

**To:** ALA/ALCTS/CCS Committee on Cataloging: Description and Access  
**From:** Kathy Glennan, ALA Representative to the Joint Steering Committee  
**Subject:** Clarifying instructions for Sequences of Plates (RDA 3.4.5.9)

**Background:**

At ALA Midwinter 2014, CC:DA discussed CC:DA/JSC Rep/KPG/2013/2, *Problems with RDA 3.4.5.9, Leaves or Pages of Plates*. As an outcome of that discussion, a small group of CC:DA members/liaisons agreed to further review the problems and prepare revised instructions for CC:DA consideration.

The proposed revision takes a new approach to presenting the instructions for recording sequences of plates which:

- Clarifies that this instruction applies only to plates that do not form part of either the preliminary or main sequences of leaves, pages, or columns
- Specifies where to record the sequence or sequences of plates
- Removes the exception for early printed resources, since the revision of the general instructions addresses these specific needs
- Creates separate sub-instructions for numbered and unnumbered sequences of plates
- Offers an option to record unnumbered sequences of plates if important for identification or selection
- Provides specific instructions for how to record unnumbered sequences of plates

The proposal also contains a revision of wording to the Glossary definition of “plate”.

**Proposal:**

[Note: no marked-up text is provided, since the proposed changes are extensive]

### 3.4.5.9 Sequences of Plates

Record the sequence or sequences of plates after the preliminary and main sequences of leaves, pages, or columns, whether the plates are found together or distributed throughout the resource.

Apply the following instructions, as applicable:

numbered sequences of plates (see [3.4.5.9.1](#))

unnumbered sequences of plates (see [3.4.5.9.2](#))

### 3.4.5.9.1 Numbered Plates

Record the sequence or sequences of numbered plates in terms of leaves or pages, according to the type of sequence used in the resource. Record the last numbered leaf or page in each sequence of plates followed by the appropriate term.

If the numbering of the sequences of plates is complex or irregular, see [3.4.5.8](#).

#### EXAMPLE

246 pages, 32 pages of plates

x, 32, 73 pages, 1 leaf of plates

xiv, 145 pages, 10 leaves of plates, 13 pages of plates

### 3.4.5.9.2 Unnumbered Plates

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

- a) an unnumbered sequence forms a substantial part of the resource  
(see also [3.4.5.8](#))

*or*

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

#### *Alternative*

If considered important for identification or selection, always record the unnumbered sequence of leaves or pages of plates.

When recording a sequence of unnumbered leaves or pages, use one of the following methods:

- a) Record the exact number of leaves or pages, if readily ascertainable. If the resource contains both leaves and pages of plates, record the number in terms of whichever is predominant.

#### EXAMPLE

xii, 24 pages, 212 leaves of plates, 43 unnumbered leaves of plates

Unnumbered sequence constitutes substantial part

xvi, 249 pages, 12 unnumbered leaves of plates

Unnumbered sequence includes a plate referred to in a note

323 pages, 22 unnumbered pages of plates

Contains 16 pages and 3 leaves of plates

171 pages, 4 unnumbered leaves of plates

Contains 8 numbered illustrations on 4 unnumbered leaves of plates

- b) If the number is not readily ascertainable, record an estimated number of leaves or pages preceded by *approximately*.

#### EXAMPLE

xvi, 504 pages, approximately 500 pages of plates

## Glossary

[marked up copy]

**Plate** A leaf printed on one or both sides containing illustrative content, with or without explanatory text, that does not form part of either the preliminary or the main sequence of pages or leaves. A plate usually contains illustrative content and is often printed separately from the remainder of the volume, on different paper.

[Clean copy]

**Plate** A leaf printed on one or both sides that does not form part of either the preliminary or the main sequence of pages or leaves. A plate usually contains illustrative content and is often printed separately from the remainder of the volume, on different paper.