

TO: Joint Steering Committee for Development of RDA DATE: June 8, 2012

FROM: Barbara B. Tillett, LC Representative

SUBJECT: Reorganization of instructions for recording extent (3.4.1.3, 3.4.1.5)

Background

RDA instruction 3.4.1.5 (Other terms used to designate the type of unit) currently covers two different topics:

- 1) using a term in common usage as an alternative to using a carrier type term, and
- 2) using the generic term “various pieces” in the extent when the units cannot be named concisely.

LC believes that 1) above is actually an alternative for recording extent (3.4.1.3) and should be moved to that instruction. The remainder of 3.4.1.5 would be just about “various pieces” and could be relabeled to better reflect the coverage. LC also proposes to simplify the reasons for using a term in common usage, combining the a) and b) categories.

A FastTrack proposal was initiated by LC to accomplish this, but the change was deemed to be too complex for that approach, and would not have allowed for revision history marking in the RDA Toolkit.

Proposed revision

3.4.1.3:

Record the extent of the resource by giving the number of units and an appropriate term for the type of carrier as listed under 3.3.1.3. Record the term in the singular or plural, as applicable. (~~For instructions on using other terms to designate the type of unit see 3.4.1.5.~~) If the resource consists of more than one type of carrier, record the number of each applicable type. Specify the number of subunits, if applicable, as instructed under 3.4.1.7–3.4.1.9.

Alternative

Use a term in common usage (including a trade name, if applicable) to designate the type of unit:

- ~~a) if the carrier is in a newly developed format that is not yet covered in the list under 3.3.1.3~~
- ~~b) if none of the terms listed under 3.3.1.3 is appropriate~~
~~or~~
- be) as an alternative to a term listed under 3.3.1.3, if preferred by the agency preparing the description.

EXAMPLE

audio slide
USB flash drive

If a trade name or other similar specification is not used as a term designating the type of unit, record that information as instructed under 3.20.1.3.

Exceptions

[remainder of instruction as found]

3.4.1.5 Other Terms Used to Designate the Type of Unit Units Cannot Be Named Concisely

~~Use a term in common usage (including a trade name, if applicable) to designate the type of unit:~~

- ~~a) if the carrier is in a newly developed format that is not yet covered in the list under 3.3.1.3~~
~~b) if none of the terms listed under 3.3.1.3 is appropriate~~
~~or~~
~~c) as an alternative to a term listed under 3.3.1.3, if preferred by the agency preparing the description.~~

~~EXAMPLE~~

~~audio slide
 USB flash drive~~

If the units cannot be named concisely, record the number of physical units and designate them as various pieces. Record the details of the pieces in a note if they are considered important for identification or selection (see 3.22.2.3).

EXAMPLE

48 various pieces

Optional Omission

If the number of units cannot be readily ascertained or approximated, omit the number.

EXAMPLE

various pieces

~~If a trade name or other similar specification is not used as a term designating the type of unit, record that information as instructed under 3.20.1.3.~~

Clean copy

3.4.1.3:

Record the extent of the resource by giving the number of units and an appropriate term for the type of carrier as listed under 3.3.1.3. Record the term in the singular or plural, as applicable. If the resource consists of more than one type of carrier, record the number of each applicable type. Specify the number of subunits, if applicable, as instructed under 3.4.1.7–3.4.1.9.

Alternative

Use a term in common usage (including a trade name, if applicable) to designate the type of unit:

- a) if the carrier is not in the list under 3.3.1.3

or

- b) as an alternative to a term listed under 3.3.1.3, if preferred by the agency preparing the description.

EXAMPLE
audio slide
USB flash drive

If a trade name or other similar specification is not used as a term designating the type of unit, record that information as instructed under 3.20.1.3.

Exceptions

[remainder of instruction as found]

3.4.1.5 Units Cannot Be Named Concisely

If the units cannot be named concisely, record the number of physical units and designate them as various pieces. Record the details of the pieces in a note if they are considered important for identification or selection (see 3.22.2.3).

EXAMPLE
48 various pieces

Optional Omission

If the number of units cannot be readily ascertained or approximated, omit the number.

EXAMPLE
various pieces