

### 3.4.5 Extent of Text

**CORE ELEMENT**

Extent is a core element for text resources only if the resource is complete or if the total extent is known.

#### 3.4.5.1 Application

For a printed or manuscript resource consisting of text (with or without illustrative content), record the extent by applying the instructions at **3.4.5.2–3.4.5.22**. These instructions apply to text resources in volumes, sheets, portfolios or cases. These instructions also apply to volumes consisting primarily of still images.

Also apply the instructions at **3.4.5.2–3.4.5.22** to subunits in an atlas (see **3.4.2.5**) or in a resource consisting of notated music (see **3.4.3.2**).

For resources consisting of text in other media (e.g., microforms), apply the basic instructions at **3.4.1**.

**RESOURCE CONSISTING OF A SINGLE UNIT**

#### 3.4.5.2 Single Volume with Numbered Pages, Leaves, or Columns

For a manifestation consisting of a single volume, record an extent in terms of pages, leaves, or columns according to the type of sequence used in the manifestation. A sequence of pages, leaves, or columns is:

- a) a separately numbered group of pages, etc.

**or**

- b) an unnumbered group of pages, etc., that stands apart from other groups in the manifestation

**or**

Record every leaf in the volume as issued by the publisher, including leaves of text, leaves of plates, and blank leaves. Do not record leaves added as part of the binding or the binding itself.

Examples in progress

<p>c) a number of pages or leaves of plates distributed throughout the manifestation.</p>	
<p>Apply the following general guidelines:</p> <ul style="list-style-type: none"> <li>a) If the volume is numbered in terms of pages, record the number of pages.</li> <li>b) If the volume is numbered in terms of leaves, record the number of leaves.</li> <li>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.</li> <li>d) If the volume consists of sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.</li> </ul>	
	<p>Record arabic and roman numerals as they appear in the publication. Record roman numerals uppercase or lowercase as they appear.</p>
	<p>xvi, 17-328 pages</p>
<p>If the volume is numbered as leaves but has text on both sides, see <a href="#">3.4.5.5</a> or make an explanatory note (see <a href="#">3.21.2.11</a>).</p>	
<p><b>Exceptions</b></p>	
<p><b>Early printed resources.</b> For early printed resources, record each sequence of leaves, pages, or columns in the terms and form presented. If the resource is printed in pages but numbered as leaves, record the numbering as leaves.</p>	<p>Apply the exception.</p>
	<p>48 leaves</p> <p>Note on extent of manifestation: Numbered leaves with text on both sides</p>
<p>If required for identification or selection, record more precise information about pagination, blank leaves, or other aspects of</p>	

**Examples in progress**

<p>collation: either expand the extent (if this can be done succinctly) or make a note (see <a href="#">3.21.2.9</a>).</p>	
<p><b>Updating loose-leaves.</b> If the resource is an updating loose-leaf, record <i>1 volume</i> followed by <i>loose-leaf</i>, in parentheses.</p>	
<p><b>EXAMPLE</b></p> <p>1 volume (loose-leaf)</p>	
<p><b>Serials.</b> See also <a href="#">3.4.5.16</a>.</p>	
<p>Record the number of pages, leaves, or columns in terms of the numbered or lettered sequences in the resource. Record the last numbered page, leaf, or column in each sequence and follow it with the appropriate term.</p>	<p>Apply the instructions at <a href="#">3.4.5.3.1</a>.</p>
<p><b>EXAMPLE</b></p> <p>327 pages</p> <p>321 leaves</p> <p>381 columns</p> <p>xvii, 323 pages</p> <p>27 pages, 300 leaves</p>	
<p><b>Exception</b></p> <p>For complicated or irregular paging, etc., see <a href="#">3.4.5.8</a>.</p>	
<p>Record pages, etc., that are lettered inclusively in the form <i>A–K pages</i>, <i>a–d leaves</i>, etc.</p>	
<p><b>EXAMPLE</b></p> <p>A–Z pages</p> <p>Pages lettered: A–Z</p>	

<p>Record pages, etc., that are numbered in words by giving the numeric equivalent.</p>	<p>Make a note on extent of manifestation to explain that the pages etc. are numbered in words (see <b>3.21.2</b>).</p>
<p><b>EXAMPLE</b></p> <p>32 pages</p> <p>Pages numbered in words</p>	
<p>Apply the additional instructions at <b>3.4.5.3–3.4.5.13</b> as applicable to the resource being described.</p>	
	<p><b>Non-letterpress volumes</b></p>
	<p>If leaves are all or chiefly non-letterpress, record them as leaves or pages of text rather than as leaves or pages of plates (as in <b>3.4.5.9</b>). Record in Details of Production Method that the leaves are non-letterpress (see <b>3.9.1.4</b>).</p>
	<p>LXXVI leaves  <i>Details of production method:</i> Wholly engraved</p> <p>[1], 13 leaves  <i>Details of production method:</i> Engraved, with a letterpress title page</p> <p>28 leaves  <i>Details of production method:</i> Wholly engraved</p>
	<p><b>Normally imposed single sheets</b></p>
	<p>For a normally imposed single-folded (i.e., 4-page) sheet, record the statement of extent in the same manner as for a volume. Apply this instruction even if only one of the four pages is printed.</p>

**Examples in progress**

	<p>1, [3] pages  <i>Note on extent of manifestation:</i> Last three pages are blank</p> <p>[4] pages  <i>Note on extent of manifestation:</i> Folded single sheet; last three pages are blank.</p>
<p><b>3.4.5.3 Single Volume with Unnumbered Pages, Leaves, or Columns</b></p>	
<p>If the resource consists entirely of unnumbered pages, leaves, or columns, record the number of pages, leaves, or columns using one of the following methods:</p>	
<p>a) Record the exact number of pages, leaves, or columns, if readily ascertainable.</p>	<p>Prefer method (a) unless determining the total number of pages or leaves might damage an item in fragile condition. Record unnumbered pages or leaves by enclosing the total number in the sequence within square brackets.</p>
<p><b>EXAMPLE</b></p> <p>93 unnumbered pages</p>	<p>[ 94 ] pages</p>
<p>b) If the number is not readily ascertainable, record an estimated number of pages, leaves, or columns preceded by <i>approximately</i>.</p>	
<p><b>EXAMPLE</b></p> <p>approximately 600 pages</p>	
<p>c) Record <i>1 volume (unpaged)</i>.</p>	
<p><b>EXAMPLE</b></p> <p>1 volume (unpaged)</p>	

<p>When recording the number or estimated number of unnumbered pages or leaves, apply the following guidelines:</p> <ul style="list-style-type: none"> <li>a) If the leaves are printed or written on both sides, record the extent in terms of pages.</li> <li>b) If the leaves are printed or written on one side, record the extent in terms of leaves.</li> </ul>	
<p><b>3.4.5.3.1 Numbered and Unnumbered Sequences</b></p>	
<p>If the resource consists of both numbered and unnumbered sequences of pages, leaves, or columns, disregard the unnumbered sequences, unless:</p> <ul style="list-style-type: none"> <li>a) an unnumbered sequence constitutes a substantial part of the resource (see also <b>3.4.5.8</b>)</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>b) an unnumbered sequence includes pages, etc., that are referred to in a note.</li> </ul>	
<p><b>Exception</b>  <b>Early printed resources.</b> For early printed resources, record unnumbered sequences of pages, leaves, or columns.</p>	<p>Follow the exception for early printed resources. Count unnumbered sequences according to the terms used to describe the rest of the publication or the part of the publication with which they are associated. In ambiguous cases count them as leaves when they are all printed on one side only; otherwise count them as pages. If the gatherings are discernible, include in the count blank leaves at the beginning of the first gathering or at the end of the final gathering when they are present in a copy in hand or known to be present in other copies. Record the presence of such blank leaves in Details of Layout (see <b>3.11.1.4</b>).</p> <p>Do not count possibly blank leaves wanting according to signature count and not known to exist in other copies.</p>

	<p>Record unnumbered pages or leaves by enclosing the total number in the sequence within square brackets.</p>
<p><b>EXAMPLE</b></p> <p>12 unnumbered pages, 72 pages, 10 unnumbered pages, 48 pages, 6 unnumbered pages, 228 pages, 16 unnumbered pages</p> <p>91 leaves, 1 unnumbered leaf</p> <p>Last leaf blank</p>	<p>[4], 52 pages</p> <p>[6], 321, [1] pages</p> <p>iv, [40], 328 pages</p> <p>284 leaves, [17] pages</p>
	<p>Consider numbered sequences to include unnumbered pages or leaves falling logically within the sequence, counting back from the recorded number to 1.</p>
	<p>[2], 40 pages (<i>Comment:</i> Pages are numbered 3-40 with four unnumbered pages at the beginning)</p> <p><i>but</i> [2], 5-40 pages (<i>Comment:</i> Pages are numbered 5-40 with two unnumbered pages at the beginning; there is no evidence that any leaves are missing)</p>
	<p>Record unnumbered blank pages or blank leaves interrupting a numbered sequence by enclosing the number of unnumbered pages or leaves in square brackets between page or leaf numbers where the interruption occurs.</p>
	<p>200, [8], 201-232 pages</p> <p>42, [2], 43-145, [3], 147-161, [3], 163-180, [6] pages</p>

<p>When recording a sequence of unnumbered pages, etc., record:</p> <p><b>either</b></p> <p>a) the exact number (if the number is readily ascertainable) followed by <i>unnumbered pages</i>, etc.</p> <p><b>or</b></p> <p>b) an estimated number preceded by <i>approximately</i></p> <p><b>or</b></p> <p>c) <i>unnumbered sequence of pages</i>, etc.</p>	<p>Prefer method (a) unless determining the total number of pages or leaves might damage an item in fragile condition. Record unnumbered pages or leaves by enclosing the total number in the sequence within square brackets.</p>
<p><b>EXAMPLE</b></p> <p>33 leaves, 31 unnumbered leaves</p> <p><b>Unnumbered sequence constitutes substantial part; exact number of leaves ascertainable</b></p> <p>8, vii, approximately 300, 73 pages</p> <p><b>Unnumbered sequence constitutes substantial part; number of pages estimated</b></p> <p>27 pages, unnumbered sequence of leaves</p> <p><b>Numbered pages and a sequence of unnumbered leaves</b></p> <p>8 unnumbered pages, 155 pages</p> <p><b>Bibliography referred to in a note appears on 6th preliminary page</b></p>	
<p><b>3.4.5.3.2 Inessential Matter</b></p>	
<p>Disregard unnumbered sequences of inessential matter (advertising, blank pages, etc.).</p>	
<p><b>Exception</b></p> <p><b>Early printed resources.</b> For early printed resources, record pages containing advertisements (when this can be done succinctly) if those pages are:</p> <p>a) included in the same pagination sequence as the text</p> <p><b>or</b></p>	<p>Follow the exception for early printed resources. Also apply the exception if the pages are connected by a catchword or if other evidence suggests that the pages are integral to the manifestation. Record the presence of pages that only contain advertisements as <b>Supplementary Content (see 7.16.1.3)</b>.</p>



<p>b) printed on the pages of an initial or final gathering also containing leaves or pages of text</p> <p><b>or</b></p> <p>c) printed on a separate gathering in a resource that is continuously signed.</p>	
<p><b>EXAMPLE</b></p> <p>40 leaves, 8 unnumbered pages</p>	<p>iv, 188, [2] pages Supplementary Content: Publisher's advertisements on [2] pages at end</p> <p>[52], 156, [4] pages Supplementary Content: Publisher's advertisements on [4] pages at end</p>
<p>Otherwise, make a note (see <a href="#">3.21.2.11</a>).</p>	<p>Describe advertisements that do not fall into any of these categories as related item (<a href="#">see 28</a>), if considered important for identification or selection.</p>
	<p><b>Errata leaves</b></p>
	<p>Include errata leaves (but not errata slips) in the extent statement whether or not they are conjugate with another leaf of the publication. Record the presence of errata leaves and errata slips as <b>Supplementary Content</b> (see <a href="#">7.16.1.3</a>).</p>
	<p>[2], 46, [2] pages Supplementary Content: Errata on page [47]</p>
<p><b>3.4.5.4 Change in Form of Numbering within a Sequence</b></p>	
<p>If the form of numbering within a sequence changes (e.g., from roman to arabic numerals), ignore the numbering of the first part of the sequence.</p>	
<p><b>EXAMPLE</b></p>	

<p>176 pages</p> <p>Pages numbered: i–xii, 13–176</p>	
<p><b>Exception</b>  <b>Early printed resources.</b> For early printed resources, record the numbering in the form presented.</p>	<p>Apply the exception for early printed resources. If unnumbered pages appear between the two forms of numbering, record the total number of unnumbered pages in arabic numerals within square brackets.</p>
<p><b>EXAMPLE</b></p> <p>xii pages, 1 unnumbered page, 14–176 pages</p> <p>First twelve pages of the sequence numbered in lowercase roman numerals, followed by one unnumbered page, followed by remainder of the sequence numbered in arabic numerals</p>	<p>xvi, 17-328 pages</p> <p>xv, [2], 18-328 pages</p>
<p><b>3.4.5.5 Misleading Numbering</b></p>	
<p>In some cases, the numbering on the last page, leaf, or column of a sequence does not represent the total number in that sequence. When this occurs, do not correct it 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).</p>	
<p>When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by <i>that is</i> and the correct number.</p>	<p>When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by <b>i.e.</b> and the correct number in square brackets. Provide an explanatory note (3.21.2), if considered important for clarification.</p>
<p><b>EXAMPLE</b></p> <p>48 leaves, that is, 96 pages</p> <p>Numbered leaves with text on both sides</p>	<p><b>New:</b>  564 [i.e. 56] leaves  Note on extent of manifestation: Leaf 56 wrongly numbered 564.</p>

<p>329, that is, 392 pages</p>	
	<p><b>If the manifestation is printed in pages but numbered as leaves, record the numbering as leaves. Do not correct the numbering.</b></p>
	<p>[8], 260, [2] leaves</p> <p>Note on extent of manifestation: Numbered leaves with text on both sides</p>
<p><b>3.4.5.6 Incomplete Volume</b></p>	
<p><i>If:</i> the last part of the volume is missing</p> <p><i>and</i> the extent of the complete volume cannot be ascertained</p> <p><i>then:</i> record the number of the last numbered page, leaf, or column using the appropriate term and add (<i>incomplete</i>).</p>	<p>For general instructions on recording the extent of incomplete resources, <b>see 3.4.1.10</b></p>
<p><b>EXAMPLE</b></p> <p>xxiv, 179 pages (incomplete)</p>	
<p>Record this imperfection as a note on item-specific carrier characteristic (see <b>3.22.1</b>).</p>	
<p><i>If:</i> pages or leaves appear to be missing from both the first and last part of the volume</p> <p><i>and</i> the extent of the complete volume cannot be ascertained</p>	

<p><i>then:</i></p> <p>record the first and last numbers of the pages, leaves, or columns preceded by the appropriate term.</p>	
<p><b>EXAMPLE</b></p> <p>leaves 81–149</p>	
<p>Record this imperfection as a note on item-specific carrier characteristic (see <a href="#">3.22.1</a>).</p>	
<p><b>3.4.5.7 Pages, Etc., Numbered as Part of a Larger Sequence</b></p>	
<p>If the pages, etc., are numbered as part of a larger sequence (e.g., as part of the continuous paging for a multivolume resource), record the first and last numbers of the pages, etc., preceded by the appropriate term.</p>	
<p><b>EXAMPLE</b></p> <p>pages 713–797</p>	<p>[1], 432–488 pages  <i>(Comment: An offprint from 'Memoirs of the Literary and Philosophical Society of Manchester', volume 4, part 2, Manchester, 1796)</i></p>
<p>If the resource has pagination of its own as well as pagination forming part of a larger sequence, record the pagination for the individual resource. Make a note on pagination forming part of the larger sequence (see <a href="#">3.21.2.6</a>).</p>	
<p><b>EXAMPLE</b></p> <p>328 pages</p> <p>Pages also numbered as part of larger resource: 501–828</p>	<p>16 pages  <i>Note: Pages 4-16 also numbered 196-208.</i></p>
<p><b>3.4.5.8 Complicated or Irregular Paging, Etc.</b></p>	

**Examples in progress**

<p>If the resource has complicated or irregular paging, etc., record the number of pages, leaves, or columns by using one of the following methods:</p>	<p>In general, apply the exception for early printed resources.</p> <p>If it is not practical to record all the sequences (e.g., if they are exceedingly numerous), employ one of the methods outlined in RDA 3.4.5.8</p>
<p>a) Record the total number of pages, leaves, or columns (excluding those that are blank or contain advertising or other inessential matter) followed by <i>in various pagings</i>, <i>in various foliations</i>, or <i>in various numberings</i>, as appropriate.</p>	
<p><b>EXAMPLE</b></p> <p>1000 pages in various pagings</p> <p>256 leaves in various foliations</p> <p>1283 columns in various numberings</p>	
<p>b) Record the number of pages, leaves, or columns in the main sequences of the pagination and add the total number of the remaining variously numbered or unnumbered sequences.</p>	
<p><b>EXAMPLE</b></p> <p>560, 223 pages, 217 variously numbered pages</p> <p>Resource with 1000 pages in various pagings</p> <p>366, 98 pages, 99 unnumbered pages</p>	<p>77, [3] pages, [50] leaves of plates (in various foliations)</p>
<p>c) Record 1 volume (<i>various pagings</i>).</p>	
<p><b>EXAMPLE</b></p> <p>1 volume (various pagings)</p> <p>Resource with 1000 pages in various pagings</p>	

<p><b>Exception</b>  <b>Early printed resources.</b> For early printed resources, record the paging, etc., in the form and sequence presented.</p>	<p>.</p>
<p><b>EXAMPLE</b></p> <p>12 unnumbered leaves, 74 leaves, 32 unnumbered leaves, 62 columns, 9 unnumbered pages</p>	<p>xiv pages, xv-xlii, 496 columns, [1], 498-534, [2] pages  [14], 196 pages, 197-200 leaves, 200, [8], 201-569, [3], 573-599, 596-654, 657-706, [20] pages</p>
<p><b>3.4.5.9 Leaves or Pages of Plates</b></p>	
<p>If the leaves or pages of plates in a resource are not included in the numbering for a sequence or sequences of pages or leaves of text, etc., record the extent of the sequence of leaves or pages of plates at the end of the sequence or sequences of pagination, etc. Record the extent of the sequence of leaves or pages of plates after the pagination, etc., whether the plates are found together or distributed throughout the resource.</p>	<p>For volumes that are all or chiefly non-letterpress, see RBMS PS 3.4.5.2 Single Volume with Numbered Pages, Leaves, or Columns.</p>
	<p>Count title pages and added title pages as leaves or pages of plates if they are entirely or chiefly non-letterpress (e.g., engraved or lithographed) and not integral to any letterpress gatherings. Make a note on extent of manifestation (3.21.2) to indicate any title page counted as a plate.</p>

	<p>112 pages, [1] leaf of plates  <i>Note on extent of manifestation:</i> Plate has engraved title page on recto and blank verso.</p>
	<p>As a last resort, if a publication's gatherings cannot be ascertained, or it is otherwise difficult to tell whether a leaf constitutes a plate, record it in terms of pages or leaves of plates if unnumbered and pages or leaves of text if included in the numbering sequence of the text.</p>
<p>Apply the following instructions, as applicable:          numbered leaves or pages of plates (see <a href="#">3.4.5.9.1</a>)          unnumbered leaves or pages of plates (see <a href="#">3.4.5.9.2</a>).</p>	
<p><b>Exception</b>          For complicated or irregular sequences of plates, apply one of the methods at <a href="#">3.4.5.8</a> to record the extent of the sequence of plates.</p>	<p>Record the extent of the sequence of plates in the form and sequence presented. If it is not practical to record all the sequences (e.g., if they are exceedingly numerous), employ one of the methods outlined in <b>RDA 3.4.5.8</b>.</p>
<p><b>3.4.5.9.1 Numbered Leaves or Pages of Plates</b></p>	
<p>Record the extent of the sequence or sequences of numbered plates in terms of leaves or pages, according to the type of sequence used in the resource. For each sequence, record the last numbered leaf or page with an appropriate term followed by <i>of plates</i>.</p>	<p>-</p>

**Examples in progress**

<p><b>EXAMPLE</b>                  246 pages, 32 pages of plates                  x, 32, 73 pages, 1 leaf of plates                  xiv, 145 pages, 10 leaves of plates, xiii pages of plates                  400 columns, VI pages of plates</p>	<p>-                  viii, 132 pages, iv pages of plates                  x, 32, [2] pages, xxii leaves of plates                  [12] pages, 924 columns, [129], 432, [18], 43 pages, 44-77 columns,                  [6], 90-160, [6] pages, [1] leaf of plates</p>
<p>Record leaves or pages of plates that are lettered inclusively in the form <i>A–K pages of plates</i>, <i>a–d leaves of plates</i>, etc.</p>	<p>-</p>
<p><b>EXAMPLE</b>                  A–Q pages, a–f pages of plates                  Pages lettered                  xxxvi, 372 pages, A–D leaves of plates                  Leaves of plates lettered</p>	<p>-</p>
<p>Record leaves or pages of plates that are numbered in words by giving the numeric equivalent, followed by <i>of plates</i>.</p>	<p>-</p>
<p><b>EXAMPLE</b>                  40 pages, 5 pages of plates                  Pages numbered in words</p>	<p>-</p>
<p>If the plates are numbered as leaves but have content on both sides:                  record the extent by applying the instructions at <a href="#">3.4.5.5</a>  <b>or</b>                  make an explanatory note (see <a href="#">3.21.2.11</a>).</p>	<p>If the plates are numbered as leaves but have content on both sides, record their extent in terms of leaves and make an explanatory note (see 3.21.2.11).</p>



### 3.4.5.9.2 Unnumbered Leaves or Pages of Plates

Record the extent of the sequence of unnumbered leaves or pages of plates using the appropriate terms if:

- a) an unnumbered sequence constitutes a substantial part of the resource (see 3.4.5.8)

**or**

- b) an unnumbered sequence includes plates that are referred to in a note

**or**

- c) this information is considered important for identification or selection.

Always record the extent of unnumbered leaves or pages of plates. If a volume contains a mixture of unnumbered leaves and pages of plates, record the number either in terms of leaves or of pages. Record unnumbered pages or leaves by enclosing the total number in the sequence within square brackets.

When recording the extent of a sequence of unnumbered leaves or pages of plates, record:

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- a) the exact number (if the number is readily ascertainable) followed by *unnumbered leaves of plates*, etc.

**EXAMPLE**

10 unnumbered pages, 16 unnumbered pages of plates  
 xvi, 249 pages, 12 unnumbered leaves of plates  
 xii, 24 pages, 212 leaves of plates, 43 unnumbered leaves of plates

■

[12] pages, [24] pages of plates, [2] leaves of plates  
 [2], ii, ii, 11, [5] pages, [50] leaves of plates

- or**
- b) an estimated number preceded by *approximately*, followed by *leaves of plates*, etc.

In general, record the exact number. If it is not practical to record all the sequences (e.g., if they are exceedingly numerous), record an estimated number.

**EXAMPLE**

xvi, 504 pages, approximately 500 pages of plates  
 approximately 300 pages, approximately 100 leaves of plates

■

**New**  
 viii, 298 pages, approximately [55] leaves of plates

### 3.4.5.10 Folded Leaves

<p>If leaves are folded, record that they are folded.</p>	
	<p>Count a plate folded and bound at the inner margin as two leaves of plates.</p> <p>Make a note on extent of manifestation to indicate any folded letterpress leaves, if considered important (see <a href="#">3.22.2</a>).</p>
<p><b>EXAMPLE</b></p> <p>122 folded leaves</p> <p>230 pages, 25 leaves of plates (some folded)</p> <p>25 folded leaves of plates</p>	<p>[10], 199 [i.e. 203], [33] pages, [3] folded leaves of plates  <i>Optional note on extent of manifestation:</i> The folded leaves are letterpress tables not included in signature statement</p> <p>[8], 30, [8], 31-213, [3] pages, [3] folded leaves of plates</p> <p>183, [1] pages, [9] leaves of plates (7 folded)</p> <p>x, 395 pages, approximately [70] leaves of plates (some folded)</p>
<p><b>3.4.5.11 Double Leaves</b></p>	
<p>If numbered pages, leaves, or columns are presented on a double leaf, record them as pages, leaves, or columns according to their numbering. If they are unnumbered, count each double leaf as two pages.</p>	<p>-</p>
<p>Make a note to explain the format (see <a href="#">3.21.2.11</a>).</p>	
	<p><b>EXAMPLE</b></p> <p>[2], 86, [2] pages  <b>Note on extent of manifestation:</b> Printed on double leaves, with uncut fold at the fore edge</p> <p>[4], 28 pages, [86] leaves of plates  <b>Note on extent of manifestation:</b> Some plates printed on double leaves.</p>

### 3.4.5.12 Duplicated Paging, Etc.

If the paging is duplicated (e.g., in some books with parallel texts), record both pagings and make an explanatory note (see 3.21.2.7).

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#### EXAMPLE

xii, 35, 35 pages

xi, EN185, FR189 pages

Bilingual dictionary with English to French terms followed by French to English terms separately paged. EN and FR appear on the resource

[3], 2-11, 2-11, 12 pages, 13-19, 21 leaves, 22-44, [1] pages

**Note on Extent of Manifestation:** Page numbers 2-11 are duplicated on facing pages; 13-18 and 21 are folding letterpress tables, numbered as leaves; pages 22-44 start numbering on recto and are conventionally numbered

[1], vii, vii, [2], vii, vii, 95, 95, 94-131, 94-131, [3] pages

**Note on Extent of Manifestation:** Text in English and French on opposite pages, numbered in duplicate.

### 3.4.5.13 Pages Numbered in Opposite Directions

If the resource has groups of pages numbered in opposite directions (e.g., in some books with texts in two languages), record all the pagings. Record the pagings of the various groups in order, starting from the title page selected for the description.

#### EXAMPLE

iv, 127, 135, vii pages

Text in English and French on inverted pages; English title page selected

ix, 155, 126, x pages

Text in English and Hebrew; English title page selected

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[32] pages

**Note on Extent of Manifestation:** German and French bound back to back and inverted (tête-bêche format).

[8], 334, [2], 32 pages

**Note on Extent of Manifestation:** "Prima elementa linguae Syriacae Iesu-Christo vernaculae ... per Iohannem Gasbarum Myricaeum Themarensem Hennenbergico-Francum," 32 pages at end, has separate title page and is bound back-to-front. Title in Syriac precedes Latin title.

### 3.4.5.14 Single Sheet

Record the extent of a resource consisting of a single sheet as *1 sheet*.

Examples in progress

<p><b>EXAMPLE</b></p> <p>1 sheet</p>	
<p>If the sheet is designed to be read in pages when folded, record the extent as <i>1 folded sheet</i> followed by the number of pages laid out on the sheet, in parentheses.</p>	<p>For normally imposed single-folded sheets, apply <b>RBMS PS for Single Volume with Numbered Pages, Leaves, or Column (3.4.5.2)</b>.</p>
<p><b>EXAMPLE</b></p> <p>1 folded sheet (8 pages)</p>	
<p><b>Exception</b> <b>Early printed resources.</b> If an early printed resource consists of a single sheet designed to be used unfolded (whether issued folded or unfolded), include a count of the number of pages printed. Do not count blank pages. Record the number of pages in parentheses following the term <i>1 sheet</i>.</p>	
	<p><b>Books:</b></p> <ul style="list-style-type: none"><li>1 sheet (2 pages) (Comment: Sheet of any size printed on both sides, numbered)</li> <li>1 sheet ([2] pages) (Comment: Sheet of any size printed on both sides, unnumbered)</li> <li>1 sheet ([3] pages) (Comment: Folded sheet with title and colophon printed as 2 pages on “outside;” all text printed as one page occupying the entire “inside”)</li> <li>1 sheet (1 page)</li></ul>

	<p>(Comment: Broadside or other sheet printed on one side, numbered)</p> <p>1 sheet ([1] page) (Comment: Broadside or other sheet printed on one side, unnumbered)</p>
<p>If a single sheet is folded into multiple panels and designed to be used folded, include a count of the number of physical panels on one side of the sheet when unfolded. Count both blank panels and panels containing text, illustrations, etc. Record the number of panels in parentheses following the term <i>1 folded sheet</i>.</p>	<p>-</p>
<p><b>EXAMPLE</b></p> <p>1 folded sheet (16 panels)</p>	<p>1 folded sheet ([16] panels) Layout: A folded sheet with 16 panels on each side when unfolded. All panels are unnumbered.</p> <p>1 folded sheet (4 panels) Layout : A folded sheet with 4 panels on each side when unfolded. The "outside" contains a title panel, two panels numbered 1-2, and a final blank panel. The "inside" contains a large map spread over all four panels.</p> <p>1 folded sheet ([4] panels) Layout: A folded sheet with 4 panels on each side; 17 x 40 cm, folded to 17 x 10 cm.</p>
<p>Provide details of the sheet's layout (including the numbering of the panels) in a note if considered important for identification or selection (see <a href="#">3.11.1.4</a>).</p>	
	<p><b>Music:</b> Describe notated music on a numbered single sheet as "1 leaf" if only one side is numbered or as "2 pages" if both sides are numbered. If the sheet is unnumbered, describe it as "[1] leaf" if there is printing on one side or as "[2] pages" if there is printing on both sides.</p>
	<p>1 vocal score ([1] leaf)</p>



<h3>3.4.5.15 Single Portfolio or Case</h3>	
<p>For a resource consisting of one or more sheets, etc., housed in a single portfolio or case, record the extent as <i>1 portfolio</i> or <i>1 case</i>, as appropriate.</p>	<p>If the portfolio or case was not issued with the resource, record the extent in terms of pages, leaves, columns, sheets, or volumes as appropriate. In situations of uncertainty, assume that the portfolio or case was not issued with the resource. Record the presence of the case or portfolio in a note on extent of item, if considered important for identification or collection management (see <b>3.22.2</b>).</p>
<p><b>EXAMPLE</b></p> <p>1 portfolio</p>	
<p><b>Optional Addition</b> Specify the number and type of subunits (e.g., pages, leaves, columns, sheets, volumes) in parentheses following the term <i>1 portfolio</i> or <i>1 case</i>, as appropriate.</p>	<p>Generally, apply the optional addition.</p>
<p><b>EXAMPLE</b></p> <p>1 portfolio (24 sheets)</p> <p>1 case (30 pages, 2 sheets)</p>	
<p>For cases containing two or more volumes, see <b>3.4.5.16</b>.</p>	
<p><u><a href="#">RESOURCE CONSISTING OF MORE THAN ONE UNIT</a></u></p>	
<h3>3.4.5.16 More Than One Volume</h3>	
<p>If the resource consists of more than one volume, record the extent by giving the number of volumes and the term <i>volumes</i>.</p>	
<p><b>EXAMPLE</b></p>	

<p>3 volumes</p>	
<p><b>Exceptions</b></p>	
<p><b>Completed serials.</b> For serials, record the extent by giving the number of bibliographic volumes as reflected in the numbering of the serial (see <a href="#">2.6</a>) instead of the of physical volumes.</p>	<p>Apply the exception.</p>
	<p><b>Reissued serials</b></p> <p>For reissued serials, record the number of physical volumes.</p>
	<p><b>2 volumes</b>  <i>Bibliographic units:</i> Vol. 1-vol. 2  <i>Physical units:</i> 2  <i>Note:</i> Individual issues have designations: v. 1: No. 1 (April 12, 1709)-no. 151 (July 1, 1710); v. 2: No. 152 (July 3, 1710)-no. 271 (Jan. 2, 1711)  <i>Note:</i> Reissue. Originally published weekly: London: J. Morphew, 1709-1711</p> <p><i>New</i></p> <p><b>4 volumes</b>  <i>Note:</i> Individual issues have designations: v. 1: No. 1 (Tuesday, April 12, 1709)-no. 50 (Thursday, August 4, 1709); v. 2: No. 51 (Saturday, August 6, 1709)-no. 114 (Saturday, December 31, 1709); v.3: No. 115 (Tuesday, January 3, 1709 [i.e. 1710])-no. 189 (Saturday, June 24, 1710); v. 4: No. 190 (Tuesday, June 27, 1710)-no. 271 (Tuesday, January 2, 1710 [i.e. 1711]). Some issues dated according to Lady Day dating.  <i>Note:</i> Reissue. Originally published three times a week from April 12, 1709-Jan. 2, 1711, and consisted of 271 numbers</p> <p><b>2 volumes</b>  <i>Note:</i> Individual issues have designations: v. 1: No. I (Thursday, March 12, 1713)-no. 82 (Monday, June 15</p>

	[1713]); v. 2: no. 83 (Tuesday, June 16, 1713)-no. 175 (Thursday, October I [1713]
<p><b>Incomplete resources.</b> If the resource is not numbered yet complete (or if the total number of volumes to be issued is unknown), apply the instructions at <b>3.4.1.10</b>.</p>	
	<p>If a publication has been issued in fascicles intended to be bound into one or more physical units, record the number of pages, leaves, or volumes appropriate to its final form, with a note on extent (see 3.22.2) indicating that it was issued in fascicles.</p>
	<p>If the number of bibliographic volumes differs from the number of physical volumes, record the number of physical volumes. Make a note on extent of manifestation indicating the number of bibliographic volumes (see 3.21.2.8).</p>
	<p>If the number of physical units in which an item is bound differs from the number in which the manifestation was actually issued, record this fact in Note on Extent of Item, if considered important for identification or selection (see 3.22.2).</p>
<h3>3.4.5.17 Continuously Paged Volumes</h3>	
<p>If the volumes are continuously paged, specify the number of pages, leaves, or columns (see <b>3.4.5.2–3.4.5.13</b>) in parentheses, following the term for the type of unit. Ignore separately paged sequences of preliminary matter in volumes other than the first.</p>	<p>If there are separately paged sequences of preliminary matter in volumes other than the first, follow the instructions at 3.4.5.18.</p>
<p><b>EXAMPLE</b></p> <p>2 volumes (xxxxi, 999 pages)</p> <p>3 volumes (xx, 800 pages)</p> <p><b>Pages numbered:</b> i–xx, 1–201; i–xx, 202–513; i–xxi, 514–800</p>	<p>4 volumes ([4], 30, 32-33, 848, 835-1643, [1] pages, [1] leaf of plates)</p> <p>2 volumes (vi, 200, [4] pages, CCC leaves of plates)</p>



<p><b>Optional Omission</b>                  For multipart monographs and serials, omit the number of pages, etc. See also <b>3.4.1.10</b>.</p>	
<p><b>3.4.5.18 Individually Paged Volumes</b></p>	
<p>If the volumes are individually paged, record the number of volumes and omit the pagination.</p>	
<p><b>Optional Addition</b>                  Specify the number of pages, leaves, or columns in each volume (see <b>3.4.5.2–3.4.5.13</b>). Record this information in parentheses, following the term for the type of unit.</p>	
<p><b>EXAMPLE</b></p> <p>2 volumes (xvi, 329; xx, 412 pages)</p>	<p>3 volumes (xx, 202; xx, 203-514; xxi, [1], 515-800 pages)</p> <p>4 volumes ([4], 527, [1]; 12, 548; 8, 533, [3]; 4, 499, [1] pages)</p>
<p><b>3.4.5.19 Updating Loose-Leafs</b></p>	
<p>If the resource is an updating loose-leaf, record the number of volumes followed by <i>loose-leaf</i>, in parentheses. For incomplete resources, see also <b>3.4.1.10</b>.</p>	
<p><b>EXAMPLE</b></p> <p>3 volumes (loose-leaf)</p>	
<p><b>3.4.5.20 More Than One Sheet</b></p>	
<p>If the resource consists of more than one sheet, record the extent by giving the number of sheets and the term <i>sheets</i>.</p>	
<p><b>EXAMPLE</b></p>	

<p>3 sheets</p>	
<p>For sheets contained in a portfolio or case, see <a href="#">3.4.5.15</a> or <a href="#">3.4.5.21</a>.</p>	
<p><b>3.4.5.21 More Than One Portfolio or Case</b></p>	
<p>If the resource consists of more than one portfolio or case, record the extent by giving the number of units and <i>portfolios</i> or <i>cases</i>, as appropriate.</p>	
<p><b>EXAMPLE</b> 4 cases</p>	
<p><b>Optional Addition</b> Specify the number and type of subunits (e.g., pages, leaves, columns, sheets, volumes) in each portfolio or case. Record this information in parentheses, following the term for the type of unit.</p>	<p>Generally, apply the optional addition.</p>
<p><b>EXAMPLE</b> 2 cases (iv pages, 16 leaves; iii pages, 20 leaves)</p>	
	<p>If the portfolios or cases were not issued with the resource, record the extent in terms of pages, leaves, columns, sheets, or volumes as appropriate. In situations of uncertainty, assume that the portfolios or cases were not issued with the resource. Record the number of the cases or portfolios in a note on extent of item, if considered important for identification or collection management (see <a href="#">3.22.2</a>).</p>
<p><b>3.4.5.22 Units and Sets of Units with Identical Content</b></p>	
<p>For a resource consisting of units or sets of units with identical content, apply the basic instructions at <a href="#">3.4.1.6</a>.</p>	