

TO: Joint Steering Committee for Development of RDA

FROM: Barbara B. Tillett, LC Representative

SUBJECT: 3.11.4 Layout of tactile text and 3.13 font size

LC thanks the British Library for the proposal to generalise issues related to layout in RDA resulting from the vocabulary exercise.

Change 1: Move Jumbo Braille from 3.11.4.3

LC agrees to the proposed change to add “jumbo braille” to the list of terms in 3.13.1.3. We are also sensitive to the comments made by ACOC, and agree that if jumbo braille is moved to the Font Size element, it would be good to expand the scope at 3.13.1.1 to include a final sentence (our experts at the National Library Service for the Blind and Physically Handicapped confirmed that the term Jumbo Braille (at least in the United States) can refer to either the size of the dot and the spacing of the dots-- the latter being more common, but both types are extremely rare):

For resources designed for persons with visual and tactile impairments, font size may also be used to represent the size and/or spacing of the raised dots representing characters and symbols (e.g., jumbo braille).

We presume that the remaining examples, optional addition, and final instructions in 3.13.1.3 not mentioned in the BL proposal still remain ‘as is.’ If so, the first instruction after the optional addition needs a slight modification:

If ~~neither~~ none of the terms listed above is appropriate or sufficiently specific, use a term designating the font size as concisely as possible.

Change 2: Merge 3.11.1 and 3.11.4

LC can accept the BL proposal that generalises some of the layout instructions, but we offer an alternative that further generalises the instructions by removing all exceptions. We think this will make the vocabulary/registry issues easier to handle by combining the vocabulary terms into a single list, categorized for easy use by catalogers by type of resource (we do not intend the categorization terms to be represented in the registry, they are merely there to present a logical list in the instructions). It treats “double line spacing” as just another term in the list, rather than as a qualifier, so the instruction was expanded to indicate that one or more terms may be used.

LC Alternative change 2: Combine instructions for Layout

3.11 Layout

3.11.1 Basic Instructions on Recording Layout

3.11.1.1 Scope

[Layout](#) is the arrangement of text, images, tactile notation, etc., in a resource.

3.11.1.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the layout of the resource. If desired, take additional evidence from any source.

3.11.1.3 Recording Layout

Record the layout of the resource if it is considered important for identification or selection, using ~~an appropriate term~~ one or more terms from the list below.

Cartographic images

both sides

back to back

Sheets

double sided

single sided

Tactile music notation

bar by bar

bar over bar

line by line

line over line

melody chord system

open score

outline

paragraph

section by section

short form scoring

single line

vertical score

Tactile text

double sided

single sided

double line spacing

EXAMPLE

both sides

A single manuscript map on both sides of the sheet

both sides

3 maps printed on both sides of a single sheet

back to back

The same map printed on each side of a single sheet in a different language

double sided

Layout of a flip chart on double-sided sheets

double sided

Layout of a double-sided chart

bar by bar

Tactile Ppiano music for four hands

bar over bar

open score

Tactile Vvocal score

single sided

Layout of a tactile activity card

double sided

double line spacing

*Layout of a volume of braille text showing double line spacing **and** double sided*

single sided (~~jumbo braille~~)

Layout of a volume of braille text

Exceptions

~~**Cartographic images.** Record the layout of cartographic images as instructed under [3.11.2 RDA](#).~~

~~**Tactile music.** Record the layout of tactile music as instructed under [3.11.3 RDA](#).~~

~~**Tactile text.** Record the layout of tactile text as instructed under [3.11.4 RDA](#).~~

If neither none of the terms listed above is appropriate or sufficiently specific, use a term designating the layout as concisely as possible.

Record details of layout as instructed under [3.11.1.4 RDA](#).

3.11.1.4 Details of Layout

Record details of layout if they are considered important for identification or selection.

EXAMPLE

Alternate pages blank

Images placed in frame both horizontally and vertically

Alternate leaves of print and braille

~~**3.11.2 Layout of Cartographic Images**~~

~~**3.11.2.1 Scope**~~

~~[Layout of cartographic images](#) is the arrangement of a cartographic image or images in a resource consisting of one or more sheets.~~

~~**3.11.2.2 Sources of Information**~~

~~Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the layout of cartographic images. If desired, take additional evidence from any source.~~

~~**3.11.2.3 Recording Layout of Cartographic Images**~~

~~For cartographic resources other than atlases, record *both sides* if the image is continued at the same scale on the other side of the sheet or sheets, or if collectively describing multiple images, on both sides of the sheet or sheets.~~

EXAMPLE

both sides

A single manuscript map on both sides of the sheet

both sides

3 maps printed on both sides of a single sheet

~~If the same image is represented in more than one language on each side of the sheet, record *back to back*.~~

EXAMPLE

~~back to back~~

~~*The same map printed on each side of a single sheet in a different language*~~

~~Record details of layout of cartographic images as instructed under~~

~~[3.11.2.4 RDA](#):~~

~~**3.11.2.4 Details of Layout of Cartographic Images**~~

~~Record details of the layout of cartographic images if they are considered important for identification or selection.~~

~~**3.11.3 Layout of Tactile Musical Notation**~~

~~**3.11.3.1 Scope**~~

~~[Layout of tactile musical notation](#) is the arrangement of tactile musical notation in a resource (e.g., bar by bar, line by line).~~

~~**3.11.3.2 Sources of Information**~~

~~Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the layout of tactile musical notation. If desired, take additional evidence from any source.~~

~~**3.11.3.3 Recording Layout of Tactile Musical Notation**~~

~~Record the layout of a resource containing tactile musical notation using one or more appropriate terms from the list below.~~

~~bar by bar~~

~~bar over bar~~

~~line by line~~

~~line over line~~

~~melody chord system~~

~~open score~~

~~outline~~

~~paragraph~~

~~section by section~~

~~short form scoring~~

~~single line~~

~~vertical score~~

EXAMPLE

bar by bar

Piano music for four hands

bar over bar

open score

~~Vocal score~~

~~Record details of layout of tactile musical notation as instructed under~~

~~[3.11.3.4 RDA](#).~~

~~3.11.3.4 Details of Layout of Tactile Musical Notation~~

~~Record details of the layout of tactile musical notation if they are considered important for identification or selection.~~

~~3.11.4 Layout of Tactile Text~~

~~3.11.4.1 Scope~~

~~[Layout of tactile text](#) is the arrangement of tactile text in a resource (e.g., double-sided).~~

~~3.11.4.2 Sources of Information~~

~~Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the layout of tactile text. If desired, take additional evidence from any source.~~

~~3.11.4.3 Recording Layout of Tactile Text~~

~~Record the layout of a resource containing tactile text using one or more appropriate terms from the list below.~~

~~double-sided~~

~~single-sided~~

~~EXAMPLE~~

~~single-sided~~

~~*Layout of a tactile activity card*~~

~~Specify *double line spacing*, in parentheses, if applicable.~~

~~EXAMPLE~~

~~double-sided (double line spacing)~~

~~*Layout of a volume of braille text*~~

~~Specify *jumbo braille*, in parentheses, if applicable.~~

~~EXAMPLE~~

~~single-sided (jumbo braille)~~

~~*Layout of a volume of braille text*~~

~~Record details of layout of tactile text as instructed under [3.11.4.4 RDA](#).~~

~~3.11.4.4 Details of Layout of Tactile Text~~

~~Record details of the layout of tactile text if they are considered important for identification or selection.~~

Clean copy

3.11 Layout

3.11.1 Basic Instructions on Recording Layout

3.11.1.1 Scope

[Layout](#) is the arrangement of text, images, tactile notation, etc., in a resource.

3.11.1.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the layout of the resource. If desired, take additional evidence from any source.

3.11.1.3 Recording Layout

Record the layout of the resource if it is considered important for identification or selection, using one or more terms from the list below.

Cartographic images

- both sides
- back to back

Sheets

- double sided
- single sided

Tactile music notation

- bar by bar
- bar over bar
- line by line
- line over line
- melody chord system
- open score
- outline
- paragraph
- section by section
- short form scoring
- single line

vertical score

Tactile text

double sided

single sided

double line spacing

EXAMPLE

both sides

A single manuscript map on both sides of the sheet

both sides

3 maps printed on both sides of a single sheet

back to back

The same map printed on each side of a single sheet in a different language

double sided

Layout of a flip chart on double-sided sheets

double sided

Layout of a double-sided chart

bar by bar

Tactile piano music for four hands

bar over bar

open score

Tactile vocal score

single sided

Layout of a tactile activity card

double sided

double line spacing

Layout of a volume of braille text showing double line spacing and double sided

single sided

Layout of a volume of braille text

If none of the terms listed above is appropriate or sufficiently specific, use a term designating the layout as concisely as possible.

Record details of layout as instructed under [3.11.1.4 RDA](#).

3.11.1.4 Details of Layout

Record details of layout if they are considered important for identification or selection.

EXAMPLE

Alternate pages blank

Images placed in frame both horizontally and vertically

Alternate leaves of print and braille