

To: Joint Steering Committee for Development of RDA
From: Judith A. Kuhagen, JSC Secretary
Subject: Reorganization of instructions for recording extent (3.4.1.3, 3.4.1.5)

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.

3.4.1.3 Recording Extent

Record the extent of the resource by giving the number of units and an appropriate term for the type of carrier as listed under 3.3.1.3. Record the term in the singular or plural, as applicable. If the resource consists of more than one type of carrier, record the number of each applicable type. Specify the number of subunits, if applicable, as instructed under 3.4.1.7–3.4.1.9.

[examples unchanged]

Alternative

Use a term in common usage (including a trade name, if applicable) to designate the type of unit:

- a) if the carrier is not in the list under 3.3.1.3
- or**
- b) as an alternative to a term listed under 3.3.1.3, if preferred by the agency preparing the description.

EXAMPLE

audio slide

USB flash drive

If an applicable trade name or other similar specification is not used as a term designating the type of unit, record that information as instructed under 3.20.1.3.

[remainder of instruction unchanged]

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3.4.1.5 Units Cannot Be Named Concisely

[1st paragraph & examples deleted; no change to content of existing 2nd paragraph and optional omission below]

the units cannot be named concisely, record the number of physical units and designate them as *various pieces*. Record the details of the pieces in a note if they are considered important for identification or selection (see 3.22.2.3).

EXAMPLE

48 various pieces

Optional Omission

If the number of units cannot be readily ascertained or approximated, omit the number.

EXAMPLE

various pieces

[*last paragraph deleted*]