

**To:** RDA Steering Committee  
**From:** Thomas Brenndorfer, Extent Working Group Chair  
**Subject:** Proposal for Manifestation: extent of unit and its subtype elements

## Abstract

As a subelement of Manifestation: extent of manifestation, the proposed element Manifestation: extent of unit and its subtypes are used to record quantifications and measurements of aspects of a manifestation that are available to hold content. These measurements include components or characteristics that do not embody content.

For the following existing elements, the proposal is to establish them as subtypes of Manifestation: extent of unit. Any existing subtype hierarchy for these elements will remain in place when they become subtypes of Manifestation: extent of unit. This creates the flexibility for these elements to be used to contribute values to Manifestation: extent of manifestation when using a string encoding scheme to construct a new value for extent of manifestation.

Manifestation: bibliographic format

Manifestation: dimensions

Manifestation: number of recording tracks [current label: tape configuration]

The term *leaf* and related and derivative terms will need to have definitions clarified to indicate that these terms are for units that are available to hold content and include units that do not embody content. The related terms are: *panel*, *folded leaf*, and *updating loose-leaf*.

## Recommendation #1. Manifestation: extent of unit

Recommendation 1: Create the element Manifestation: extent of unit.

Proposed definition: A quantification or measurement of a component or characteristic of a manifestation or a unit that is available to embody content.

In the Prerecording section include the language establishing this element as a subelement of Manifestation: extent of manifestation and providing the option of using a value of Manifestation: manifestation extent statement.

This element is a *subelement* of the *superelement* Manifestation: extent of manifestation.

For general guidance and instructions on recording a statement from a manifestation that reproduces another manifestation, see Guidance: Manifestation statements.

**Manifestation statements of facsimiles and reproductions.**

OPTION

Record an unstructured description within a value of Manifestation: **manifestation extent statement**.

## Recommendation #2. Update Manifestation: **bibliographic format**

Current definition: A proportional relationship between a whole sheet and the individual leaves that result if that sheet is left full, cut, or folded in a manifestation.

Recommendation 2: Add Manifestation: **bibliographic format** as a subtype of Manifestation: **extent of unit**.

Update the Prerecording section to include the language providing the option of using a value of Manifestation: **manifestation extent statement**.

For general guidance and instructions on recording a statement from a manifestation that reproduces another manifestation, see Guidance: Manifestation statements.

**Manifestation statements of facsimiles and reproductions.**

OPTION

Record an unstructured description within a value of Manifestation: **manifestation extent statement**.

## Recommendation #3. Update Manifestation: **number of recording tracks** [current label: tape configuration]

Current definition: A number of tracks on an audiotape.

Recommendation 3: Retain this element as a subtype of Manifestation: **sound characteristic**. Replace the element reference label “tape configuration” with “number of recording tracks”. Add Manifestation: **number of recording tracks** as a subtype of Manifestation: **extent of unit**.

Update the Prerecording section to include the language providing the option of using a value of Manifestation: **manifestation extent statement**:

For general guidance and instructions on recording a statement from a manifestation that reproduces another manifestation, see Guidance: Manifestation statements.

**Manifestation statements of facsimiles and reproductions.**

OPTION

Record an unstructured description within a value of Manifestation: **manifestation extent statement**.

## Recommendation #4. Update Manifestation: **dimensions**

**Recommendation 4.1:** Update the definition of Manifestation: **dimensions**. Add Manifestation: **dimensions** as a subtype of Manifestation: **extent of unit**.

Current definition: A measurement of a carrier or a container of a manifestation.

Dimensions include measurements of height, width, depth, length, gauge, and diameter.

Proposed definition: A set of measurements of the size of a unit of a manifestation.

Dimensions include measurements of height, width, depth, length, gauge, and diameter.

Update the Prerecording section to include the language providing the option of using a value of Manifestation: **manifestation extent statement**:

For general guidance and instructions on recording a statement from a manifestation that reproduces another manifestation, see Guidance: Manifestation statements.

**Manifestation statements of facsimiles and reproductions.**

OPTION

Record an unstructured description within a value of Manifestation: **manifestation extent statement**.

**Recommendation 4.2:** Update the current **Prerecording** Condition Options for still images and cartographic images to refer to the element Manifestation: **dimensions of embodied content** instead. Retain the three options under **Recording**.

**Recommendation 4.3:** Move the instructions under **Recording an unstructured description** to Community Resources. The instructions related to containers will be associated with the element Manifestation: **dimensions of container**.

**Recommendation 4.4:** Under a new structured description section for Manifestation: **dimensions**, provide options that specify a stipulated order for dimensions of various carriers.

The stipulated order better enables machine parsing and comparing of dimensions values. These values may further be modified by a string encoding scheme to produce a display value for

Manifestation: **extent of manifestation**.

### **Recording a structured description**

#### CONDITION

A unit of a manifestation is a card, sheet, or volume.

#### CONDITION OPTION

Record dimensions in the order of height x width.

Use the same unit of measurement for each value.

#### CONDITION

A unit of a manifestation is a cartridge or cassette.

#### CONDITION OPTION

Record dimensions in the order of length x height.

Use the same unit of measurement for each value.

#### CONDITION

A unit of a manifestation is a reel or disc.

#### CONDITION OPTION

Record the diameter.

#### CONDITION

A unit of a manifestation is a cylinder.

#### CONDITION OPTION

Record dimensions in the order of diameter x length.

Use the same unit of measurement for each value.

#### CONDITION

A unit of a manifestation is a belt.

## CONDITION OPTION

Record dimensions in the order of width x circumference.

Use the same unit of measurement for each value.

## CONDITION

A unit of a manifestation is an object.

## CONDITION OBJECT

Record dimensions in the order of height x width x depth.

Use the same unit of measurement for each value.

## Recommendation #5. Vocabulary and glossary updates for units used in Manifestation: extent of unit.

Recommendation 5.1: Remove *leaf* from the **RDA Carrier Extent Unit** vocabulary encoding scheme. A *leaf* is not a value for unitary structure but refers to a subunit of a volume and is proposed to be used in values for Manifestation: extent of unit.

Recommendation 5.2: Update the glossary definition of *leaf*. The current definition is too narrow as leaves can also form from folded sheets which involves no binding or fastening.

### **leaf**

Current definition: A unit of extent that consists of a single bound or fastened sheet as a subunit of a volume; each leaf consists of two pages, one on each side, either or both of which may be blank.

Proposed definition: A physical unit that derives from a single sheet; each leaf may embody content on two pages, one on each side.

Recommendation 5.3. Update the glossary definition of *updating loose-leaf* to use the term *leaves* instead of *pages* as *pages* refers to layout of embodied content.

### **updating loose-leaf**

Current definition: A manifestation of an integrating work that consists of one or more base volumes updated by separate pages that are inserted, removed, or substituted.

Proposed definition: A manifestation of an integrating work that consists of one or more base volumes updated by separate leaves that are inserted, removed, or substituted.

Recommendation 5.4: Add *panel* to the glossary. All panels including blank panels are counted. The term *panel* can be used in a value for Manifestation: **extent of unit**.

### **panel**

Proposed definition: A physical unit that derives from a single sheet folded at least two times; each panel is a subunit of the sheet and may embody content on each side.

Recommendation 5.5: Add *folded leaf* to the glossary. The definition treats a folded leaf like a folded sheet but bound in a volume. The term *folded leaf* can be used in a value for Manifestation: **extent of unit**.

### **folded leaf**

Proposed definition: A physical unit that derives from a single sheet; each folded leaf is designed to have a layout of embodied content in pages when folded.

## Summary of recommendations

**Recommendation 1**: Create the element Manifestation: **extent of unit**.

**Recommendation 2**: Add Manifestation: **bibliographic format** as a subtype of Manifestation: **extent of unit**. Update the Prerecording section to include the language providing the option of using a value of Manifestation: **manifestation extent statement**.

**Recommendation 3**: Retain this element as a subtype of Manifestation: **sound characteristic**. Replace the element reference label “tape configuration” with “number of recording tracks”. Add Manifestation: **number of recording tracks** as a subtype of Manifestation: **extent of unit**. Update the Prerecording section to include the language providing the option of using a value of Manifestation: **manifestation extent statement**.

**Recommendation 4.1**: Update the definition of Manifestation: **dimensions**. Add Manifestation: **dimensions** as a subtype of Manifestation: **extent of unit**. Update the Prerecording section to include the language providing the option of using a value of Manifestation: **manifestation extent statement**.

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**Recommendation 5.2:** Update the glossary definition of *leaf*.

**Recommendation 5.3:** Update the glossary definition of *updating loose-leaf* to use the term *leaves* instead of *pages* as *pages* refers to layout of embodied content.

**Recommendation 5.4:** Add *panel* to the glossary. All panels including blank panels are counted. The term *panel* can be used in a value for Manifestation: **extent of unit**.

**Recommendation 5.5:** Add *folded leaf* to the glossary. The definition treats a folded leaf like a folded sheet but bound in a volume. The term *folded leaf* can be used in a value for Manifestation: **extent of unit**.