

TO: Joint Steering Committee for Revision of AACR
FROM: Hugh Taylor, CILIP representative
SUBJECT: Accessible formats used by visually impaired people

Background

This paper proposes changes to RDA Chapter 3 regarding accessible formats used by visually impaired people

Visually impaired people use a variety of formats to access information (tactile texts, music scores, maps and diagrams; large and giant print; audio formats; digital resources; and audio-described video and DVD). Some information about a resource must be provided at a more specific level than is usual for sighted users.

For example:

- For sighted users, the font size is not usually an issue and is not stated. However, for visually impaired people, even the terms 'large print' and the occasionally used 'giant print' are often not specific enough.
 - The user needs to know whether the item is in 20 point or 24 point since they may be able only to read the larger size.
 - In order to improve legibility for those with specific impairments, materials may also be printed in varying text and background colour combinations and not in standard black text on white paper.
- Tactile musical scores can be laid out in a variety of ways, which affect the way the music is 'read', but the user may only be able to use one or two of these.
- Tactile maps and diagrams vary in type of format, production method, and inclusion of legends and keys to symbols.
 - They may be sheet based (e.g. paper) or 3D (e.g. models and accessible installations).
 - They may be produced in different ways – collage type methods, embossed or relief formats, heat sensitive paper or 'swell paper' (heating this paper causes any black lines and areas on it to be raised).
 - The resource may have information such as legends and symbol keys in braille labelling on the resource and/or information provided in an audio format.
- There is not one braille code.
 - There are different types of braille coding for literary, mathematic and scientific content.
 - Within literary content, there are different types of braille coding for different languages (e.g. American, French, English Braille, etc.), which have language specific coding for accents and for word contractions. Literary braille also exists in different grades.
 - Grade 1 has every letter and punctuation mark coded individually. Grades 2 and 3 have codes for entire words (e.g. the, and, or) and for common word endings (e.g. 'ing') and letter combinations; English Braille grade 2 has around 190 contracted forms.
 - There are also texts used in braille teaching courses where only some of the grade 2 contractions are used as the student is moving from grade 1 to grade 2; these texts are referred to as using Graduated Braille.
 - Moon type also exists in different grades.

- Grade level is therefore an integral part of the statement that a resource is in a form of braille; the rule about grade level statements in Rule 3.6.13.4 'Other technical details of tactile resources' would be more appropriately placed in 3.6.1.3 'Recording characteristics such as large print or braille'.
 - In Braille, capitals are denoted by an extra dot before the letter, two dots for a whole word in capitals. Where capitals are used, this is denoted by the use of the term 'caps' (e.g. Braille grade 2 caps). The practice of using capitals is more common in the US than in the UK.
 - Tactile formats may also be in 'large print' versions, such as 'jumbo Braille'.
- Where the original resource used as the source of tactile format includes diagrams and tables, these sometimes, but not always, form part of the tactile resource. The visually impaired user needs to know whether these materials are available and, if so, in which format.
- There are a variety of production methods for tactile resources. These include thermoform (plastic sheets from a paper master), Braillo (embosser is run from a computer file), plate copies (usually paper copies from a metal master) and solid dot (where hard dots are stuck individually onto the backing sheet).

Although chapter 3 has gone some way to addressing these issues, some further revision is needed. In identifying the changes required, CILIP would like to acknowledge the assistance of the following UK practitioners in this field: the National Library for the Blind and the Royal National Institute of the Blind.

CILIP therefore proposes the following changes are made; examples are provided to assist reviewers of the proposal, without prejudice to any recommendations that the Examples Group might wish to make.

Proposed revisions to Rules 3.6.1.3 and 3.6.2 and 3.6.3 and 3.6.13.4

Chapter 3 Rule 3.6.1.3 Large print, Braille, etc.

Insert new bullet point and examples for large print resources. This requires the inclusion of font size and text/background colour statements.

Amend current 2nd bullet point (tactile systems of notation) statement and examples. This requires the inclusion of more specific detail of the tactile notation system being described.

3.6.1.3. Recording characteristics such as large print or braille

If the resource is in a format specially designed for persons with visual impairments, give an indication of the format (e.g., *large print, braille, tactile*).

large print

braille

tactile

[For resources in large print or giant print, include the font size and the text and background colours where these are not standard black text on white background \(e.g., large print, 18 point, blue text on yellow background\).](#)

[large print, 18 point](#)

[large print, 20 point, blue text on yellow background](#)

[giant print, 36 point](#)

For resources using a tactile system of notation, etc., [record an appropriate term \(e.g. *Braille*, *Moon type*\) in sufficient detail to identify the specific coding type \(e.g. *American Braille*, *French Braille*, *maths code*, *chess code*\) and grade level if known.](#)

Deleted: record an appropriate term (e.g., *braille*, *Moon type*, *jumbo braille*, *press braille*, *computer braille*, *solid dot braille*).

[American Braille grade 1](#)

Deleted: b

[English Braille grade 3](#)

[French Braille](#)

Moon type [grade 2](#)

[chess code](#)

Deleted: jumbo braille¶
computer braille¶
press braille¶
solid dot braille

If the resource consists of eye-readable print and tactile data, or of two or more tactile writing systems, use a concise description of the combination (e.g., *print and braille*, *braille and Nemeth code*, *print and tactile*).

print and braille

braille and Nemeth code

print, braille, and tactile

print and tactile

braille and tactile

Rule 3.6.2 Layout

Rules 3.6.2.1 to 3.6.2.5 No changes

New Rule 3.6.2.6 Layout of tactile text

New Rule 3.6.2.7 Layout of tactile music scores

New Rule 3.6.2.8 Layout of tactile maps and diagrams

3.6.2. LAYOUT

Contents

- 3.6.2.1 Definition
- 3.6.2.2 Sources of information
- 3.6.2.3 Recording layout

- 3.6.2.4 Layout of sheet maps, etc.
 - 3.6.2.5 Layout of charts, flip charts, etc.
 - [3.6.2.6 Layout of tactile text.](#)
 - [3.6.2.7 Layout of tactile music scores.](#)
 - [3.6.2.8 Layout of tactile maps and diagrams.](#)
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3.6.2.1. Definition

- **Layout** is the arrangement of text, images, etc., in a resource.

3.6.2.2. Sources of information

Take information on layout from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

3.6.2.3. Recording layout

Record characteristics of the layout of the resource if they are considered to be important.

3.6.2.4. Layout of sheet maps, etc.

Record any unusual layout of the map(s), etc., on the sheet(s). Use *both sides* if the map, etc., is continued at the same scale on the other side of the sheet(s), or, if collectively describing multiple map(s), etc., that are on both sides of the sheet(s). However, if the same map, etc., is represented in more than one language on each side of the sheet, use *back to back*.

both sides
(A single map printed 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)

3.6.2.5. Layout of charts, flip charts, etc.

If the resource is in the form of a chart or flip chart and is double sided, indicate this.

double sided
(A flip chart on 8 double-sided sheets)

3.6.2.6. Layout of tactile text

Record the layout of tactile text. Use *single-sided* if the text is on one side of the page only and *double-sided* if text is on both sides. If known, the use of double line spacing should also be stated.

single sided
(braille on one side only)

double sided, double line spacing
(braille on both sides, with double spacing between lines)

3.6.2.7. Layout of tactile music scores

Record the layout of tactile music scores. Use one or more terms from the list developed by the international visually impaired sector for the MARC 21 Bibliographic Format field 007, position 06-08, for tactile materials.

bar by bar

vertical score

bar over bar, open score

3.6.2.8. Layout of tactile maps and diagrams

Record the layout of tactile maps and diagrams.

tactile lines for country boundaries, solid dots for capitals

key to symbols in grade 2 English Braille

Deleted: ¶

Rule 3.6.3 Production method

Rules 3.6.3.1 to 3.6.3.3 No changes

Change Rule 3.6.3.4 Thermoform copies
Amend rule name, statement and examples

3.6.3. PRODUCTION METHOD

Contents

- 3.6.3.1 Definition
- 3.6.3.2 Sources of information
- 3.6.3.3 Recording production method
- 3.6.3.4 Tactile resources
- 3.6.3.5 Manuscripts

Deleted: Thermoform copies

3.6.3.1. Definition

- **Production method** is the physical process used to produce a resource.

3.6.3.2. Sources of information

Take information on production method from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

3.6.3.3. Recording production method

Record the method of production or reproduction in general terms (e.g., *engraving, lithograph, photocopy*) or specific terms (e.g., *copper engraving, chromolithograph, blueprint, blueline*) if it is considered to be important.

photocopy

blueline

computer printout

sugar lift aquatint

engraving

photogravure

blueprint

3.6.3.4. Tactile resources

If the resource is a tactile format (e.g. thermoform, Braillo, plate copy, swell paper, solid dot, jumbo Braille), record the specific production method.

thermoform

Braillo

plate copy

swell paper

solid dot

jumbo Braille

Deleted: Thermoform copies

Deleted: thermoform copy, record *thermoform*

3.6.3.5. Manuscripts

If the resource is a manuscript, record one of the following terms as appropriate.

holograph(s) (for manuscripts handwritten by the person(s) responsible for the work(s) contained therein)
ms. (mss.) (for all other handwritten manuscripts)
printout(s)
typescript(s)

holograph

ms.

typescripts

If the manuscript or manuscripts are copies, add, in parentheses, *carbon copy*, *photocopy*, or *transcript*, or the plural as appropriate. If a photocopy is negative, add *negative*. Add *handwritten*, *typewritten*, or *printout* to *transcript(s)*.

holograph (carbon copy)

ms. (photocopy, negative)

ms. (photocopy)

mss. (transcripts, handwritten)

typescript (photocopy)

If the manuscripts are not all of the same nature, word the qualification to indicate this.

mss. (some photocopies)

mss. (transcripts, handwritten, and photocopies)

mss. (photocopies, some negative)

If the method of production of the manuscript(s) cannot be stated succinctly, record the details in a note, if they are considered to be important (see 3.6.13.3).

Change Rule 3.6.13.4 Other technical details of tactile resources

Move 1st bullet point about grades to Rule 3.6.1.3

At 2nd bullet point, amend text and examples

Add new bullet point

3.6.13.4. Other technical details of tactile resources

▼ For resources that include both tactile components and components in print or graphic or 3D media, indicate this and record details identifying the tactile components.

alternate leaves of print and American Braille grade 1.

legends in English Braille grade 1.

▼ wooden model with labels in French Braille grade 1

For tactile text resources that include tactile illustrative matter, record the specific format and components.

tactile diagrams

tactile diagrams, legends in grade 2 English Braille

Deleted: <#>For braille, etc., indicate the grade, etc., if known. ¶
grade 3 braille.¶

Deleted: b

Deleted: b

Deleted: county boundaries tactile.

Clean copy of proposed revisions to Rules 3.6.1.3 and 3.6.2 and 3.6.3 and 3.6.13.4

Chapter 3 Rule 3.6.1.3 Large print, Braille, etc.

Insert new bullet point and examples for large print resources. This requires the inclusion of font size and text/background colour statements.

Amend current 2nd bullet point (tactile systems of notation) statement and examples. This requires the inclusion of more specific detail of the tactile notation system being described.

3.6.1.3. Recording characteristics such as large print or braille

If the resource is in a format specially designed for persons with visual impairments, give an indication of the format (e.g., *large print, braille, tactile*).

large print

braille

tactile

For resources in large print or giant print, include the font size and the text and background colours where these are not standard black text on white background (e.g. *large print, 18 point, blue text on yellow background*).

large print, 18 point

large print, 20 point, blue text on yellow background

giant print, 36 point

For resources using a tactile system of notation, etc., record an appropriate term (e.g. *Braille*, *Moon type*) in sufficient detail to identify the specific coding type (e.g. American Braille, French Braille, maths code, chess code) and grade level if known.

American Braille grade 1

English Braille grade 3

French Braille

Moon type grade 2

Chess code

If the resource consists of eye-readable print and tactile data, or of two or more tactile writing systems, use a concise description of the combination (e.g., *print and braille*, *braille and Nemeth code*, *print and tactile*).

print and braille

braille and Nemeth code

print, braille, and tactile

print and tactile

braille and tactile

Rule 3.6.2 Layout

Rules 3.6.2.1 to 3.6.2.5 No changes

New Rule 3.6.2.6 Layout of tactile text

New Rule 3.6.2.7 Layout of tactile music scores

New Rule 3.6.2.8 Layout of tactile maps and diagrams

3.6.2. LAYOUT

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- 3.6.2.8 Layout of tactile maps and diagrams

3.6.2.1. Definition

- **Layout** is the arrangement of text, images, etc., in a resource.

3.6.2.2. Sources of information

Take information on layout from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

3.6.2.3. Recording layout

Record characteristics of the layout of the resource if they are considered to be important.

3.6.2.4. Layout of sheet maps, etc.

Record any unusual layout of the map(s), etc., on the sheet(s). Use *both sides* if the map, etc., is continued at the same scale on the other side of the sheet(s), or, if collectively describing multiple map(s), etc., that are on both sides of the sheet(s). However, if the same map, etc., is represented in more than one language on each side of the sheet, use *back to back*.

both sides
(A single map printed 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)

3.6.2.5. Layout of charts, flip charts, etc.

If the resource is in the form of a chart or flip chart and is double sided, indicate this.

double sided
(A flip chart on 8 double-sided sheets)

3.6.2.6. Layout of tactile text

Record the layout of tactile text. Use *single-sided* if the text is on one side of the page only and *double-sided* if text is on both sides. If known, the use of double line spacing should also be stated.

single sided
(braille on one side only)

double sided, double line spacing
(*braille on both sides, with double spacing between lines*)

3.6.2.7. Layout of tactile music scores

Record the layout of tactile music scores. Use one or more terms from the list developed by the international visually impaired sector for the MARC 21 Bibliographic Format field 007, position 06-08, for tactile materials.

bar by bar

vertical score

bar over bar, open score

3.6.2.8. Layout of tactile maps and diagrams

Record the layout of tactile maps and diagrams.

tactile lines for country boundaries, solid dots for capitals

key to symbols in grade 2 English Braille

Rule 3.6.3 Production method

Rules 3.6.3.1 to 3.6.3.3 No changes

Change Rule 3.6.3.4 Thermoform copies
Amend rule name, statement and examples

3.6.3. PRODUCTION METHOD

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- 3.6.3.1 Definition
 - 3.6.3.2 Sources of information
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 - 3.6.3.4 Tactile resources
 - 3.6.3.5 Manuscripts
-

3.6.3.1. Definition

- **Production method** is the physical process used to produce a resource.

3.6.3.2. Sources of information

Take information on production method from the resource itself. If the information is not explicitly stated in the resource, or is not implicit, take it from any source.

3.6.3.3. Recording production method

Record the method of production or reproduction in general terms (e.g., *engraving, lithograph, photocopy*) or specific terms (e.g., *copper engraving, chromolithograph, blueprint, blueline*) if it is considered to be important.

photocopy
blueline
computer printout
sugar lift aquatint
engraving
photogravure
blueprint

3.6.3.4. Tactile resources

If the resource is a tactile format (e.g. *thermoform, Braillo, plate copy, swell paper, solid dot, jumbo Braille*), record the specific production method..

thermoform
Braillo
plate copy
swell paper
solid dot
jumbo Braille

3.6.3.5. Manuscripts

If the resource is a manuscript, record one of the following terms as appropriate.

holograph(s) (for manuscripts handwritten by the person(s) responsible for the work(s) contained therein)
ms. (mss.) (for all other handwritten manuscripts)
printout(s)
typescript(s)

holograph

ms.

typescripts

If the manuscript or manuscripts are copies, add, in parentheses, *carbon copy*, *photocopy*, or *transcript*, or the plural as appropriate. If a photocopy is negative, add *negative*. Add *handwritten*, *typewritten*, or *printout* to *transcript(s)*.

holograph (carbon copy)

ms. (photocopy, negative)

ms. (photocopy)

mss. (transcripts, handwritten)

typescript (photocopy)

If the manuscripts are not all of the same nature, word the qualification to indicate this.

mss. (some photocopies)

mss. (transcripts, handwritten, and photocopies)

mss. (photocopies, some negative)

If the method of production of the manuscript(s) cannot be stated succinctly, record the details in a note, if they are considered to be important (see 3.6.13.3).

Change Rule 3.6.13.4 Other technical details of tactile resources

Move 1st bullet point about grades to Rule 3.6.1.3

At 2nd bullet point, amend text and examples

Add new bullet point

3.6.13.4. Other technical details of tactile resources

For resources that include both tactile components and components in print or graphic or 3D media, indicate this and record details identifying the tactile components.

alternate leaves of print and American Braille grade 1.

legends in English Braille grade 1.

Wooden model with labels in French Braille grade 1

For tactile resources that include tactile illustrative matter, record the specific format and components.

tactile diagrams

tactile diagrams, legends in grade 2 English Braille