To: Joint Steering Committee for Development of RDA  
From: Alan Danskin, British Library Representative  
Subject: 3.11.4 Layout of tactile text and 3.13 Font Size

Intention
This purpose of this proposal is to generalise the exceptions at 3.11 Layout, where possible.

This proposal also recommends that the instruction for jumbo Braille at 3.11.4 would be more appropriately located at 3.13 Font size.

Background
Review of the RDA vocabularies for 3.11.1 Layout; 3.11.2 Layout of Cartographic Images, 3.11.3 Layout of Tactile Musical Notation and 3.11.4 Layout of Tactile Text revealed some overlap between the vocabularies. It was proposed that the vocabularies should be merged if possible. It was also noted, that the exceptions at 3.11.2-4 should be regarded as instructions rather than as element sub-types.

The review also indicated that the term “jumbo Braille” more properly belongs at 3.13 Font size.

Changes proposed
The following changes are proposed as discussed in more detail below.

1. Move instruction 3.11.4.3 jumbo Braille to 3.13 Font Size

2 Merge the instructions at 3.11.4 with the general instructions. Delete 3.11.4 and the exception for tactile text at 3.11.1.

It is not proposed to remove the exception for Layout of Cartographic Images at this time, as further work is required to determine whether the terms could be generalised to apply to all resources.

Whether these changes are agreed or not, the element analysis table should be amended to delete the element sub-types established for the exceptions:
- Layout of cartographic images
- Layout of tactile musical notation
- Layout of tactile text

Change 1: Move Jumbo Braille from 3.11.4.3
Jumbo braille is an enlarged form of Braille intended to assist those who have difficulty reading normal Braille. It is therefore a tactile text equivalent of large or giant print and it is more appropriate to the font size vocabulary than the layout vocabulary.

Add jumbo braille to list at 3.13.1.3

Current Text

3.13.1.3 Recording Font Size
If 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.
EXAMPLE
large print
Font size for a vocal score

Revised text

3.13.1.3 Recording Font Size
If 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

Delete instruction 3.11.4.3.3

Clean Copy

3.13.1.3 Recording Font Size
If 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

Delete instruction 3.11.4.3.3
**Change 2 Merge 3.11.1 and 3.11.4**

The table below compares the general instructions for recording Layout at 3.11.1 with the exceptional instructions for recording layout of resources containing tactile text at 3.11.4.

<table>
<thead>
<tr>
<th>3.11.1</th>
<th>3.11.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record the layout the resource if it is considered important for identification or selection, using an appropriate term from the list below.</td>
<td>Record the layout of a resource containing tactile text using one or more appropriate terms from the list below.</td>
</tr>
<tr>
<td>double sided</td>
<td>double sided</td>
</tr>
<tr>
<td>single sided</td>
<td>single sided</td>
</tr>
<tr>
<td>double sided</td>
<td></td>
</tr>
<tr>
<td><strong>Layout of a flip chart on double-sided sheets</strong></td>
<td></td>
</tr>
<tr>
<td>double sided</td>
<td></td>
</tr>
<tr>
<td><strong>Layout of a double-sided chart</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Specify double line spacing, in parentheses, if applicable</td>
</tr>
<tr>
<td></td>
<td>Specify jumbo braille, in parentheses, if applicable</td>
</tr>
<tr>
<td>If neither of the terms listed above is appropriate or sufficiently specific, use a term designating the layout as concisely as possible</td>
<td></td>
</tr>
<tr>
<td>Record details of layout as instructed under 3.11.1.4</td>
<td>Record details of layout of tactile text as instructed under 3.11.4.4</td>
</tr>
</tbody>
</table>

The differences between the two instructions are highlighted. The terms double sided and single sided are common to both vocabularies and have the same meaning. The term double line spacing is specified for tactile text only, but is also be applicable to normal text. The other term specified for Tactile Text is Jumbo Braille, which is not a kind of layout.

Generalising the instruction will mean that there is no specific instruction to record double line spacing for tactile text.

3.11
Layout
3.11.1
Basic Instructions on Recording Layout
3.11.1.1
Scope
Layout is the arrangement of text, images, etc., in a resource.
3.11.1.2
Sources of Information
Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the layout of the resource. If desired, take additional evidence from any source.

3.11.1.3
Recording Layout
Record the layout of the resource if it is considered important for identification or selection, using an appropriate term from the list below.

- double sided
- single sided

**EXAMPLE**

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

- single sided
  Layout of a tactile activity card

Specify double line spacing, in parenthesis if applicable.

**EXAMPLE**

- double sided (double line spacing)
  Layout of a volume of braille text

Exceptions

**Cartographic images.** Record the layout of cartographic images as instructed under 3.11.2 RDA.

**Tactile music.** Record the layout of tactile music as instructed under 3.11.3 RDA.

**Tactile text.** Record the layout of tactile text as instructed under 3.11.4 RDA. If neither none of the terms listed above is appropriate or sufficiently specific, use a term designating the layout as concisely as possible.

Record details of layout as instructed under 3.11.1.4 RDA.

3.11.1.4
Details of Layout
Record details of layout if they are considered important for identification or selection.
EXAMPLE
Alternate pages blank
Images placed in frame both horizontally and vertically
Alternate leaves of print and braille

3.11.4
Layout of Tactile Text
3.11.4.1
See "layout of tactile text" - is the arrangement of tactile text in a resource (e.g., double-sided).
3.11.4.2
Sources of Information
Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the layout of tactile text. If desired, take additional evidence from any source.
3.11.4.3
Recording Layout of Tactile Text
Record the layout of a resource containing tactile text using one or more appropriate terms from the list below:
- double-sided
- single sided

EXAMPLE
single sided
Layout of a tactile activity card

Specify double line spacing, in parentheses, if applicable.

EXAMPLE
do double sided (double line spacing)
Layout of a volume of braille text

Specify jumbo braille, in parentheses, if applicable.
EXAMPLE

single sided (jumbo braille)
Layout of a volume of braille text

3.11.4.4
Details of Layout of Tactile Text
Record details of the layout of tactile text if they are considered important for identification or selection.

Clean Copy

3.11
Layout
3.11.1
Basic Instructions on Recording Layout
3.11.1.1
Scope

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

3.11.1.2
Sources of Information
Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the layout of the resource. If desired, take additional evidence from any source.

3.11.1.3
Recording Layout
Record the layout of the resource if it is considered important for identification or selection, using an appropriate term from the list below.
double sided
single sided

EXAMPLE

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

single sided
Layout of a tactile activity card
Specify double line spacing, in parenthesis if applicable.

EXAMPLE

double sided (double line spacing)
Layout of a volume of braille text

Exceptions

*Cartographic images.* Record the layout of cartographic images as instructed under 3.11.2 RDA.

*Tactile music.* Record the layout of tactile music as instructed under 3.11.3 RDA.

If none of the terms listed above is appropriate or sufficiently specific, use a term designating the layout as concisely as possible. Record details of layout as instructed under 3.11.1.4 RDA.

3.11.1.4
Details of Layout
Record details of layout if they are considered important for identification or selection.

EXAMPLE
Alternate pages blank
Images placed in frame both horizontally and vertically
Alternate leaves of print and braille