

To: RDA Steering Committee

From: Judith A. Kuhagen, Secretary, RSC

Subject: Revision to RDA 3.12 Book Format and related terms

The text below reflects the decisions made by the RDA Steering Committee during its November 2016 meeting and via email after the meeting.

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3.12 Bibliographic Format

3.12.1 Basic Instructions on Recording Bibliographic Format

3.12.1.1 Scope

bibliographic format ▼: A proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is left full, cut, or folded.

3.12.1.2 Sources of Information

Use evidence presented by the manifestation itself (or on any accompanying material or container) as the basis for recording a bibliographic format. Take additional evidence from any source.

3.12.1.3 Recording Bibliographic Format

Record a bibliographic format if it can be readily ascertained and is considered important for identification or selection. Use an appropriate term from the following list:

- folio
- full-sheet
- 4to
- 8vo
- 12mo
- 16mo
- 18mo
- 24mo
- 32mo
- 36mo
- 48mo
- 64mo
- 72mo
- 96mo
- 128mo

If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the bibliographic format.

EXAMPLE

royal 8vo

oblong 4to

inverted 12mo

Record details of bibliographic format as instructed at [3.12.1.4](#).

3.12.1.4 Details of Bibliographic Format

details of bibliographic format▼: Details of a proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is left full, cut, or folded.

Record details of bibliographic format if considered important for identification or selection. For sources of information, see [3.12.1.2](#).

EXAMPLE

Horizontal chain lines

Volume 1 is folio; volume 2 is 12mo

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Glossary

4to A bibliographic format consisting of one or more leaves that are 1/4 of the whole sheet.

8vo A bibliographic format consisting of one or more leaves that are 1/8 of the whole sheet.

12mo A bibliographic format consisting of one or more leaves that are 1/12 of the whole sheet.

16mo A bibliographic format consisting of one or more leaves that are 1/16 of the whole sheet.

18mo A bibliographic format consisting of one or more leaves that are 1/18 of the whole sheet.

24mo A bibliographic format consisting of one or more leaves that are 1/24 of the whole sheet.

32mo A bibliographic format consisting of one or more leaves that are 1/32 of the whole sheet.

36mo A bibliographic format consisting of one or more leaves that are 1/36 of the whole sheet.

48mo A bibliographic format consisting of one or more leaves that are 1/48 of the whole sheet.

64mo A bibliographic format consisting of one or more leaves that are 1/64 of the whole sheet.

72mo A bibliographic format consisting of one or more leaves that are 1/72 of the whole sheet.

96mo A bibliographic format consisting of one or more leaves that are 1/96 of the whole sheet.

128mo A bibliographic format consisting of one or more leaves that are 1/128 of the whole sheet.

bibliographic format A proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is left full, cut, or folded.

details of bibliographic format Details of a proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is left full, cut, or folded.

eighteenmo 18mo▼

folio A bibliographic format consisting of one or more leaves that are 1/2 of the whole sheet.

full-sheet A bibliographic format consisting of one or more sheets that have not been cut or folded.

ninety-sixmo 96mo▼

octodecimo 18mo▼

one hundred twenty-eightmo 128mo▼

seventy-twomo 72mo▼

thirty-sixmo 36mo▼