

To: Joint Steering Committee for Development of RDA
From: Bill Leonard, CCC representative
Subject: **Clarification of leaves and pages (RDA 3.4.5.2 and Glossary)**

CCC is not convinced of the need for revisions at 3.4.5.2. CCC agrees that some clarification is needed in this area as cataloguers can be uncertain about how to record unnumbered pages or leaves.

Recording the extent of resources in the form of single volumes actually accomplishes two distinct goals. The overall extent of the physical volume is recorded giving the user an idea of how substantial or not the resource may be. Additionally, the method chosen for numbering the resource (in pages, leaves, columns) is summarized as an aide to identification of a specific manifestation of the resource. In that regard, the instruction 3.4.5.2 as written supports the principle of representation.

To reflect the fact that a volume numbered in terms of pages is paginated even though the pages might only bear odd or even numbering, CCC proposes revising the wording in 3.4.5.2. To address the issue of counting pages or leaves when they are unnumbered, CCC proposes adding instead an additional guideline in 3.4.5.3.

We would also suggest the removal of a confusing example in 3.4.5.5. The "48, that is, 96 pages" example should be removed because cataloguers should simply record 48 leaves, and add a 3.11.1.4 Details of Layout note: Leaves printed on both sides. The words "when only alternate pages are numbered or" can also be removed from this instruction, as below.

Proposed revision to 3.4.5.2

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 as appropriate to the presentation used in the resource, applying the following general guidelines:

- a) If the volume is paginated (i.e., if ~~there are page numbers on both sides of the leaves~~the volume is numbered in terms of pages), record the number of pages.
- b) If the volume is foliated (i.e., if ~~there are leaf numbers on only one side of the leaves~~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.

[remainder of instruction unchanged]

Proposed revision to 3.4.5.3 add at end (after c and the example):

When recording the number or estimated number of unnumbered pages or leaves, apply these guidelines:

a) If leaves are printed or written on both sides, record the number of pages.

b) If leaves are printed or written on one side, record the number of leaves.

[remainder of instruction unchanged]

Proposed revision to 3.4.5.5:

3.4.5.5 Misleading Numbering

If the numbering on the last page, leaf, or column of a sequence does not represent the total number of pages, leaves, or columns in that sequence, let it stand uncorrected unless it gives a completely false impression of the extent of the resource (e.g., ~~when only alternate pages are numbered~~ or when the number on the last page, leaf, or column of the sequence is misprinted).

When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by *that is* and the correct number.

EXAMPLE

~~48, that is, 96 pages~~

329, that is, 392 pages

[note: Revised October 5 to add a sentence to the fourth paragraph and the proposed revision to 3.4.5.5]