

**To:** Joint Steering Committee for Development of RDA  
**From:** Judith A. Kuhagen, JSC Secretary  
**Subject:** 3.11.4 Layout of tactile text and 3.13 Font size

The text below reflects the decisions made by the Joint Steering Committee during its November 2012 meeting. This text will be merged with the reworded chapter 3 before it appears in the 2013 RDA Update of the RDA Toolkit.

**3.11.1.1 Scope**

Layout▼ is the arrangement of text, images, tactile notation, etc., in a resource.

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**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

**Layout of a single manuscript map on both sides of the sheet**

both sides

**Layout of 3 maps printed on both sides of a single sheet**

back to back

**Layout of 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**

doubled sided

**Layout of a double-sided chart**

bar by bar

**Layout of tactile piano music for four hands**

bar over bar

open score

**Layout of a 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.

*[last paragraph unchanged]*

Delete the following instructions:

**3.11.2 Layout of Cartographic Images**

**3.11.3 Layout of Tactile Music Notation**

**3.11.4 Layout of Tactile Text**

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**3.13.1.1 Scope**

*[1<sup>st</sup> and 2<sup>nd</sup> paragraphs unchanged]*

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).

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### 3.13.1.3 **Recording Font Size**

If the text in the resource is in a font size designed for persons with visual impairments, record the font size using an appropriate term from the list below.

giant print  
large print  
jumbo braille

*[optional addition & examples unchanged]*

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

*[last paragraph unchanged]*

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Glossary: deletion of three entries:

**Layout of Cartographic Images** — The arrangement of a cartographic image or images in a resource consisting of one or more sheets.

**Layout of Tactile Music Notation** — The arrangement of tactile musical notation in a resource (e.g., bar by bar, line by line).

**Layout of Tactile Text** — The arrangement of tactile text in a resource (e.g., double sided).