the width in fractions of an inch.
Audiotape reels	Record the diameter of the reel in inches.  If the width of a tape is other than the typical 1/4 in., record the width in fractions of an inch.
Sound track films	Record the gauge (width) of the film in millimeters.
Rolls	Do not record the dimensions of a piano roll, etc.
<b><i>Moving image resources</i></b>	
Motion picture films	Record the gauge (width) in millimeters.  If the gauge is 8 mm, indicate whether it is single, standard, super, or Maurer.  Make a note on the length of the film in feet (from first frame to last) if considered to be important (see 3.5.6.3).
Videodiscs	Record the diameter in inches.
Video reels, video cartridges, and videocassettes	Record the gauge (width) of the tape in inches or millimeters.  Make a note on the length of the videotape in feet (from first programme signal to last) if considered to be important (see 3.5.6.3).
<b><i>Digital resources</i></b>	
Computer cartridges	Record length of the side that is to be inserted into the machine in inches to the next 1/4 inch up.  <i>Optionally</i> , record the dimensions in centimetres to the next whole centimetre up.
Computer cassettes	Record the length x height of the face of the cassette in inches, to the next 1/8 inch up.  <i>Optionally</i> , record the dimensions in centimetres to the next whole centimetre up.
Computer discs/disks	Record the diameter in inches, to the next 1/4 inch up.  <i>Optionally</i> , record the dimensions in centimetres to the next whole centimetre up.
Computer tape reels	Do not record the dimensions of a computer tape reel.

#### **3.5.0.4. Measurements**

- 
- Record dimensions either in metric units (*cm* or *mm*) or in inches depending on the common system of measurement for the particular type of carrier. If there is no common system of measurement for the type of carrier being described, record the dimensions either in centimetres or in inches as indicated in the table under 3.5.0.3.

35 mm

*(Dimensions expressed in common system of measurement for microfilm)*

4 3/4 in.

*(Dimensions expressed in common system of measurement for compact audio discs)*

12 in.

*(Dimensions expressed in common system of measurement for vinyl audio discs)*

1/4 in. tape

*(Dimensions expressed in common system of measurement for audiotape)*

34 × 47 cm

*(Dimensions of a poster expressed in centimetres as instructed under 3.5.0.3)*

3 × 8 cm

*(Dimensions of a microscope slide expressed in centimetres as instructed under 3.5.0.3)*

- Record dimensions expressed in centimetres to the next whole centimetre up (e.g., if the height measures 17.2 centimetres, record *18 cm*).
- Record dimensions in fractions of an inch if appropriate to the particular type of carrier or storage medium.
- If necessary, add a word or words to indicate which dimension is being recorded.

12 cm in diam.

*(Diameter of a globe)*

7 in., 1/2 in. tape

*(Dimensions of an audiotape reel)*

### 3.5.0.5. Dimensions of a container

---

- If the resource is in a container, name the container and record its dimensions, if considered important, *either* after the dimensions of the resource *or* as the only dimensions. Separate the dimensions by a comma.

16 × 32 × 3 cm, in case 17 × 34 × 6 cm

*(Dimensions of a model and its container)*

in box 12 × 9 × 18 cm

*(Dimensions of the container; dimensions of the object in the container not recorded)*

### 3.5.0.6. Multipart resources and collections

---

- If the materials and/or the containers in a multipart resource or a collection described as a whole are all of the same size, record the dimensions indicating that they apply to each.

12 cm each in diam., in box 40 × 50 × 8 cm

*(Dimensions of a set of paperweights and the container)*

20 × 30 cm each

*(Dimensions of 20 items in a collection all of the same size)*

30 cm each

*(Dimensions of 6 bound volumes in a collection all of the same size)*

27 × 40 × 50 cm each

*(Dimensions of 12 containers in a collection all of the same size)*

- If the materials and/or the containers differ in size, record the smallest or smaller and the largest or larger size, separated by a hyphen.

24–28 cm

*(Dimensions of the smallest and largest of 6 volumes of differing height)*

150–210 cm high

*(Dimensions of the smallest and largest of 3 sculptures of differing height)*

11 × 15 cm–12 × 17 cm

*(Dimensions of the smallest and largest of 2 microfiches of differing height and width)*

in boxes 20 × 30 × 5 cm–26 × 35 × 6 cm

*(Dimensions of the smaller and larger of the containers of differing sizes)*

- ◇ *Optionally*, if the parts in a multipart resource or the items<sup>4</sup> in a collection are of two sizes, record both. If they are of more than two sizes, record the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

44 × 55 cm and 48 × 75 cm

*(Dimensions of the smaller and larger maps in a multipart resource containing maps of two sizes)*

60 × 90 cm or smaller

*(Dimensions reflecting the greatest height and greatest width of maps in a collection containing maps of more than two sizes)*

8 × 10 in. or smaller

*(Dimensions reflecting the greatest height and greatest width of photographs in a collection containing photographs of more than two sizes)*

### 3.5.0.7. Change in dimensions

---

- Record a change in dimensions as follows.

#### a) Resource issued in successive parts

If the dimensions of a resource issued in successive parts change, record the dimensions following the applicable instructions for multipart resources in 3.5.0.6.

27–32 cm

*(Dimensions of the smallest and largest volumes of a serial)*

---

<sup>4</sup> *Item* here means a separate entity. For example, a letter with several leaves and an enclosure is counted as one item.

Make a note on the details of the change if they are considered to be important (see 3.5.6.4a)

**b) Integrating resource**

If the dimensions of a subsequent iteration of an integrating resource change, change the dimensions to reflect the current iteration and make a note if the change is considered to be important (see 3.5.6.4b).

---

### 3.5.1. BOOKS, ATLASES, ETC.

---

#### *Contents*

- 3.5.1.1 Recording height
  - 3.5.1.2 Recording height and width
  - 3.5.1.3 Units of varying height bound together
  - 3.5.1.4 Early printed books, etc.
  - 3.5.1.5 Broadsides, single sheets, etc.
- 

#### **3.5.1.1. Recording height**

---

- Record the dimensions of a book, etc., by giving the height in metric units. If the book, etc., measures less than 10 centimetres, record the height in millimetres. Otherwise, record the height in centimeters.

22 cm

75 mm

- If the book, etc., is bound, record the height of the binding. Otherwise, record the height of the resource itself.

#### **3.5.1.2. Recording height and width**

---

- If the width of the book, etc., is either less than half the height or greater than the height, record the height and width.

20 × 8 cm

20 × 32 cm

#### **3.5.1.3. Units of varying height bound together**

---

- If the book, etc., consists of separate units of varying height bound together, record the height of the binding only.

#### **3.5.1.4. Early printed books, etc.**

---

- Record the format of an early printed book, etc., in an abbreviated form (e.g., fol., 4to, 8vo, 12mo) in parentheses following the dimensions.



23 cm (4to)

20 cm (8vo)

33 cm (fol.)

23 cm (4to)

### 3.5.1.5. Broadsides, single sheets, etc.

---

- Record the dimensions of a broadside, single sheet, etc., by giving the height and width in centimetres.

28 × 22 cm

- If the sheet, etc., is designed to be folded when issued, add the dimensions of the sheet when folded, separating the dimensions by a comma.

48 × 30 cm, folded to 24 × 15 cm

### 3.5.2. SCORES, PARTS, ETC.

---

#### *Contents*

3.5.2.1 Resource comprising a single unit

3.5.2.2 Resource comprising two or more units

#### 3.5.2.1. Resource comprising a single unit

---

- If the resource comprises a single unit, record the dimensions following the instructions in 3.5.1. **3.5.2.2. Resource comprising two or more units**

- If the resource comprises two or more separate scores, parts, etc., of uniform measurements, record the dimensions as instructed in 3.5.1.

28 cm

*(Separate score and parts of uniform dimensions)*

- If the resource comprises two or more separate scores, parts, etc., of differing sizes, record the dimensions of each type of separate unit in the order in which the units are listed under 3.4.2.1.

20 cm

32 cm

*(Score measures 20 cm; parts measure 32 cm)*

### 3.5.3. MAPS, ETC.

---

#### *Contents*

3.5.3.1 Dimensions of a map, etc.

3.5.3.2 Map, etc., on two or more sheets of differing sizes

- 3.5.3.3 Map, etc., in segments designed to fit together
- 3.5.3.4 Dimensions of map, etc., in relation to dimensions of sheet
- 3.5.3.5 Map, etc., on folded sheet
- 3.5.3.6 Map, etc., presented on both sides of a sheet

---

### 3.5.3.1. Dimensions of a map, etc.

---

- Record the dimensions of a map, etc., by giving the height and width in centimetres. Record the measurements of the face of the map, etc., measured within the neat line.

25 × 35 cm

- ◇ *Optionally*, for early and manuscript sheet maps, etc., record the dimensions to the nearest tenth of a centimetre.

123.5 × 152.4 cm

- Record the diameter of a circular map, etc., and specify it as such.

45 cm in diam.

- If the map, etc., is irregularly shaped, or if it has no neat line, or if it bleeds off the edge, record the greater or greatest dimensions of the map itself. If it is difficult to determine the points for measuring the height and width of the map, etc., (e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders), record the height and width of the sheet specified as such.

sheet 45 × 33 cm

### 3.5.3.2. Map, etc., on two or more sheets of differing sizes

---

- If the map, etc., is on two sheets of differing sizes, record both sets of dimensions. If the sheets are of more than two differing sizes, record the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

sheets 25 × 35 cm and 30 × 35 cm

sheets 30 × 40 cm or smaller

### 3.5.3.3. Map, etc., in segments designed to fit together

---

- If the map, etc., is on one or more sheets in two or more segments designed to fit together to form one map, etc., record the dimensions of the complete map, etc., followed by the dimensions of the sheet(s). Separate the dimensions by a comma and precede the sheet dimension with *on* unless the number of sheets is recorded in the extent. If such a map, etc., is mounted, record the dimensions of the whole map, etc., alone.

10 × 60 cm, sheet 25 × 35 cm

264 × 375 cm, sheets 96 × 142 cm

120 × 276 cm  
*(Mounted map created from several segments)*

- If it is difficult to determine the points for measuring the height and width of a complete map, etc., that is in segments, or if it is difficult to assemble the map, etc., for measuring, record only the height and width of the sheet(s) specified as such.

sheets 30 × 40 cm

sheets 60 × 60 cm or smaller

#### **3.5.3.4. Dimensions of map, etc., in relation to dimensions of sheet**

---

- If the measurement of either dimension of the map, etc., is less than half the measurement of the same dimension of the sheet on which it is printed or if there is substantial additional information on the sheet (e.g., text), record the dimensions of the map, etc., followed by the dimensions of the sheet. Separate the dimensions by a comma and precede the dimensions of the sheet by *on*.

20 × 31 cm, on sheet 42 × 50 cm

#### **3.5.3.5. Map, etc., on folded sheet**

---

- If the map, etc., is presented with an outer cover within which it is intended to be folded or if the sheet itself contains a panel or section designed to appear on the outside when the sheet is folded, record the dimensions of the map, etc., and add the dimensions of the sheet in folded form, preceded by a comma.

80 × 57 cm, folded to 21 × 10 cm

9 × 20 cm, on sheet 40 × 60 cm, folded to 21 × 10 cm

#### **3.5.3.6. Map, etc., presented on both sides of a sheet**

---

- If the map, etc., is presented on both sides of a sheet at a consistent scale, record the dimensions of the map, etc., as a whole, and record the dimensions of the sheet, separated by a comma and preceded by *on*. If it is difficult to measure such a map, etc., record the dimensions of the sheet alone.

45 × 80 cm, on sheet 50 × 44 cm  
*(Printed on both sides of sheet with line for joining indicated)*

on sheet 45 × 30 cm  
*(Printed on both sides of sheet)*

### **3.5.4. UNBOUND MANUSCRIPT TEXTS**

---

- Record the dimensions of an unbound manuscript text by giving the height in centimetres.

24 cm

- If the width of the sheet(s), etc., is less than half the height or greater than the height, record the dimensions by giving the height and width.

24 × 30 cm

- If the manuscript is kept folded, add the dimensions when folded, separating the dimensions by a comma.

20 cm, folded to 10 × 12 cm

35 × 66 cm, folded to 10 × 19 cm

### 3.5.5. THREE-DIMENSIONAL RESOURCES

---

- Record the dimensions of a three-dimensional resource, when appropriate, in centimetres. If necessary, add a word to indicate which dimension is being recorded. If multiple dimensions are recorded, record them as height × width × depth.

110 cm high  
(Sculpture)

45 × 35 × 2 cm  
(Model)

- If the resource is in a container, name the container and record its dimensions either after the dimensions of the resource itself or as the only dimensions, separating the dimensions by a comma when appropriate.

16 × 32 × 3 cm, in case 17 × 34 × 6 cm  
(Model)

in box 30 × 25 × 13 cm  
(Diorama)

in box 25 × 32 × 5 cm  
(Jigsaw puzzle)

### 3.5.6. NOTES ON DIMENSIONS

---

#### *Contents*

- 3.5.6.1 Definition
  - 3.5.6.2 Sources of information
  - 3.5.6.3 Details of dimensions
  - 3.5.6.4 Change in dimensions
- 

#### 3.5.6.1. Definition

---

- **Notes on dimensions** are notes on dimensions not recorded formally as part of the dimensions element.

### 3.5.6.2. Sources of information

---

- Take information to be used in notes on dimensions from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.5.6.3. Details of dimensions

---

- Make notes providing details on dimensions not recorded formally as part of the dimensions element, if they are considered to be important.

Printed area measures 30 × 46 cm.

Impressed on rectangular surface 20 × 20 cm.

Size when framed: 40 × 35 cm.

Size as mounted 36 x 32 cm.

Film: 14,139 ft.

### 3.5.6.4. Change in dimensions

---

- Make notes on changes in dimensions as follows.

#### a) Resources issued in successive parts

If the dimensions change on a subsequent issue or part, make notes on the details of the change if they are considered to be important (see 3.5.0.7a).

#### b) Integrating resources

Make notes on changes in dimensions from previous iterations if considered to be important (see 3.5.0.7b). If the changes have been numerous, a general statement may be made.

## 3.6. OTHER TECHNICAL DETAILS

---

### *Contents*

- 3.6.0 Basic instructions on recording other technical details
- 3.6.1 Large print, braille, etc.
- 3.6.2 Layout
- 3.6.3 Production method
- 3.6.4 Polarity
- 3.6.5 Sound characteristics
- 3.6.6 Illustrative matter
- 3.6.7 Colour
- 3.6.8 Medium
- 3.6.9 Physical material
- 3.6.10 Mounting
- 3.6.11 Projection characteristics
- 3.6.12 Digital characteristics
- 3.6.13 Notes on other technical details

### 3.6.0. BASIC INSTRUCTIONS ON RECORDING OTHER TECHNICAL DETAILS

---

#### *Contents*

- 3.6.0.1 Definition
  - 3.6.0.2 Sources of information
  - 3.6.0.3 Recording other technical details
  - 3.6.0.4 Remote access digital resource
  - 3.6.0.5 Change in other technical details
- 

#### 3.6.0.1. Definition

---

- **Other technical details** are details (other than extent and dimensions) that relate to the physical characteristics of the carrier or the formatting and encoding of the information stored on the carrier.

#### 3.6.0.2. Sources of information

---

- Take information on other technical details from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

#### 3.6.0.3. Recording other technical details

---

- Record the following details, as applicable to the resource, as instructed in 3.6.1–3.6.12:

- large print, braille, etc.
- layout
- production method
- polarity
- sound characteristics
- illustrative matter
- colour
- medium
- physical material
- mounting
- projection characteristics
- digital characteristics

- Capitalize proper nouns and certain technical terms following the instructions in appendix A appropriate to the language involved. Do not capitalize other words.

Nemeth code

Panavision

- Abbreviate words in accordance with the instructions in appendix B appropriate to the language involved.

48 ill.

100 col. maps

- If the details cannot be stated succinctly, record them in a note (see 3.6.13).

#### **3.6.0.4. Remote access digital resource**

---

- If the extent of a remote access digital resource has been recorded (see 3.4.4), record other technical details of the resource, if desired.

#### **3.6.0.5. Change in other technical details**

---

- Record changes in other technical details as follows.

##### **a) Resource issued in successive parts**

If other technical details are added on a subsequent issue or part, change the other technical details as necessary to reflect all the issues or parts as instructed in 3.6.1–3.6.12. If other technical details are omitted or changed on a subsequent issue or part, make a note if the change is considered to be important (see 3.6.13.10a).

##### **b) Integrating resource**

If other technical details are added, omitted, or changed on a subsequent iteration, change the other technical details to reflect the current iteration and make a note if the change is considered to be important (see 3.6.13.10b).

### **3.6.1. LARGE PRINT, BRAILLE, ETC.**

---

#### *Contents*

- 3.6.1.1 Definition
  - 3.6.1.2 Sources of information
  - 3.6.1.3 Recording characteristics such as large print or braille
- 

#### **3.6.1.1. Definition**

---

- **Large print, braille, etc.**, are technical characteristics of a resource designed for use by persons with visual impairments.

#### **3.6.1.2. Sources of information**

---

- Take information on technical characteristics such as large print or braille from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

#### **3.6.1.3. Recording characteristics such as large print or braille**

---

- If the resource is in a format specially designed for persons with visual impairments, give an indication of the format (e.g., *large print, braille, tactile*).

large print

braille

tactile

- For resources using a tactile system of notation, etc., record an appropriate term (e.g., *braille*, *Moon type*, *jumbo braille*, *press braille*, *computer braille*, *solid dot braille*).

braille

Moon type

jumbo braille

computer braille

press braille

solid dot braille

- If the resource consists of eye-readable print and tactile data, or of two or more tactile writing systems, use a concise description of the combination (e.g., *print and braille*, *braille and Nemeth code*, *print and tactile*).

print and braille

braille and Nemeth code

print, braille, and tactile

print and tactile

braille and tactile

### 3.6.2. LAYOUT

---

#### *Contents*

- 3.6.2.1 Definition
- 3.6.2.2 Sources of information
- 3.6.2.3 Recording layout
- 3.6.2.4 Layout of sheet maps, etc.
- 3.6.2.5 Layout of charts, flip charts, etc.

---

#### 3.6.2.1. Definition

- **Layout** is the arrangement of text, images, etc., in a resource.

---

#### 3.6.2.2. Sources of information

- Take information on layout from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.



### 3.6.2.3. Recording layout

---

- Record characteristics of the layout of the resource if they are considered to be important.

### 3.6.2.4. Layout of sheet maps, etc.

---

- Record any unusual layout of the map(s), etc., on the sheet(s). Use *both sides* if the map, etc., is continued at the same scale on the other side of the sheet(s), or, if collectively describing multiple map(s), etc., that are on both sides of the sheet(s). However, if the same map, etc., is represented in more than one language on each side of the sheet, use *back to back*.

both sides  
(A single map printed on both sides of the sheet)

both sides  
(3 maps printed on both sides of a single sheet)

back to back  
(The same map printed on each side of a single sheet in a different language)

### 3.6.2.5. Layout of charts, flip charts, etc.

---

- If the resource is in the form of a chart or flip chart and is double sided, indicate this.

double sided  
(A flip chart on 8 double-sided sheets)

## 3.6.3. PRODUCTION METHOD

---

### *Contents*

- 3.6.3.1 Definition
- 3.6.3.2 Sources of information
- 3.6.3.3 Recording production method
- 3.6.3.4 Thermoform copies
- 3.6.3.5 Manuscripts

---

### 3.6.3.1. Definition

---

- **Production method** is the physical process used to produce a resource.

### 3.6.3.2. Sources of information

---

- Take information on production method from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.6.3.3. Recording production method

---

- Record the method of production or reproduction in general terms (e.g., *engraving*, *lithograph*, *photocopy*) or specific terms (e.g., *copper engraving*, *chromolithograph*, *blueprint*, *blueline*) if it is considered to be important.

photocopy

blueline

computer printout

sugar lift aquatint

engraving

photogravure

blueprint

### 3.6.3.4. Thermoform copies

---

- If the resource is a thermoform copy, record *thermoform*.

thermoform

### 3.6.3.5. Manuscripts

---

- If the resource is a manuscript, record one of the following terms as appropriate.

holograph(s) (for manuscripts handwritten by the person(s) responsible for the work(s) contained therein)

ms. (mss.) (for all other handwritten manuscripts)

printout(s)

typescript(s)

holograph

ms.

typescripts

- If the manuscript or manuscripts are copies, add, in parentheses, *carbon copy*, *photocopy*, or *transcript*, or the plural as appropriate. If a photocopy is negative, add *negative*. Add *handwritten*, *typewritten*, or *printout* to *transcript(s)*.

holograph (carbon copy)

ms. (photocopy, negative)

ms. (photocopy)

mss. (transcripts, handwritten)

typescript (photocopy)

- If the manuscripts are not all of the same nature, word the qualification to indicate this.

mss. (some photocopies)

mss. (transcripts, handwritten, and photocopies)

mss. (photocopies, some negative)

- If the method of production of the manuscript(s) cannot be stated succinctly, record the details in a note, if they are considered to be important (see 3.6.13.3).

### 3.6.4. POLARITY

---

#### *Contents*

- 3.6.4.1 Definition
  - 3.6.4.2 Sources of information
  - 3.6.4.3 Recording polarity
- 

#### **3.6.4.1. Definition**

---

- **Polarity** is the image tone of a resource (i.e., negative or positive).

#### **3.6.4.2. Sources of information**

---

- Take information on polarity from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

#### **3.6.4.3. Recording polarity**

---

- Record the polarity of the resource, if it is not typical for the type of resource.

negative  
(*A photograph*)

positive  
(*A microfilm*)

- Record the form of print of a motion picture film (e.g., negative, positive, reversal, reversal internegative, internegative, interpositive, colour separation, duplicate, fine grain duplicating positive, fine grain duplicating negative). For master material held in checkerboard cutting form, state if A, B, C, etc., roll.

### 3.6.5. SOUND CHARACTERISTICS

---

#### *Contents*

- 3.6.5.1 Definition
- 3.6.5.2 Sources of information
- 3.6.5.3 Recording sound characteristics
- 3.6.5.4 Type of recording

- 3.6.5.5 Playing speed
- 3.6.5.6 Groove characteristic
- 3.6.5.7 Track configuration
- 3.6.5.8 Number of tracks
- 3.6.5.9 Number of sound channels
- 3.6.5.10 Recording and reproduction characteristics

---

### 3.6.5.1. Definition

---

- **Sound characteristics** are technical details relating to the encoding of sound in a resource.

### 3.6.5.2. Sources of information

---

- Take information on sound characteristics from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.6.5.3. Recording sound characteristics

---

- Record *sd.* (sound) to indicate the presence of sound in a resource other than one comprised primarily of recorded sound. If the sound is not integral, describe the accompanying sound as accompanying material (see 3.7).

*sd.*  
(A set of slides with integral sound)

*sd.*  
(A computer chip cartridge with integral sound)

**Exception:**

**Motion picture films and videorecordings.** Record *sd.* (sound) or *si.* (silent) to indicate the presence or absence of a sound track.

*sd.*  
(A video reel with a sound track)

- Record details of any special requirements for the production of sound in a note (see 3.9.0.3).
- If the resource is one comprised primarily of recorded sound, record details pertaining to the following sound characteristics, as applicable to the resource:
  - type of recording (see 3.6.5.4)
  - playing speed (see 3.6.5.5)
  - groove characteristic of analog discs (see 3.6.5.6)
  - track configuration of sound track films (see 3.6.5.7)
  - number of tracks on tapes (see 3.6.5.8)
  - number of sound channels (see 3.6.5.9)
  - recording and reproduction characteristics (see 3.6.5.10)
- ◇ *Optionally*, record the details listed above for a resource other than one that is comprised primarily of sound if they are considered to be important.

#### 3.6.5.4. Type of recording

---

- Record the type of recording (i.e., the way in which the sound is encoded).

analog

digital

magnetic

#### 3.6.5.5. Playing speed

---

- Record the playing speed of an analog disc in revolutions per minute (*rpm*).

33 1/3 rpm

- Record the playing speed of a digital disc in metres per second (*m. per sec.*).

- Record the playing speed of an analog tape in inches per second (*ips*).

7 1/2 ips

1 5/16 ips

- Record the playing speed of a sound track film in frames per second (*fps*).

24 fps

- Do not record the playing speed if it is typical for the type of carrier (e.g., 1<sup>7</sup>/<sub>8</sub> inches per second for an analog tape cassette; 1.4 metres per second for a digital disc).

#### 3.6.5.6. Groove characteristic

---

- Record the groove characteristic of an analog disc if it is not typical for the type of disc.

microgroove

#### 3.6.5.7. Track configuration

---

- For sound track films, record the track configuration (e.g., *centre track*, *edge track*).

centre track

#### 3.6.5.8. Number of tracks

---

- For tape cartridges, cassettes, and reels, record the number of tracks, unless the number of tracks is typical for the type of carrier (e.g., the typical number of tracks for a cartridge is 8 and for an analog cassette 4).

### 3.6.5.9. Number of sound channels

---

- Record the number of sound channels, if the information is readily available, using one or more of the following terms as appropriate:

mono  
stereo  
quad.  
surround

stereo

mono

mono, stereo  
(2 audio discs)

### 3.6.5.10. Recording and reproduction characteristics

---

- Record the recording and reproduction characteristics (e.g., *Dolby processed*, *NAB standard*, *SACD*, *DVD*).

Dolby processed

## 3.6.6. ILLUSTRATIVE MATTER

---

### *Contents*

- 3.6.6.1 Definition
- 3.6.6.2 Sources of information
- 3.6.6.3 Recording illustrative matter
- 3.6.6.4 Resource consisting wholly or predominantly of illustrations

### 3.6.6.1. Definition

---

- **Illustrative matter** is matter designed to illustrate the primary content of a resource.

### 3.6.6.2. Sources of information

---

- Take information on illustrative matter from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.6.6.3. Recording illustrative matter

---

- If a resource other than one that is primarily graphic contains illustrative matter, record *ill*. Tables containing only words and/or numbers are not considered as illustrative matter. Disregard illustrated title pages, etc., and minor illustrations.

*ill.*

- ◇ *Optionally*, if the illustrations are all of one or more of the following types, and are considered to be important, record the appropriate term(s) or abbreviation(s) in alphabetical order:

coats of arms  
 facsimiles  
 forms  
 genealogical tables  
 maps  
 music  
 plans  
 portraits (use for both single and group portraits)  
 samples.

If none of these terms adequately describes the illustrations, use another term as appropriate.

coats of arms, facsims., ports.

computer drawings

- ◇ *Optionally*, record the number of illustrations if their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

48 ill.

100 col. maps

- If only some of the illustrations are of types considered to be important, record *ill.* followed by the appropriate term(s) or abbreviation(s) in alphabetical order.

ill., maps, music, ports.

ill., 12 maps

- ◇ *Optionally*, add, in parentheses a term indicating the method used to produce the illustrations (*woodcuts*, *metal cuts*, etc.).

ill. (woodcuts)

30 ill. (cuts)

ill. (woodcuts, some col.)

ill. (woodcuts), ports.

ports. (woodcuts)

ports. (engravings)

#### **3.6.6.4. Resource consisting wholly or predominantly of illustrations**

- If the resource consists wholly or predominantly of illustrations and is not the type of resource for which that is typical, record *all ill.* or *chiefly ill.*, as appropriate.

all ill.

- ◇ *Optionally*, if those illustrations are all of one type, record *all* [*name of type*] or *chiefly* [*name of type*].

chiefly maps

### 3.6.7. COLOUR

---

#### *Contents*

- 3.6.7.1 Definition
- 3.6.7.2 Sources of information
- 3.6.7.3 Recording colour

---

#### 3.6.7.1. Definition

- **Colour** is the colour(s), tone(s), etc., used in the production of an image.

#### 3.6.7.2. Sources of information

- Take information on colour from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

#### 3.6.7.3. Recording colour

---

- If the content or illustrative matter is coloured or partly coloured, indicate the presence of colour by recording *col.*, *some col.*, etc. Disregard coloured matter outside the illustrative content (e.g., the border of a map). For photographs, slides, motion picture films, and videorecordings, record *b&w* (black and white) or *sepia*, as applicable.

col.

2 col.  
(4 maps, 2 of which are in colour)

some col.  
(10 maps, some of which are in colour)

35 col. maps

chiefly col.  
(Illustrations, most of which are in colour)

sepia  
(A photograph in sepia)

b&w  
(A motion picture film in black and white)

- ◇ *Optionally*, name the colour(s) in a graphic or three-dimensional resource.

blue and white  
(A porcelain bowl in blue and white)



- If a motion picture film or videorecording is in a combination of colour and black and white, record the information if it can be stated succinctly. If the information cannot be stated succinctly, record it in a note (see 3.6.13.3).

col. with b&w sequences

b&w with col. introductory sequence

- If a printed resource is hand coloured, the medium (see 3.6.8) may be recorded as part of the indication of colour.

hand col. in pencil

### 3.6.8. MEDIUM

---

#### *Contents*

- 3.6.8.1 Definition
  - 3.6.8.2 Sources of information
  - 3.6.8.3 Recording medium
- 

#### 3.6.8.1. Definition

---

- **Medium** is a physical or chemical substance used to create text, images, etc.

#### 3.6.8.2. Sources of information

---

- Take information on medium from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

#### 3.6.8.3. Recording medium

---

- Record the medium (e.g., *pencil, ink, chalk, oil, paste*) used to draw and/or colour a resource produced or enhanced by hand.

ink  
(*A hand-drawn map*)

oil  
(*A painting*)

- If a printed resource is hand coloured, the medium may be recorded as part of the indication of colour (see 3.6.7).

### 3.6.9. PHYSICAL MATERIAL

---

#### *Contents*

- 3.6.9.1 Definition
- 3.6.9.2 Sources of information
- 3.6.9.3 Recording physical material

---

### 3.6.9.1. Definition

---

- **Physical material** is the base material that serves as a storage medium for the content of a resource.

### 3.6.9.2. Sources of information

---

- Take information on physical material from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.6.9.3. Recording physical material

---

- Record the base or support material of which the resource is made, if it is not typical for the type of manifestation (e.g., a printed or manuscript resource on a substance other than paper, a microscope slide made of a substance other than glass), or if it is considered to be important.

silk  
(*A map printed on silk*)

vellum  
(*A manuscript*)

wood  
(*A globe*)

plastic  
(*A microscope slide*)

polystyrene  
(*A model*)

plywood and papier mâché  
(*A diorama*)

- Record the base material for a microfilm or microfiche in a note (see 3.6.13.5).
- If other details of the physical material(s) cannot be stated succinctly, either omit those details or record them in a note (see 3.6.13.3).

## 3.6.10. MOUNTING

---

### *Contents*

- 3.6.10.1 Definition
  - 3.6.10.2 Sources of information
  - 3.6.10.3 Recording mounting
-

### 3.6.10.1. Definition

---

- **Mounting** is the material or form to which the physical material (i.e., the base material that serves as a storage medium for the content of a resource) has been attached.

### 3.6.10.2. Sources of information

---

- Take information on mounting from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.6.10.3. Recording mounting

---

- Record details on the mounting of the resource, if they are considered to be important.

mounted on linen  
(*A sheet map*)

on brass stand  
(*A globe*)

## 3.6.11. PROJECTION CHARACTERISTICS

---

### *Contents*

- 3.6.11.1 Definition
  - 3.6.11.2 Sources of information
  - 3.6.11.3 Recording projection characteristics
- 

### 3.6.11.1. Definition

---

- **Projection characteristics** are technical details relating to the projection of a motion picture film.

### 3.6.11.2. Sources of information

---

- Take information on projection characteristics from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.6.11.3. Recording projection characteristics

---

- If the resource has special projection requirements (e.g., *Cinerama*, *Panavision*, *multiprojector*; and whether anamorphic, techniscope, stereoscopic, or multiscreen), record them as succinctly as possible.

Panavision

- Record the projection speed of a motion picture film in frames per second (*fps*), if it is not typical for the type of resource.

25 fps

### 3.6.12. DIGITAL CHARACTERISTICS

---

#### *Contents*

- 3.6.12.1 Definition
  - 3.6.12.2 Sources of information
  - 3.6.12.3 Recording digital characteristics
  - 3.6.12.4 Remote access digital resource
- 

#### **3.6.12.1. Definition**

---

- **Digital characteristics** are technical details relating to encoding of digital data in a resource.

#### **3.6.12.2. Sources of information**

---

- Take information on digital characteristics from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

#### **3.6.12.3. Recording digital characteristics**

---

- Record digital characteristics (e.g., whether a digital medium is single or double sided, its recording density, its sectoring), if readily available and if they are considered to be important.

single sided, single density, soft sectored

6,250 bpi

- If such characteristics cannot be stated succinctly, record them in a note (see 3.6.13.9).

#### **3.6.12.4. Remote access digital resource**

---

- When recording the extent of a digital resource that is available only by remote access (see 3.4.4), record digital characteristics of the resource (e.g., file types) if readily available and considered to be important.

TIFF file

PDF file

mp3 file

HTML file

- If such characteristics cannot be stated succinctly, record them in a note (see 3.6.13.9).

### 3.6.13. NOTES ON OTHER TECHNICAL DETAILS

---

#### *Contents*

- 3.6.13.1 Definition
  - 3.6.13.2 Sources of information
  - 3.6.13.3 Describing other technical details
  - 3.6.13.4 Other technical details of tactile resources
  - 3.6.13.5 Other technical details of microform resources
  - 3.6.13.6 Other technical details of audio resources
  - 3.6.13.7 Other technical details of motion picture films
  - 3.6.13.8 Other technical details of videorecordings
  - 3.6.13.9 Other technical details of digital resources
  - 3.6.13.10 Change in other technical details
- 

#### **3.6.13.1. Definition**

---

- **Notes on other technical details** are notes on technical details not formally recorded as part of the other technical details element.

#### **3.6.13.2. Sources of information**

---

- Take information to be used in notes on other technical details from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

#### **3.6.13.3. Describing other technical details**

---

- Make notes on important technical details that are not included in the formal other technical details element, if they are considered to be important. For details relating to equipment or system requirements, see 3.9.

Consists of head and torso made of clear plastic,  $\frac{1}{8}$  life size.

Alternate pages blank.

Hand coloured.

Woodcuts: ill., initials, publisher's and printer's devices.

Blueline print.

Title and headings printed in red.

Mounted map created from several segments.

Paper watermarked: KS and a crown.

Acoustic recording.

Composite photo.

Images placed in frame both horizontally and vertically.

Displays in red, yellow, and blue.

Four times actual size. – The parts of the ear are painted to show anatomical structure.

#### **3.6.13.4. Other technical details of tactile resources**

---

- For braille, etc., indicate the grade, etc., if known.

Grade 3 braille.

- For resources that include both tactile components and components in print or graphic media, indicate this and record details identifying the tactile components.

Alternate leaves of print and braille.

Legends in braille.

County boundaries tactile.

#### **3.6.13.5. Other technical details of microform resources**

---

- Make notes on the following other technical details of a microform resource.

##### **a) Reduction ratio**

Make a note on the reduction ratio if it is outside the 16×-30× range. Use one of the following terms:

low reduction (for less than 16×)

high reduction (for 31×-60×)

very high reduction (for 61×-90×)

ultra high reduction (for over 90×; for ultra high reduction record also the specific ratio (e.g., *Ultra high reduction, 150×*))

reduction ratio varies

##### **b) Film base**

Make a note on details of the physical material used as the film base.

Silver based film.

##### **c) Other technical details**

Make notes on important technical details that are not included in the technical description area, especially if these affect the use of the resource.

Image printed on thin paper.

#### **3.6.13.6. Other technical details of audio resources**

---

- Make notes on other technical details that are not typical for the type of audio resource being described (e.g., assume that all analog discs are electrically recorded, laterally cut, and designed for playing from the outside inward).

Vertically cut from inside outward.

Analog recording.

*(For a digital disc made from an analog original)*

Digital recording.

*(For an analog disc made from a digital original)*

Analog in origin, digitally enhanced.

Paper tape.

Recording made with stacked heads.

### **3.6.13.7. Other technical details of motion picture films**

---

- Make notes on the following other technical details of a motion picture film when appropriate and if this level of detail is desired.

#### **a) Sound characteristics**

Make notes on any special characteristics of the sound component of a motion picture film (e.g., optical or magnetic, whether the sound track is physically integrated with the film or the sound is separate on a synchronized recording).

Magnetic sound track.

#### **b) Colour**

Make notes on the process or colour recording system of a motion picture film, or any other details of the colour.

Technicolor.

Colour recording system: SECAM.

Sepia print.

#### **c) Film base**

Make a note on the film base (i.e., nitrate, acetate, or polyester).

#### **d) Other**

Make notes on any other technical details that are important to the storage, etc., of the film.

### **3.6.13.8. Other technical details of videorecordings**

---

- Make notes on the following other technical details of a videorecording when appropriate and if this level of detail is desired.

#### **a) Sound characteristics**

Make notes on any special characteristics of the sound component of a videorecording.

Dolby stereo, mono compatible.

**b) Television system**

Make notes on the television system used to encode a videorecording (e.g., NTSC, PAL, SECAM).

Television system: SECAM.

**c) Videorecording system**

Make a note on the system(s) used for a videorecording.

Beta.

Laser optical CAV.

VHS Hi-fi.

LaserVision CAV.

For videotape, record the number of lines and fields, followed by the modulation frequency (e.g., *high band*, *low band*).

Standard: 405 lines, 50 field, high band.

**d) Generation of copy**

For videotapes, make a note on the generation of the copy and either *master copy* or *show copy*.

Second generation, show copy.

**e) Other**

Make notes on any other physical details that are important to the use or storage of the videorecording.

One side CAV, one side CLV.

**3.6.13.9. Other technical details of digital resources**

---

- Make notes on other technical details of a digital resource that are not included in the formal other technical details element (see 3.6.0.4 and 3.6.12.3) if they are considered to be important.

Stereo sd.

Displays in red, yellow, and blue.

Not copy-protected.

Hierarchical file structure.

Number of variables: 960.

ASCII character set.



### 3.6.13.10. Change in other technical details

---

- Make notes on changes in other technical details as follows.

#### a) Resource issued in successive parts

If other technical details are deleted or changed on a subsequent issue or part, make notes if considered to be important (see 3.6.0.5a). If the changes have been numerous, a general statement may be made.

#### b) Integrating resource

Make notes on technical details no longer present on the current iteration if considered to be important (see 3.6.0.5b). If the changes have been numerous, a general statement may be made.

## 3.7. ACCOMPANYING MATERIAL

---

---

### *Contents*

- 3.7.0 Basic instructions on recording accompanying material
  - 3.7.1 Notes on accompanying material
- 

### 3.7.0. BASIC INSTRUCTIONS ON RECORDING ACCOMPANYING MATERIAL

---

#### *Contents*

- 3.7.0.1 Definition
  - 3.7.0.2 Sources of information
  - 3.7.0.3 Recording accompanying material
  - 3.7.0.4 Accompanying material intended to be issued regularly
  - 3.7.0.5 Location of accompanying material
  - 3.7.0.6 Remote access digital resource
- 

#### 3.7.0.1. Definition

---

- **Accompanying material** is material issued with, and intended to be used with, the resource being described. For purposes of technical description, dependent supplements are treated as accompanying material. Independent supplements may either be treated as accompanying material or represented by a separate description.

#### 3.7.0.2. Sources of information

---

- Take information on accompanying material from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.7.0.3. Recording accompanying material

---

- Record details of accompanying material within the description of the resource the material accompanies in either of the following ways:

#### a) As a formal element of the technical description

Record the number of units in arabic numerals and the name of the accompanying material (using, when appropriate, a term listed under 3.3.X) as a formal element of the technical description.

1 set of teacher's notes

7 maps

2 computer disks

1 atlas

3 audiocassettes

1 pamphlet

1 demonstration disk

1 set of user's notes

- ◇ *Optionally*, if method a) is used and if more detail is desired, record the extent, dimensions, and other technical details of the accompanying material as instructed in 3.4–3.6.

1 atlas (95 p. : 85 col. maps ; 32 cm)  
(*Example follows ISBD specifications for presentation*)

1 v. (xvii, 272 p. ; 25 cm)  
(*Example follows ISBD specifications for presentation*)

1 v. (12 p. : ill. ; 18 cm)  
(*Example follows ISBD specifications for presentation*)

1 v. (39 p. ; 22 cm)  
(*Example follows ISBD specifications for presentation*)

1 teacher's guide (3 v. ; 30 cm)  
(*Example follows ISBD specifications for presentation*)

1 audio disc (20 min. : analog, 33<sup>1</sup>/<sub>3</sub> rpm, mono ; 12 in.)  
(*Example follows ISBD specifications for presentation*)

2 computer disks (3 1/2 in.)  
(*Example follows ISBD specifications for presentation*)

#### b) In a note

Make a note giving details of the accompanying material (see 3.7.1).

Accompanied by: A demographic atlas of north-west Ireland. 39 p. : col. maps ; 36 cm. Previously published separately in 1956.

*(Example follows ISBD specifications for presentation)*

Accompanied by: Teacher's guide / by Robert Garry Shirts. 24 p.

*(Example follows ISBD specifications for presentation)*

Accompanied by filmstrip entitled: Mexico and Central America.

- Alternatively, prepare a separate analytical description for the accompanying material (see 1.2.2).

#### **3.7.0.4. Accompanying material intended to be issued regularly**

---

- Record the details of accompanying material that is intended to be issued regularly (whether with a serial or with any other type of resource).

slides

*(Accompanying a resource issued in successive parts)*

18 maps (col. ; 65 × 90 cm or smaller)

*(Serial has ceased publication)*

*(Example follows ISBD specifications for presentation)*

- Make a note on the frequency of accompanying material (see 2.11). If material accompanying a resource issued in successive parts is issued irregularly or is issued only once, describe it in a note (see 3.7.1) *or* ignore it.

#### **3.7.0.5. Location of accompanying material**

---

- Make a note on the location of accompanying material (see 3.7.1) if it is considered to be important.

#### **3.7.0.6. Remote access digital resource**

---

- If the extent of a remote access digital resource has been recorded (see 3.4.4.2), record accompanying material as a formal element of the technical description. If formal elements of the technical description are not recorded for a remote access digital resource (see 3.1.5), record details of any accompanying material in a note (see 3.7.1.5).

### **3.7.1. NOTES ON ACCOMPANYING MATERIAL**

---

#### *Contents*

- 3.7.1.1 Definition
  - 3.7.1.2 Sources of information
  - 3.7.1.3 Details of accompanying material
  - 3.7.1.4 Resource in an unpublished form
  - 3.7.1.5 Remote access digital resource
-

### 3.7.1.1. Definition

---

- **Notes on accompanying material** are notes providing details on accompanying material not formally recorded as part of the accompanying material element.

### 3.7.1.2. Sources of information

---

- Take information to be used in notes on accompanying material from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.7.1.3. Details of accompanying material

---

- Make notes on details of accompanying material that have neither been recorded formally as part of the accompanying material element nor recorded in a separate description if considered to be important.

Set includes booklet: New mathematics guide. 16 p.

Accompanied by 1 tutorial, 1 installation and performance guide, 1 AutoLISP programmer's reference, 1 IGES interface specifications, 1 addendum, 1 plastic template.

Accompanied by supplement (37 p.) issued in 1971.

Vol. 7, no. 6 contains wall chart (col. ; 26 × 40 cm).  
(*Example follows ISBD specifications for presentation*)

- Add the frequency of accompanying materials that are a recurring feature of the resource if it is considered to be important.

Audio disc with last issue of each year.

Slides with every 7th issue.

Every 3rd issue includes supplement: EEC facts and statistics.

Some volumes accompanied by diskettes.

Accompanied by CD-ROM, no. 19- .

Some issues accompanied by VHS videocassette.

Each issue accompanied by a CD-ROM containing full text journal, graphics, animations, color photographs, and sound and movie clips.

- Make notes on the number and location of illustrative matter contained in another part of the resource (e.g., a map issued in a pocket inside the cover of a book) or in a container.

Four maps on 2 folded leaves in pocket.

Coloured map of Australia on endpapers.

In wooden case bearing, on its inner faces, representations of the celestial hemispheres.

Three photos. of first performance in pocket inside each cover.

Lyrics on sheets in container.

#### **3.7.1.4. Resource in an unpublished form**

---

- For resources in an unpublished form, make notes on details of accompanying material, especially (for letters) envelopes, enclosures, and endorsements; and (for legal documents) accompanying papers and endorsements.

Accompanied by autobiographical sketch (2 p., holograph).

Accompanied by slip containing emendations.

In envelope, with enclosure (4 p. on 2 leaves, holograph, signed).

Endorsement: Thomas Kitchen to Ellen Montgomery Jones.

Accompanied by photocopies of documents relating to the probate of the will.

#### **3.7.1.5. Remote access digital resource**

---

- Make notes on details of any accompanying material for a resource available by remote access if not recorded as a formal element of the technical description (see 3.1.5 and 3.7.0.6).

## **3.8. DIGITAL REPRESENTATION OF GRAPHIC CONTENT**

---

### *Contents*

- 3.8.0 Basic instructions on recording digital representation of graphic content
  - 3.8.1 Other features of digital representation of graphic content
- 

### **3.8.0. BASIC INSTRUCTIONS ON RECORDING DIGITAL REPRESENTATION OF GRAPHIC CONTENT**

---

#### *Contents*

- 3.8.0.1 Definition
- 3.8.0.2 Sources of information
- 3.8.0.3 Recording digital representation of graphic content

---

### 3.8.0.1. Definition

---

- **Digital representation of graphic content** is the method used to represent graphic content in digital form.

### 3.8.0.2. Sources of information

---

- Take information to be used in recording digital representation of graphic content from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.8.0.3. Recording digital representation of graphic content

---

- If the information is readily available, record the following:

- data type (e.g., raster, vector, point)
- object type (e.g., point, line, polygon, pixel)
- number of objects used to represent spatial information
- format name (e.g., digital transfer information).

More detailed information such as topology level (e.g., VPF) and compression may be recorded in a note (see 3.8.1).

```
Data type: point
Object type: point
Format: ASCII
```

```
Data type: raster
Object type: pixel
Number of objects: 5,000 × 5,000
Format: TIFF
```

```
Data type: vector
Format: Shape
```

```
Data type: vector
Object type: points, lines and polygons
Format: E00
```

```
Data type: vector
Object type: network chains
```

```
Data type: vector
Object type: point
Number of objects: 13671
Object type: string
Number of objects: 20171
Object type: GT-polygon composed of chains
Number of objects: 13672
Format: ARC/INFO export
```

```
Data type: vector
Format: MID/MIF
```

### 3.8.1. OTHER FEATURES OF DIGITAL REPRESENTATION OF GRAPHIC CONTENT

---

- Make notes on other features of the digital representation of graphic content used in the resource (e.g., topology level, compression).

Distributed as a Zip file.

Topology level 2.

## 3.9. EQUIPMENT AND SYSTEM REQUIREMENTS

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### 3.9.0. BASIC INSTRUCTIONS ON DESCRIBING EQUIPMENT AND SYSTEM REQUIREMENTS

---

#### *Contents*

- 3.9.0.1 Definition
  - 3.9.0.2 Sources of information
  - 3.9.0.3 Equipment requirements
  - 3.9.0.4 System requirements for a digital resource
- 

#### 3.9.0.1. Definition

---

- **Equipment and system requirements** are requirements related to equipment required for use, playback, etc., of a resource, including hardware, software, and peripherals required to access, view, run, etc., a digital resource.

#### 3.9.0.2. Sources of information

---

- Take information on equipment and system requirements from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

#### 3.9.0.3. Equipment requirements

---

- Make a note on any equipment requirements beyond what is normal and obvious for the medium (e.g., the type of reader required for a microfilm cartridge or cassette, or the type of projection equipment required for a motion picture film).

For Information Design reader.

For 65-note player piano.

Filmstrip mounted in rigid format for use with Phono-viewer.

Three-dimensional film.

### 3.9.0.4. System requirements for a digital resource

---

- Make a note on the following system requirements, if applicable and if the information is readily available, in the order in which they are listed below. Begin the note with *System requirements:*, and precede each characteristic, other than the first, by a semicolon.

the make and model of the computer(s) on which the resource is designed to run

the amount of memory required

the name of the operating system

the software requirements (including the programming language)

the kind and characteristics of any required or recommended peripherals

the type of any required or recommended hardware modifications

System requirements: 48K RAM; Apple Disk II with controller; col. monitor.

*(Resource requires colour monitor for display)*

System requirements: IBM PC; 64K; colour card; 2 disk drives.

System requirements: Apple II, II+, or IIe; 48K; DOS 3.3; Applesoft in ROM.

System requirements: IBM PC or 100% compatible; 128K; DOS 1.1 to DOS 2.1.

System requirements: RTI Series 500 CD-ROM DataDrive.

System requirements: IBM PC AT or XT; CD-ROM player and drive.

System requirements: 486/33MHz PC, Macintosh, or Power Macintosh; 8MB RAM; Windows 3.1 (or higher) or System 7.0.1 (or higher); Java-capable Web browser; VGA monitor.

*(May also be recorded as separate system requirement statements for each make and model of the computer)*

## 3.10. MODE OF ACCESS

---

### 3.10.0. BASIC INSTRUCTIONS ON DESCRIBING MODE OF ACCESS

---

#### *Contents*

- 3.10.0.1 Definition
  - 3.10.0.2 Sources of information
  - 3.10.0.3 Describing mode of access
-



### 3.10.0.1. Definition

---

- **Mode of access** is the network and/or protocol used to access a remote electronic resource.

### 3.10.0.2. Sources of information

---

- Take information on mode of access from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

### 3.10.0.3. Describing mode of access

---

- If the resource is available by remote access, specify the mode of access if it is considered to be important. Begin the note with *Mode of access:*.

Mode of access: AUSINET.

Mode of access: Electronic mail using ARPA.

Mode of access: World Wide Web.

Mode of access: Internet via ftp.

## 3.11. OTHER FORMATS

---

---

### 3.11.0. BASIC INSTRUCTIONS ON NOTING OTHER FORMATS

---

#### *Contents*

- 3.11.0.1 Definition
  - 3.11.0.2 Sources of information
  - 3.11.0.3 Noting other formats
- 

### 3.11.0.1. Definition

---

- **Other formats** are additional formats in which the content or partial content of a resource has been issued.

### 3.11.0.2. Sources of information

---

- Take information to be used in noting other formats from the resource itself. If the information is not explicitly stated in the resource, take it from any source.

### 3.11.0.3. Noting other formats

---

- Make notes indicating other formats in which the content or partial content of the resource has been issued (see 3.1.2), if they are considered to be important.

Issued also on CD-ROM.

## DRAFT

5JSC/RDA/Part I/Chapter 3

Also issued electronically via World Wide Web in PDF format.

Issued also on cassette (VHS or Sony U-Matic).

Issued also in 16 mm format.

Database and other associated documentation available in a Mac version and in four PC-compatible formats: tab-delimited ASCII file; SPSS portable file; Excel file; SAS formatted file.

Latest tables of contents and other information about the journal available online.

Also issued in printed form, 1997-1999.