

**To:** Joint Steering Committee for Development of RDA  
**From:** Kathy Glennan, ALA Representative  
**Subject:** Clarifying instructions for Sequences of Plates (RDA 3.4.5.9)

The following revisions are based on the JSC discussion in November 2014; the JSC will discuss these revisions via email.

The revised proposal below incorporates changes from: the original proposal, the CCC response, and a document handed out by LC during the JSC meeting, which was a further extension of the LC response. In integrating these changes, ALA has:

- Removed the footnote in 3.4.5.2, incorporating that text into the instruction itself.
- Standardized the language to follow usage elsewhere in RDA. Among the changes:
  - Using “*of plates*” not “the phrase *of plates*”.
  - Rephrasing 3.4.5.9.2.c from “if considered...” to “this information is considered...”. (The “if” already appears before the a–c list, and the proposed rewording comes from RDA 7.10.1.3.).
- Repeated/modified paragraphs that appear earlier in 3.4.5, instead of making references to lengthy instructions that only include a few paragraphs that are relevant to recording sequences of plates.
- Modified the suggested final paragraph of 3.4.5.9.1, so that making an explanatory note is not characterized as “recording the extent”.

### **1. Changes to 3.4.5.2:**

(Remove footnote; incorporate that text into the 1<sup>st</sup> paragraph instead. Markup provided for text to be removed only.)

### **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.
- b) an unnumbered group of pages, etc. that stands apart from other groups in the publication
- 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.<sup>+</sup>

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**

**Early printed resources.** For early printed resources, record each sequence of leaves, pages, or columns in the terms and form presented. If the resource is printed in pages but numbered as leaves, record the numbering as leaves.

If required for identification or selection, record more precise information about pagination, blank leaves, or other aspects of collation: either expand the extent (if this can be done succinctly) or make a note (see [3.21.2.9](#)).

**Updating loose-leafs.** If the resource is an updating loose-leaf, record *1 volume* followed by *loose-leaf*, in parentheses.

[example unchanged]

**Serials.** See also [3.4.5.16](#).

Record the number of pages, leaves, or columns in terms of the numbered or lettered sequences in the resource. Record the last numbered page, leaf, or column in each sequence and follow it with the appropriate term.

[examples unchanged]

### **Exception**

For complicated or irregular paging, etc., see [3.4.5.8](#).

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

[example unchanged]

Record pages, etc., that are numbered in words by giving the numeric equivalent.

[example unchanged]

Apply the additional instructions at [3.4.5.3–3.4.5.13](#) as applicable to the resource being described.

<sup>+</sup>A sequence of pages or leaves is: (1) a separately numbered group of pages, leaves, etc.; (2) an unnumbered group of pages, etc., that stands apart from other groups in the publication; or (3) a number of pages or leaves of plates distributed throughout the publication.

## **2. Changes to 3.4.5.9:**

(Replace main instruction; create two new sub-instructions. Text for 2<sup>nd</sup>-3<sup>rd</sup> paragraphs in 3.4.5.9.1 modified from related instructions in 3.4.5.2, in lieu of a reference. Wording in 3.4.5.9.2 mirrors instructions in 3.4.5.3.1. Clean copy only.)

### 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 sequence of leaves or pages of plates at the end of the sequence or sequences of pagination, etc. Record 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 sequence of plates.

#### 3.4.5.9.1 Numbered Leaves or Pages of Plates

Record 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

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

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 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 a sequence of unnumbered leaves or pages of plates, record:

*either*

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

**EXAMPLE**

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

xvi, 249 pages, 12 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

### 3. Change to Glossary:

(Revise definition of Plate.)

#### **Plate**

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