To: Joint Steering Committee for Development of RDA
From: Judith A. Kuhagen, JSC Secretary
Subject: 3.11.4 Layout of tactile text and 3.13 Font size

The text below reflects the decisions made by the Joint Steering Committee during its November 2012 meeting. This text will be merged with the reworded chapter 3 before it appears in the 2013 RDA Update of the RDA Toolkit.

3.11.11 Scope

Layout is the arrangement of text, images, tactile notation, etc., in a resource.

3.11.13 Recording Layout

Record the layout of the resource if it is considered important for identification or selection, using one or more terms from the list below.

Cartographic images
- both sides
- back to back

Sheets
- double sided
- single sided

Tactile music notation
- bar by bar
- bar over bar
- line by line
- line over line
- melody chord system
- open score
- outline
- paragraph
- section by section
- short form scoring
- single line
- vertical score

Tactile text
- double sided
- single sided
- double line spacing
EXAMPLE

both sides
Layout of a single manuscript map on both sides of the sheet

both sides
Layout of 3 maps printed on both sides of a single sheet

back to back
Layout of the same map printed on each side of a single sheet in a different language

double sided
Layout of a flip chart on double-sided sheets

doubled sided
Layout of a double-sided chart

bar by bar
Layout of tactile piano music for four hands

bar over bar
open score
Layout of a tactile vocal score

single sided
Layout of a tactile activity card

double sided
double line spacing
Layout of a volume of braille text showing double line spacing and double sided

single sided
Layout of a volume of braille text

If none of the terms listed above is appropriate or sufficiently specific, use a term designating the layout as concisely as possible.

[last paragraph unchanged]

Delete the following instructions:

3.11.2 Layout of Cartographic Images
3.11.3 Layout of Tactile Music Notation
3.11.4 Layout of Tactile Text

= = = = =

3.13.1.1 Scope

[1st and 2nd paragraphs unchanged]
For resources designed for persons with visual and tactile impairments, font size may also be used to represent the size and/or spacing of the raised dots representing characters and symbols (e.g., jumbo braille).

3.13.1.3 Recording Font Size
If the text in the resource is in a font size designed for persons with visual impairments, record the font size using an appropriate term from the list below.

- giant print
- large print
- jumbo braille

[optional addition & examples unchanged]

If none of the terms listed above is appropriate or sufficiently specific, use a term designating the font size as concisely as possible.

[last paragraph unchanged]

Glossary: deletion of three entries:

- **Layout of Cartographic Images**—The arrangement of a cartographic image or images in a resource consisting of one or more sheets.

- **Layout of Tactile Music Notation**—The arrangement of tactile musical notation in a resource (e.g., bar by bar, line by line).

- **Layout of Tactile Text**—The arrangement of tactile text in a resource (e.g., double sided).