To: Joint Steering Committee for Development of RDA
From: Alan Danskin, British Library Representative
Subject: 3.11.4 Layout of tactile text and 3.13 Font Size

Intention
This purpose of this proposal is to generalise the exceptions at 3.11 Layout, where possible.

This proposal also recommends that the instruction for jumbo Braille at 3.11.4 would be more appropriately located at 3.13 Font size.

Background
Review of the RDA vocabularies for 3.11.1 Layout; 3.11.2 Layout of Cartographic Images, 3.11.3 Layout of Tactile Musical Notation and 3.11.4 Layout of Tactile Text revealed some overlap between the vocabularies. It was proposed that the vocabularies should be merged if possible. It was also noted, that the exceptions at 3.11.2-4 should be regarded as instructions rather than as element sub-types.

The review also indicated that the term "jumbo Braille" more properly belongs at 3.13 Font size.

Changes proposed
The following changes are proposed as discussed in more detail below.

1. Move instruction 3.11.4.3 jumbo Braille to 3.13 Font Size

2 Merge the instructions at 3.11.4 with the general instructions. Delete 3.11.4 and the exception for tactile text at 3.11.1.

It is not proposed to remove the exception for Layout of Cartographic Images at this time, as further work is required to determine whether the terms could be generalised to apply to all resources.

Whether these changes are agreed or not, the **element analysis table** should be amended to delete the element sub-types established for the exceptions:
   • Layout of cartographic images
   • Layout of tactile musical notation
   • Layout of tactile text

Change 1: Move *Jumbo Braille* from 3.11.4.3
Jumbo braille is an enlarged form of Braille intended to assist those who have difficulty reading normal Braille. It is therefore a tactile text equivalent of large or giant print and it is more appropriate to the font size vocabulary than the layout vocabulary.

Add *jumbo braille* to list at 3.13.1.3

Current Text

3.13.1.3   Recording Font Size
If 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

<div style="background-color: #fdfdd0;">

EXAMPLE

large print

Font size for a vocal score

</div>

Revised text

3.13.1.3   Recording Font Size
If 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
<mark>jumbo braille</mark>

Delete instruction 3.11.4.3.3

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

~~Single-sided (jumbo raille)~~
~~Layout of a volume of braille text~~

Clean Copy

3.13.1.3   Recording Font Size
If 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
<mark>jumbo braille</mark>

Delete instruction 3.11.4.3.3

Change 2 Merge 3.11.1 and 3.11.4

The table below compares the general instructions for recording Layout at 3.11.1 with the exceptional instructions for recording layout of resources containing tactile text at 3.11.4

3.11.1	3.11.4
Record the layout the resource <mark>if it is considered important for identification or selection,</mark> using an appropriate term from the list below.	Record the layout of a resource <mark>containing tactile text</mark> using one or more appropriate terms from the list below.
double sided single sided	double sided single sided
double sided **Layout of a flip chart on double-sided sheets**	
double sided **Layout of a double-sided chart**	
	<mark>Specify *double line spacing*, in parentheses, if applicable</mark>
	<mark>Specify *jumbo braille*, in parentheses, if applicable</mark>
<mark>If neither of the terms listed above is appropriate or sufficiently specific, use a term designating the layout as concisely as possible</mark>	
Record details of layout as instructed under 3.11.1.4	Record details of layout of tactile text as instructed under 3.11.4.4

The differences between the two instructions are hightlighted. The terms double sided and single sided are common to both vocabularies and have the same meaning. The term double line spacing is specified for tactile text only, but is also be applicable to normal text. The other term specified for Tactile Text is Jumbo Braille, which is not a kind of layout.

Generalising the instruction will mean that there is no specific instruction to record double line spacing for tactile text.

3.11
Layout LCPS
3.11.1
Basic Instructions on Recording Layout
3.11.1.1
Scope
Layout▾ is the arrangement of text, images, 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 from the list below.

double sided

single sided

EXAMPLE

double sided
Layout of a flip chart on double-sided sheets
double sided
Layout of a double-sided chart

single sided
Layout of a tactile activity card

Specify double line spacing, in parenthesis if applicable.

EXAMPLE

double sided (double line spacing)
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

3.11.4

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 LCPS
3.11.1
Basic Instructions on Recording Layout
3.11.1.1
Scope
Layout▾ is the arrangement of text, images, 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 from the list below.
double sided
single sided

EXAMPLE

double sided
Layout of a flip chart on double-sided sheets
double sided
Layout of a double-sided chart

single sided
Layout of a tactile activity card

Specify double line spacing, in parenthesis if applicable.

EXAMPLE

double sided (double line spacing)
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.

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