

TO: Joint Steering Committee for Development of RDA DATE: July 18, 2012

FROM: Barbara B. Tillett, LC Representative

SUBJECT: Clarification of leaves and pages (3.4.5.2 and Glossary)

### Background

RDA lacks definitions of the terms “leaf” and “page” in the glossary. Definitions for these terms in the RDA Glossary would be helpful as the words are used with specialized meanings in the instructions. The “i.e.” statements in 3.4.5.2 for paginated and foliated serve as definitions but they are only applicable to numbered pages and leaves. There is confusion about 1) what an unnumbered page or leaf is and 2) if a volume printed on both sides but with only odd or even numbering is paginated or foliated. LC proposes to revise 3.4.5.2 to clarify the explanations of paginated and foliated and to add definitions of leaf and page to the glossary.

### Proposed revisions

#### **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~~ e.g., if leaves are printed on both sides), 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~~ e.g., if leaves are printed on one side), record the number of leaves.

[Rest of instruction unchanged]

### **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.

### Clean copy

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