

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).

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. ~~using~~ Use an appropriate term from the following list:

full-sheet

folio

4to

8vo

12mo

16mo

18mo

24mo

32mo

36mo

48mo

64mo

72mo

96mo

128mo

EXAMPLE

4to

8vo

folio

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

EXAMPLE

long 24mo

oblong 4to

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**.

EXAMPLE

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

48mo
64mo
72mo
96mo
128mo

EXAMPLE

4to
8vo
folio

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

EXAMPLE

long 24mo
oblong 4to

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.

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 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.