

To: Joint Steering Committee for Development of RDA
From: Kathy Glennan, ALA Representative
Subject: Clarifying instructions for Sequences of Plates (RDA 3.4.5.9)

Abstract

Replace the current instructions in RDA 3.4.5.9, *Leaves or Pages of Plates*, renaming the instruction to “Sequences of Plates”, and modifying the language and order of the instructions. Modify the definition of “plate” in the Glossary to correspond to the revised instructions.

Justification

ALA makes the following proposal to clarify the instructions for recording leaves or pages of plates. During 2013, questions about this instruction surfaced on RDA-L. The discussion drew attention to several problems with the current 3.4.5.9:

- The distinction between instructions for numbered and unnumbered sequences could be clarified by reordering the paragraphs.
- There is a conflict between the instruction in the first paragraph to record the number of leaves or pages of plates and the instruction in the final paragraph which says to disregard unnumbered sequences of plates unless they meet certain criteria.
- 3.4.5.9 mentions the ability to record unnumbered plates, but does not contain any instructions for doing so.
- The placement of the Exception for Early printed resources should be reconsidered, or perhaps it should be replaced by a generalized instruction.

ALA’s revision takes these issues into account and proposes a new approach to presenting the instructions for recording sequences of plates, along with clarifying the language used.

Summary of major changes:

1. Rename instruction from “Leaves or Pages of Plates” to “Sequences of Plates”
2. In the primary instruction:
 - a. Remove the phrase “not included in the numbering for a sequence or sequences of pages or leaves of text, etc.” since this restriction is already expressed in the Glossary definition of plate.
 - b. Add additional language about plates from the Glossary definition: “the preliminary or the main sequence of pages or leaves”.
 - c. Expand the reference to types of sequences elsewhere in the volume to include columns.
3. Create specific sub-instructions for numbered and unnumbered plates, and relocate relevant instructions from the current version under the appropriate proposed sub-instructions.
4. Remove the exception for early printed resources by incorporating these concepts into the general instructions.

5. Rephrase the “disregard unnumbered sequences of plates, unless...” instruction to an instruction about when to record them.
6. Add an alternative to record the unnumbered sequences if considered important for identification or selection.
7. Add instructions for recording unnumbered leaves or pages, based on RDA 3.4.5.3.
8. Update the Glossary definition for greater clarity.

Impact

ALA believes that the revision will clarify the instructions for catalogers, but will not substantively change the outcome from applying these instructions.

Proposal:

1. 3.4.5.9

[Note: no marked-up text is provided; this proposal contains a complete replacement of the current instruction]

3.4.5.9 Sequences of Plates

Record the sequence or sequences of plates after the preliminary and main sequences of leaves, pages, or columns, whether the plates are found together or distributed throughout the resource.

Apply the following instructions, as applicable:

numbered plates (see [3.4.5.9.1](#))

unnumbered plates (see [3.4.5.9.2](#))

3.4.5.9.1 Numbered Plates

Record the sequence or sequences of numbered plates in terms of leaves or pages, according to the type of sequence used in the resource. Record the last numbered leaf or page in each sequence of plates followed by the appropriate term.

If the numbering of the sequences of plates is complex or irregular, see [3.4.5.8](#).

EXAMPLE

246 pages, 32 pages of plates

x, 32, 73 pages, 1 leaf of plates

xiv, 145 pages, 10 leaves of plates, 13 pages of plates

3.4.5.9.2 Unnumbered Plates

Record the sequence of unnumbered leaves or pages of plates using the appropriate terms if:

- a) an unnumbered sequence forms a substantial part of the resource (see also 3.4.5.8)

or

- b) an unnumbered sequence includes plates that are referred to in a note.

Alternative

If considered important for identification or selection, always record the unnumbered sequence of leaves or pages of plates.

When recording a sequence of unnumbered leaves or pages, use one of the following methods:

- a) Record the exact number of leaves or pages, if readily ascertainable. If the resource contains both leaves and pages of plates, record the number in terms of whichever is predominant.

EXAMPLE

xii, 24 pages, 212 leaves of plates, 43 unnumbered leaves of plates

Unnumbered sequence constitutes substantial part

xvi, 249 pages, 12 unnumbered leaves of plates

Unnumbered sequence includes a plate referred to in a note

323 pages, 22 unnumbered pages of plates

Contains 16 pages and 3 leaves of plates

171 pages, 4 unnumbered leaves of plates

Contains 8 numbered illustrations on 4 unnumbered leaves of plates

- b) If the number is not readily ascertainable, record an estimated number of leaves or pages preceded by *approximately*.

EXAMPLE

xvi, 504 pages, approximately 500 pages of plates

2. Glossary

Marked up copy:

Plate

A leaf printed on one or both sides containing illustrative content, with or without explanatory text, that does not form part of either the preliminary or the main sequence of pages or leaves. A plate usually contains illustrative content and is often printed separately from the remainder of the volume, on different paper.

Clean copy:

Plate

A leaf printed on one or both sides that does not form part of either the preliminary or the main sequence of pages or leaves. A plate usually contains illustrative content and is often printed separately from the remainder of the volume, on different paper.