

To: Joint Steering Committee for Development of RDA  
From: Judith A. Kuhagen, JSC Secretary  
Subject: Clarification of leaves and pages (3.4.5.2 and Glossary)

The text below reflects the decisions made by the Joint Steering Committee during its November 2012 meeting. This text will be merged with the reworded chapters before they appear in the 2013 RDA Update of the RDA Toolkit.

#### **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 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.

*[sub-paragraphs c) and d) unchanged]*

If the volume is numbered as leaves but has text on both sides, see 3.4.5.5 or make an explanatory note (see 3.22.2.11).

*[remaining paragraphs and examples unchanged]*

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#### **3.4.5.3 Single Volume With Unnumbered Pages, Leaves, or Columns**

*[1<sup>st</sup> paragraph & examples unchanged]*

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

- a) If the leaves are printed or written on both sides, record the extent in terms of pages.
- b) If the leaves are printed or written on one side, record the extent in terms of leaves.

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#### **3.4.5.5 Misleading Numbering**

*[1<sup>st</sup>-2<sup>nd</sup> paragraphs unchanged]*

EXAMPLE

48 leaves, that is, 96 pages  
**Numbered leaves with text on both sides**

[2<sup>nd</sup> example unchanged]

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### **3.22.2.11 Other Details of Extent**

[1<sup>st</sup> paragraph unchanged]

EXAMPLE

[3 existing examples unchanged; two new examples added]

Leaves are printed on both sides

Numbered leaves are printed on both sides

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### **Glossary**

**Leaf** A subunit of a volume; a single bound or fastened sheet of paper forms a leaf; each leaf consists of two pages, one on each side, either or both of which may be blank.

**Page** A single side of a leaf.