To: Gordon Dunsire, Chair, RDA Steering Committee
From: Francis Lapka, Chair, RSC Rare Materials Working Group
Subject: Revision to RDA 3.12 Book Format and related terms

The present revision incorporates improvements suggested in constituency responses to RSC/RareWG/4.

Changes in the revision:

- The term bibliographic format is used instead of bibliographical format, as a replacement for book format (ALA, Europe).

- The definitions bibliographic format and details of bibliographic format are revised to incorporate suggestions (ALA, LC). Thus:
  - Specification of “paper or vellum” is deleted.
  - “… when that sheet …” is revised to “… if that sheet …”
  - “… cut or folded …” is revised to “… cut and/or folded …”
  - “… a leaf or gathering in folio …” is revised to “… a leaf in folio …”

- The phrase “For early printed resources, etc.,” at the beginning of 3.12.1.3 is removed (ALA, LC).

- The e.g. is removed from the definition of Details of Bibliographic Format (RareWG review).

- The example “Gathered in eights,” proposed as an addition to 3.12.1.4 Details of Book/Bibliographic Format, is moved to 3.21.2.11 as an example of aspects of collation (RareWG review). A parallel change is presented in RSC/RareWG/5/rev.

- The missing definition for 18mo is provided.
- The definition for full-sheet is revised (CCC).

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The mark-up is based on existing RDA text, with highlighting used to signal additional revisions resulting from constituency comments.
Change #1: RDA 3.12 Book Format

Marked-up version:

3.12 Book Bibliographic Format
3.12.1 Basic Instructions on Recording Book Bibliographic Formats
3.12.1.1 Scope
book format▼: A result of folding a printed sheet to form a gathering of leaves.

bibliographic format▼: The proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is cut and/or folded (e.g., a leaf in folio occupies half the original whole sheet, in 4to a quarter of the sheet, in 8vo an eighth).

3.12.1.2 Sources of Information
Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the book bibliographic format. Take additional evidence from any source.

3.12.1.3 Recording Book Bibliographic Formats
For an early printed book, etc., record Record the book bibliographic format if it can be readily ascertained and is considered important for identification or selection. Use an appropriate term from the following list:

- full-sheet
- folio
- 4to
- 8vo
- 12mo
- 16mo
- 18mo
- 24mo
- 32mo
- 36mo
- 48mo
If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the bibliographic format.

EXAMPLE

4to
8vo
folio

Record details of book bibliographic format as instructed at 3.12.1.4.

3.12.1.4 Details of Book Bibliographic Format

details of book format▼: Details of a result of folding a printed sheet to form a gathering of leaves.

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

Record details of book bibliographic format if considered important for identification or selection. For scope and sources of information, see 3.12.1.1 and 3.12.1.2.
Volumes 1-4 are 4to; volumes 5-7 are 8vo

Horizontal chain-lines

Clean-copy version:

3.12 Bibliographic Format
3.12.1 Basic Instructions on Recording Bibliographic Formats
3.12.1.1 Scope

bibliographic format ▼: The proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is cut and/or folded (e.g., a leaf in folio occupies half the original whole sheet, in 4to a quarter of the sheet, in 8vo an eighth).

3.12.1.2 Sources of Information
Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the bibliographic format. Take additional evidence from any source.

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

   full-sheet
   folio
   4to
   8vo
   12mo
   16mo
   18mo
   24mo
   32mo
   36mo
If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the bibliographic format.

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 the proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is cut and/or folded.

Record details of bibliographic format if considered important for identification or selection. For scope and sources of information, see 3.12.1.1 and 3.12.1.2.

**EXAMPLE**

Volumes 1-4 are 4to; volumes 5-7 are 8vo

Horizontal chain-lines

**Change #2: RDA Glossary**
Marked-up version:

[Glossary]

2o folio▼

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

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

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

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

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

32mo A book 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 book bibliographic format consisting of one or more leaves that are 1/48 of the whole sheet.

64mo A book 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.

book bibliographic format A result of folding a printed sheet to form a gathering of leaves. The proportional relationship between a whole sheet in a printed or manuscript
resource, and the individual leaves that result if that sheet is cut and/or folded (e.g., a leaf in folio occupies half the original whole sheet, in 4to a quarter of the sheet, in 8vo an eighth).

details of book bibliographic format Details of the result of folding a printed sheet to form a gathering of leaves. Details of the proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is cut and/or folded.

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

full-sheet A bibliographic format consisting of a sheet that has not been cut or folded.

Clean-copy version:

[Glossary]

2o folio▼

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.

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.

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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 The proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is cut and/or folded (e.g., a leaf in folio occupies half the original whole sheet, in 4to a quarter of the sheet, in 8vo an eighth).

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

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 a sheet that has not been cut or folded.