

To: Gordon Dunsire, Chair, RDA Steering Committee  
From: Francis Lapka, Chair, RSC Rare Materials Working Group  
Subject: Revision of RDA 3.4.5 Extent of Text

Related Document: RSC/RareWG/1 Early Printed Resources and Rare Printed Resources

## **Abstract**

This proposal revises instructions and exceptions for early printed resources in RDA 3.4.5 Extent of Text, recommending the following primary changes:

1. Broaden the scope of the exceptions for early printed resources so that they also apply to rare printed resources.
2. Move and revise the exception for early printed resources in 3.4.5.2, so that it more directly responds to general instructions.
3. Broaden the scope of the exception in 3.4.5.3.2 Inessential Matter, so that it includes all inessential matter (not just advertisements).

## **Justification**

As part of its tasks for 2016, the Rare Materials Working Group was asked to examine RDA guidelines for early printed resources and propose revisions, as needed. For RDA 3.4.5. Extent of Text, the working group identified issues described below.

## **Issues requiring resolution**

### **Issue #1: Apply the exceptions also to “rare printed resources”**

A precisely recorded statement of extent is a fundamental characteristic of a rare materials description. It helps users identify rare materials manufactured in *any* time period. In the changes below, all instructions for “early printed resources” are also applied to “rare printed resources” (see also: RSC/Rare WG/1 Early Printed Resources and Rare Printed Resources).

### **Issue #2: Exception for early printed resources in 3.4.5.2**

The exception in 3.4.5.2 includes three distinct instructions, indicated below by [a], [b], and [c]:

**Early printed resources.** [a] For early printed resources, record each sequence of leaves, pages, or columns in the terms and form presented. [b] If the resource is printed in pages but numbered as leaves, record the numbering as leaves. [c] If required for identification or selection, record more precise information about pagination, blank leaves, or other aspects of collation: either expand the extent (if this can be done succinctly) or make a note (see 3.21.2.9).

The changes below recommend that all three parts are removed from this present location.

### **Issue #2, part [b]: Foliated volumes with text on both sides (3.4.5.2 exception)**

Part [b] of the exception is the only portion that responds to the text of 3.4.5.2 that precedes it, i.e. on determining the *terms* of the extent (leaves, pages, or columns). When a volume is numbered as leaves but has text on both sides, the exception allows the cataloger of an early printed resource to record the numbering as leaves, without applying 3.4.5.5 (“Misleading numbering”) or 3.21.2.11. This portion of the exception is appropriate; for users of early (or rare) printed resources, there is nothing “misleading” about foliation for a volume with printing on both sides. In the changes below, the proposal suggests that the present exception would be more appropriately placed in 3.4.5.5, directly in response to the instruction that would have a cataloger “correct” the numbering.

### **Issue #2, part [a]: “Terms and form presented” (3.4.5.2 exception)**

Part [a] of the exception for early printed resources is unnecessary, because it conveys essentially the same guidance as the 4th paragraph in 3.4.5.2:

[Part [a] of the exception]: For early printed resources, record each sequence of leaves, pages, or columns in the terms and form presented.

[4th paragraph of 3.4.5.2]: 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.

In its description of the “terms of the numbered or lettered sequences in the resource,” the 4th paragraph employs language that is inconsistent with RDA 1.8.2 Form of Numerals. In practice, extent statements are recorded in a manner that approximates the first alternative in 1.8.2:

Record numerals in the form in which they appear on the source of information.

The proposal suggests that the 4th paragraph of 3.4.5.2 should be revised as follows, to make the language consistent with that of 1.8.2:

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

If such a change is made to the 4th paragraph, it becomes more apparent that part **[a]** of the exception provides the same guidance.

### **Issue #2, part [c]: Expand the extent or make a note (3.4.5.2 exception)**

Part **[c]** of the current exception includes a useful reference to 3.21.2.9 Early Printed Resources (Note on Extent of Manifestation). However, the meaning and usefulness of “expand the extent” is unclear, and the changes below recommend removal of this phrase. The most logical location for part **[c]** of the exception is in response to the 4th paragraph of 3.4.5.2, as recommended in the changes below.

### **Issue #3: Accounting for extent as issued by the publisher (3.4.5.2, new exception)**

Recording a correct extent for an early/rare printed resource is dependent upon a determination of leaves integral to the manifestation as issued by the publisher. Compared to general material, a given copy of an early/rare printed resource (especially an *early* printed resource) is much more likely to include leaves that are not integral to the original manifestation, such as publishers’ advertisements, extra-illustrated insertions, or leaves included as part of a bespoke binding. In the changes below, the proposal suggests a new exception, in response to the 4th paragraph of 3.4.5.2, to define the sequences that are appropriate to include in the statement of extent for early/rare printed resources.

### **Issue #4: Inessential matter (3.4.5.3.2)**

The current exception for early printed resources in 3.4.5.3.2 Inessential Matter provides correct guidance on the treatment of pages containing advertisements. But the exception can be rendered more useful by revising its scope to include all “inessential” matter in early/rare printed resources. The changes below revise the scope of the instruction to all “inessential” matter, while also adjusting the wording of the exception to emphasize that the “matter” must be integral to the manifestation in order to be recorded in the statement of extent.

The final instruction in the current exception -- “Otherwise, make a note (see **3.21.2.9**)” -- is invoked when the “matter” is not integral to the manifestation described. The proposal recommends deletion of this instruction. The proper element in which to describe the non-integral matter -- if described at all -- will vary. It may be accounted for in 3.21.2.9 (e.g., for non-integral errata sheets), in the description of a separate manifestation (e.g., for advertisements cataloged separately), or in descriptions of Items (either 3.22 or 28.1).

## Impact of the revisions

The recommended revisions will serve user needs to identify early/rare printed resources based on statements of extent. The revisions also aim to improve the structure and language of the instructions.

## Changes

*Marked-up version:*

### 3.4.5.2 Single Volume with Numbered Pages, Leaves, or Columns

For a resource consisting of a single volume, record the extent in terms of pages, leaves, or columns according to the type of sequence used in the resource. A sequence of pages, leaves, or columns is:

a) a separately numbered group of pages, etc.

**or**

b) an unnumbered group of pages, etc., that stands apart from other groups in the resource

**or**

c) a number of pages or leaves of plates distributed throughout the resource.

Apply the following general guidelines:

a) If the volume is numbered in terms of pages, record the number of pages.

b) If the volume is numbered in terms of leaves, record the number of leaves.

c) If the volume consists of pages with more than one column to a page and is numbered in columns, record the number of columns.

d) If the volume consists of sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.

If the volume is numbered as leaves but has text on both sides, see [3.4.5.5](#) or make an explanatory note (see [3.21.2.11](#)).

#### **Exceptions**

~~**Early printed resources.** For early printed resources, 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 for identification or selection, record more precise information about pagination, blank leaves, or other aspects of collation: either expand the extent (if this can be done succinctly) or make a note (see [3.21.2.9](#)).~~

**Updating loose-leafs.** If the resource is an updating loose-leaf, record *1 volume* followed by *loose-leaf*, in parentheses.

[example unchanged]

**Serials.** See also [3.4.5.16](#).

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

[examples unchanged]

### **Exceptions**

For complicated or irregular paging, etc., see [3.4.5.8](#).

**Early printed resources and rare printed resources.** For early printed resources and rare printed resources, record the number of pages, leaves or columns for every leaf in the volume as issued by the publisher, including leaves of text, leaves of plates, and blank leaves. Do not record leaves added as part of the binding or the binding itself. Record more precise information about pagination, blank leaves, or other aspects of collation in a note, if considered important for identification or selection (see [3.21.2.9](#)).

[remainder of 3.4.5.2 unchanged]

## 3.4.5.3 Single Volume with Unnumbered Pages, Leaves, or Columns

[no changes]

### 3.4.5.3.1 Numbered and Unnumbered Sequences

[beginning of 3.4.5.3.1 unchanged]

#### **Exception**

**Early printed resources and rare printed resources.** For early printed resources and rare printed resources, record unnumbered sequences of pages, leaves, or columns.

[examples unchanged]

[remainder of 3.4.5.3.1 unchanged]

### 3.4.5.3.2 Inessential Matter

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

### Exception

**Early printed resources and rare printed resources.** For early printed resources and rare printed resources, record ~~pages containing advertisements numbered or unnumbered sequences of inessential matter~~ (when this can be done succinctly) if those pages sequences are clearly integral to the manifestation. Consider a sequence to be integral if it is:

- a) included in the same pagination sequence as the text
- or**
- b) printed on the pages of an initial or final gathering also containing leaves or pages of text
- or**
- c) printed on a separate gathering in a resource that is continuously signed, connected by a catchword, or otherwise bears evidence that it is integral to the manifestation.

[example unchanged]

Otherwise, make a note (see [3.21.2.9](#)).

## 3.4.5.4 Change in Form of Numbering within a Sequence

[1st paragraph and example unchanged]

### Exception

**Early printed resources and rare printed resources.** For early printed resources and rare printed resources, record the numbering in the form presented.

[example unchanged]

## 3.4.5.5 Misleading Numbering

In some cases, the numbering on the last page, leaf, or column of a sequence does not represent the total number in that sequence. When this occurs, do not correct it 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, leaf, or column of the sequence is misprinted).

When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by *that is* and the correct number.

**EXAMPLE**

48 leaves, that is, 96 pages

Numbered leaves with text on both sides

329, that is, 392 pages

**Exception**

**Early printed resources and rare printed resources.** If an early printed resource or rare printed resource is printed in pages but numbered as leaves, record the numbering as leaves. Do not correct the numbering.

**EXAMPLE**

48 leaves

Numbered leaves with text on both sides

[3.4.5.6 - 3.4.5.7 unchanged]

### 3.4.5.8 Complicated or Irregular Paging, Etc.

[1st paragraph and examples unchanged]

**Exception**

**Early printed resources and rare printed resources.** For early printed resources and rare printed resources, record the paging, etc., in the form and sequence presented, if it can be readily ascertained.

[example unchanged]

[3.4.5.9 - 3.4.5.13 unchanged]

### 3.4.5.14 Single Sheet

[1st-2nd paragraphs and examples unchanged]

**Exception**

**Early printed resources and rare printed resources.** If an early printed resource or rare printed resource consists of a single sheet designed to be used unfolded (whether issued folded or unfolded), include a count of the number of

pages printed. Do not count blank pages. Record the number of pages in parentheses following the term *1 sheet*.

[remainder of 3.4.5.14 unchanged]

[3.4.5.15 - 3.4.5.22 unchanged]

*Clean-copy version:*

### 3.4.5.2 Single Volume with Numbered Pages, Leaves, or Columns

For a resource consisting of a single volume, record the extent in terms of pages, leaves, or columns according to the type of sequence used in the resource. A sequence of pages, leaves, or columns is:

a) a separately numbered group of pages, etc.

**or**

b) an unnumbered group of pages, etc., that stands apart from other groups in the resource

**or**

c) a number of pages or leaves of plates distributed throughout the resource.

Apply the following general guidelines:

a) If the volume is numbered in terms of pages, record the number of pages.

b) If the volume is numbered in terms of leaves, record the number of leaves.

c) If the volume consists of pages with more than one column to a page and is numbered in columns, record the number of columns.

d) If the volume consists of sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.

If the volume is numbered as leaves but has text on both sides, see [3.4.5.5](#) or make an explanatory note (see [3.21.2.11](#)).

#### **Exceptions**

**Updating loose-leafs.** If the resource is an updating loose-leaf, record *1 volume* followed by *loose-leaf*, in parentheses.

[example unchanged]

**Serials.** See also [3.4.5.16](#).



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

[examples unchanged]

### **Exceptions**

For complicated or irregular paging, etc., see **3.4.5.8**.

**Early printed resources and rare printed resources.** For early printed resources and rare printed resources, record the number of pages, leaves or columns for every leaf in the volume as issued by the publisher, including leaves of text, leaves of plates, and blank leaves. Do not record leaves added as part of the binding or the binding itself. Record more precise information about pagination, blank leaves, or other aspects of collation in a note, if considered important for identification or selection (see **3.21.2.9**).

[remainder of 3.4.5.2 unchanged]

## 3.4.5.3 Single Volume with Unnumbered Pages, Leaves, or Columns

[no changes]

### 3.4.5.3.1 Numbered and Unnumbered Sequences

[beginning of 3.4.5.3.1 unchanged]

#### **Exception**

**Early printed resources and rare printed resources.** For early printed resources and rare printed resources, record unnumbered sequences of pages, leaves, or columns.

[examples unchanged]

[remainder of 3.4.5.3.1 unchanged]

### 3.4.5.3.2 Inessential Matter

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

#### **Exception**

**Early printed resources and rare printed resources.** For early printed resources and rare printed resources, record numbered or unnumbered sequences of inessential matter (when this can be done succinctly) if those sequences are clearly integral to the manifestation. Consider a sequence to be integral if it is:

- a) included in the same pagination sequence as the text  
**or**
- b) printed on the pages of an initial or final gathering also containing leaves or pages of text  
**or**
- d) printed on a separate gathering in a resource that is continuously signed, connected by a catchword, or otherwise bears evidence that it is integral to the manifestation.

[example unchanged]

### 3.4.5.4 Change in Form of Numbering within a Sequence

[1st paragraph and example unchanged]

#### **Exception**

**Early printed resources and rare printed resources.** For early printed resources and rare printed resources, record the numbering in the form presented.

[example unchanged]

### 3.4.5.5 Misleading Numbering

In some cases, the numbering on the last page, leaf, or column of a sequence does not represent the total number in that sequence. When this occurs, do not correct it 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, leaf, or column of the sequence is misprinted).

When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by *that is* and the correct number.

#### **EXAMPLE**

48 leaves, that is, 96 pages

**Numbered leaves with text on both sides**

329, that is, 392 pages

#### **Exception**

**Early printed resources and rare printed resources.** If an early printed resource or rare printed resource is printed in pages but numbered as leaves, record the numbering as leaves. Do not correct the numbering.

## EXAMPLE

48 leaves

Numbered leaves with text on both sides

[3.4.5.6 - 3.4.5.7 unchanged]

### 3.4.5.8 Complicated or Irregular Paging, Etc.

[1st paragraph and examples unchanged]

#### **Exception**

**Early printed resources and rare printed resources.** For early printed resources and rare printed resources, record the paging, etc., in the form and sequence presented, if it can be readily ascertained.

[example unchanged]

[3.4.5.9 - 3.4.5.13 unchanged]

### 3.4.5.14 Single Sheet

[1st-2nd paragraphs and examples unchanged]

#### **Exception**

**Early printed resources and rare printed resources.** If an early printed resource or rare printed resource consists of a single sheet designed to be used unfolded (whether issued folded or unfolded), include a count of the number of pages printed. Do not count blank pages. Record the number of pages in parentheses following the term *1 sheet*.

[remainder of 3.4.5.14 unchanged]

[3.4.5.15 - 3.4.5.22 unchanged]

## **Other changes in RDA**

This proposal does not affect other instructions or references to/from other instructions.

## **Changes to the RDA Element Set**

No changes needed.