

To: Joint Steering Committee for Development of RDA
From: Judith A. Kuhagen, Secretary, JSC
Subject: Clarifying instructions for Sequences of Plates (RDA 3.4.5.9)

The text below reflects the decisions made by the Joint Steering Committee during its November 2014 meeting and via email after the meeting.

This revision corrects some typographical errors.

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3.4.5.2 Single Volume with Numbered Pages, Leaves, or Columns

For a resource consisting of a single volume, record the extent in terms of pages, leaves, or columns according to the type of sequence used in the resource. A sequence of pages, leaves, or columns is:

- a) a separately numbered group of pages, etc.
- or**
- b) an unnumbered group of pages, etc. that stands apart from other groups in the resource
- or**
- c) a number of pages or leaves of plates distributed throughout the resource.

Apply the following general guidelines:

- a) If the volume is numbered in terms of pages, record the number of pages.
- b) If the volume is numbered in terms of leaves, record the number of leaves.
- c) If the volume consists of pages with more than one column to a page and is numbered in columns, record the number of columns.
- d) If the volume consists of sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.

If the volume is numbered as leaves but has text on both sides, see 3.4.5.5 or make an explanatory note (see 3.21.2.11).

[exceptions unchanged]

[remainder of instruction unchanged; footnote deleted]

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3.4.5.9 Leaves or Pages of Plates

If the leaves or pages of plates in a resource are not included in the numbering for a sequence or sequences of pages or leaves of text, etc., record the extent of the sequence of leaves or pages of plates at the end of the sequence or sequences of pagination, etc. Record the extent of the sequence of leaves or pages of plates after the pagination, etc., whether the plates are found together or distributed throughout the resource.

Apply the following instructions, as applicable:

- numbered leaves or pages of plates (see 3.4.5.9.1)
- unnumbered leaves or pages of plates (see 3.4.5.9.2).

Exception

For complicated or irregular sequences of plates, apply one of the methods at 3.4.5.8 to record the extent of the sequence of plates.

3.4.5.9.1 Numbered Leaves or Pages of Plates

Record the extent of the sequence or sequences of numbered plates in terms of leaves or pages, according to the type of sequence used in the resource. For each sequence, record the last numbered leaf or page with an appropriate term followed by *of plates*.

EXAMPLE

- 246 pages, 32 pages of plates
- x, 32, 73 pages, 1 leaf of plates
- xiv, 145 pages, 10 leaves of plates, xiii pages of plates
- 400 columns, VI pages of plates

Record leaves or pages of plates that are lettered inclusively in the form A–K *pages of plates*, a–d *leaves of plates*, etc.

EXAMPLE

- A–Q pages, a–f pages of plates
Pages lettered
- xxxvi, 372 pages, A–D leaves of plates
Leaves of plates lettered

Record leaves or pages of plates that are numbered in words by giving the numeric equivalent, followed by *of plates*.

EXAMPLE

40 pages, 5 pages of plates
Pages numbered in words

If the plates are numbered as leaves but have content on both sides:

record the extent by applying the instructions at 3.4.5.5

or

make an explanatory note (see 3.21.2.11).

3.4.5.9.2 Unnumbered Leaves or Pages of Plates

Record the extent of the sequence of unnumbered leaves or pages of plates using the appropriate terms if:

a) an unnumbered sequence constitutes a substantial part of the resource (see also 3.4.5.8)

or

b) an unnumbered sequence includes plates that are referred to in a note

or

c) this information is considered important for identification or selection.

When recording the extent of a sequence of unnumbered leaves or pages of plates, record:

a) the exact number (if the number is readily ascertainable) followed by *unnumbered leaves of plates, etc.*

EXAMPLE

10 unnumbered pages, 16 unnumbered pages of plates

xvi, 249 pages, 12 unnumbered leaves of plates

xii, 24 pages, 212 leaves of plates, 43 unnumbered leaves of plates

or

b) an estimated number preceded by *approximately*, followed by *leaves of plates, etc.*

EXAMPLE

xvi, 504 pages, approximately 500 pages of plates

approximately 300 pages, approximately 100 leaves of plates

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Glossary:

plate

A leaf, usually containing illustrative content, that does not form part of either the preliminary or the main sequence of pages or leaves.