

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

[1st and 2nd 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]