TO: Robert Rendall, Chair
ALA/ALCTS/CaMMS/Committee on Cataloging: Description and Access (CC:DA)
FROM: Francis Lapka and Diane Hillmann, Co-chairs
Task Force on Machine-Actionable Data Elements in RDA Chapter 3
SUBJECT: Revision Proposal (June, 2015)

Background

The present proposal builds upon the strawman proposal submitted to CC:DA at Midwinter 2015:

http://alcts.ala.org/ccdablog/?p=1702

In addition, readers who are new to the work of the task force are strongly encouraged to review its earlier work for full background information.

Discussion paper, 2012: http://alcts.ala.org/ccdablog/wp-content/uploads/2012/06/tf-mrdata3.pdf
Interim report, 2013: http://alcts.ala.org/ccdablog/wp-content/uploads/2012/06/tf_MRdata4.pdf

Full and up-to-date introductory text will be re-instituted in the finalized form of this proposal, for submission to the JSC.

The proposal includes six sections:

1. Measurements
2. Extent of the Carrier
3. Pagination and Foliation
4. Dimensions
5. Extent of the Content
6. Duration

At the beginning of each section, we include notes on changes, outstanding issues, and questions for CC:DA. Throughout this document, significant changes made since *the strawman proposal* are recorded in blue text; but entirely new sections -- namely 3.4.1.7 (Subunits), Dimensions, and Pagination and Foliation -- are uncolored. Editorial comments are in red.

The document should be considered a veritable revision proposal; *but*, it's also clear that many of the details are dependent on variables beyond the control of the task force. That is, the proposal is not implementable *as is*. One of the major dependencies is the development of a value vocabulary for Extent of the Content. We also recognize that our most frequently used data encoding schema may not yet be compatible with the machine-actionable methods for recording data that we propose.

Some of the changes proposed will impact sections of RDA that are not yet treated in the proposal (e.g., 3.21.2 Note on Extent of Manifestation).

One change made since the Midwinter strawman affects all sections. We replace the phrase *structured measurement* with *measurement recorded as sub-elements*; and we replace *unstructured measurement* with *measurement recorded as a string*. This change follows a lively (and somewhat unresolved) discussion on whether it may be problematic to use the term *structured*, since:

a) it echoes a term in *structured description* (for describing related entities, in RDA chapter 24, etc.)
b) one might argue that a measurement recorded as a string has structure, provided by a standard syntax

The task force welcomes suggestions on this issue of terminology.

We reiterate a point made in our Midwinter strawman: the machine-actionable examples in this proposal formally illustrate data elements and data values. **These examples should not be construed to reflect the form of the data that will be displayed to the user** or (necessarily) the form of the data as it is entered in a given cataloging interface. Components of a machine actionable measurement will come from controlled vocabularies. This binding to controlled vocabularies will enable any number of options when the data is displayed. And it may be that the preferred display for some communities will closely resemble what we use now in measurements recorded as strings. In the case of Extent (carrier and content), we may assume that the value recorded for Measurement Type will usually *not be displayed* to the user; and in a cataloging interface, it may be automatically populated by the software.

The revisions to RDA proposed are too numerous to be called out (and posed as questions) individually. Needless to say, the task force welcomes comments on every detail.

Task Force members: John Attig, Dominique Bourassa, Karen Coyle, Gordon Dunsire, Diane Hillmann, Francis Lapka, Elizabeth O'Keefe, Mark Scharff, Amanda Sprochi.

1. Measurements

The task force makes few changes to the Measurements element first introduced in our Midwinter proposal. As noted then:

> [the] *Measurements* element a) is not tied to a single WEMI entity, and b) functions as a super-property for all other types of measurements in RDA (e.g. Extent of the Carrier, Dimensions, Duration, etc.). The task force thinks it is unwise to create separate Measurements elements for Expression, Manifestation, and Item, because the scope and definition of Measurements are consistent throughout. Instead, we suggest that Measurements is an attribute of a single high-level class to which WEMI entities are subclasses. If, for example, the FRBR consolidated model proposes that WEMI entities are subclasses of *Thema* (and RDA follows suit), then Measurements would be an attribute of Thema. The task force envisions the Measurements property as a useful step in the direction of a more logical and less redundant RDA model.

In our strawman proposal, we suggested that certain concepts (e.g. an approximate measurement) are applicable to all types of measurements (e.g. extent, dimensions, etc.) and that these concepts might be most efficiently treated at the highest level, in the present Measurements instructions. Upon further review, we struggled to find concepts (beyond approximate measurements) that could be generalized at this high level, so we have not pursued this approach.

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x.y Measurements

x.y.1 Basic Instructions on Measurements

x.y.1.1 Scope

A **measurement**▼ is information about the extent, dimensions, or duration of a resource, recorded in terms of units and numerical values.

x.y.1.2 Sources of Information

For guidance on choosing sources of information for measurements, see the instructions for specific sub-elements of a measurement as follows:

a) For measurement type, see **x.y.2**.

b) For measurement unit, see **x.y.3**.

c) For measurement quantity, see **x.y.4**.

d) For part measured, see **x.y.5**.

e) For measurement qualifier, see **x.y.6**.

f) For measurements recorded as a string, see **x.y.7**.

x.y.1.3 Recording Measurements

Record the measurement by using one or both of the following methods:

a) a set of sub-elements (see **x.y.2**-**x.y.6**). Measurement type, measurement unit, and measurement quantity are required.

and/or

b) a string, combining the values of appropriate measurement sub-elements (see **x.y.7**)

A measurement recorded as a string may be especially appropriate if complete measurement information cannot be readily recorded by means of a set of sub-elements.

x.y.2 Measurement Type

Measurement type is a core element.

x.y.2.1 Scope

Measurement type▼ is a categorization reflecting the aspect of the resource being measured (e.g. carrier extent units, height, playing time).

x.y.2.2 Sources of Information

Take information on measurement type from any source.

x.y.2.3 Recording Measurement Type

Record a measurement type by applying the appropriate instructions:

extent of the carrier (see **3.4**)
dimensions (see **3.5**)
extent of the content (see ...)
duration (see **7.22**)

EXAMPLE

carrier extent units

height

playing time

x.y.3 Measurement Unit

Measurement unit is a core element.

x.y.3.1 Scope

Measurement unit▼ is the standard used for measurement of the resource (e.g. cm, linear feet, seconds). For measurements of extent, measurement unit is a physical or logical constituent of a resource (e.g., volume, audiocassette, map).

x.y.3.2 Sources of Information

Take information on measurement unit from any source.

x.y.3.3 Recording Measurement Unit

Record a measurement unit by applying the appropriate instructions:

extent of the carrier (see **3.4**)
dimensions (see **3.5**)
extent of the content (see ...)
duration (see **7.22**)

EXAMPLE

pages

cm

maps

seconds

x.y.4 Measurement Quantity

Measurement quantity is a core element.

x.y.4.1 Scope

Measurement quantity▼ is the numerical value of the measurement.

x.y.4.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording measurement quantity. Take additional evidence from any source.

x.y.4.3 Recording Measurement Quantity

Record a measurement quantity by applying the appropriate instructions:

- extent of the carrier (see **3.4**)
- dimensions (see **3.5**)
- extent of the content (see ...)
- duration (see **7.22**)

EXAMPLE

315

24.8

1

x.y.5 Part Measured

x.y.5.1 Scope

Part measured▼ is an indication of the part of the resource being measured, included when necessary for clarity (e.g., tape, binding, plate mark).

x.y.5.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording part measured. Take additional evidence from any source.

x.y.5.3 Recording Part Measured

Record the part measured by applying the appropriate instructions:

extent of the carrier (see **3.4**)
dimensions (see **3.5**)
extent of the content (see ...)
duration (see **7.22**)

EXAMPLE

tape

binding

plate mark

x.y.6 Measurement Qualifier

x.y.6.1 Scope

Measurement qualifier▼ is a word or phrase that elaborates on the nature of the measurement when necessary, e.g. when the measurement is approximate.

x.y.6.2 Sources of Information

Take information on measurement qualifier from any source.

x.y.6.3 Recording Measurement Qualifier

Record a measurement qualifier by applying the appropriate instructions:

extent of the carrier (see **3.4**)
dimensions (see **3.5**)
extent of the content (see ...)
duration (see **7.22**)

EXAMPLE

approximately

identical

or smaller

folded

x.y.7 Measurements recorded as a string

Record a measurement as a string by combining the values of appropriate measurement sub-elements (see **x.y.2-x.y.6**), applying the appropriate instructions:

extent of the carrier (see **3.4**)
dimensions (see **3.5**)
extent of the content (see ...)
duration (see **7.22**)

EXAMPLE

2 audiotape reels

6 drawings

30 cm

approximately 90 min.

2. Extent of the Carrier

This section includes numerous changes and additions. The proposal overhauls the sections of RDA 3.4 that deal with specific types of *content*. Thus, instructions concerning cartographic resources (3.4.2), notated music (3.4.3), still-images (3.4.4), and three-dimensional forms (3.4.6) are now treated in Extent of the Content.

The proposal applies a significant reevaluation of the *nature* of the data recorded in RDA 3.4.5 Extent of Text. Many of the instructions in RDA's current 3.4.5 are re-purposed in a new element that we propose for Pagination and Foliation. We suggest this change because the data is fundamentally different than that recorded for other varieties of Extent of the Carrier; that is, only for subunits of volumes do we record extent based on how the resource presents its numeration -- which is more *transcription* than true *measurement*. See section 3 (below) for additional information on Pagination and Foliation.

Within Extent of the Carrier (3.4), treatment of volumes, and their subunits, is much simplified. The task force proposes:

a. Extent of volumes should be treated in the same manner as other carriers. When there is one volume, this should be recorded as carrier extent units. By always recording the number of volumes, we clarify whether the subunits (e.g. pages) belong to an online resource, portfolio, microfilm, or volume.
b. The extent of subunits for volumes -- as a true *measurement* -- should not attempt to record the manner in which the resource presents itself (i.e. the sequences of pagination and foliation). Thus:
    - Extent of volume subunits aims to record the *total* number of pages/leaves and pages of plates/leaves of plates. Separate (sub-)sequences are properly recorded in Pagination and Foliation, not extent.
    - The distinction between numbered and unnumbered pages is recorded in Pagination and Foliation, but not in extent.
    - Numbering (i.e. self-presentation) in terms of columns is recorded in Pagination and Foliation, but not in extent.

The task force suggests that almost all legacy data recorded in extent statements for resources issued as volumes is actually data describing pagination and foliation, not extent (although the two concepts are of course closely related). Pagination and foliation information will frequently provide a reliable basis for the extent measurement. The distinction between the two varieties of data -- and the possibility that machines may assist in the transformation of *pagination* to *extent*, is nicely illustrated by a web page/script provided by Thomas Meehan:

http://www.aurochs.org/mashcat/pages.html

The task force anticipates comments on this change.

> **Question 1:** Does CC:DA agree that Pagination and Foliation should be treated separately from extent of volume units and subunits?
>
> **Question 2:** Does CC:DA agree that the number of volumes should always be recorded, even if there is only a single volume?
>
> **Question 3:** Does CC:DA agree that the distinction between numbered and unnumbered pages (etc.) should be made in Pagination and Foliation, but not in extent?
>
> **Question 4**: Does CC:DA agree that numbering in terms of columns should be recorded in Pagination and Foliation, but not in extent.

The proposal introduces a short sub-section, 3.4.1.x More than One Volume, for two ends:

a) to provide a general instruction on the distinction between bibliographic volumes and physical volumes (at the moment, the only guidance is in a note at 3.21.2.8)
b) to serve as a necessary home for for the important exception for completed serials

Instructions for cases and portfolios, previously included as subsections in Extent of Text and Extent of Still Images, are now treated in an exception in 3.4.1.3

The proposal adds instructions for subunits (3.4.1.7) -- which were omitted from our previous strawman. Within guidelines for subunits of microfilm, computer discs, etc., there is a repeated formulation:

> In some cases, a resource is in a format that parallels a print, manuscript, or graphic counterpart. When this occurs, specify the number of subunits by applying the instructions for extent of the appropriate parallel counterpart:
>
> cartographic resources (see **3.4.2**)
>
> notated music (see **3.4.3**)
>
> still images (see **3.4.4**)

and/or

text (see **3.4.5**).

The proposal substitutes:

> In some cases, a resource consists of one or more files in a format that parallels a resource issued as a volume. When this occurs, specify the number of subunits by applying the instructions for extent of subunits for volumes (see **3.4.1.7.9)**.

Based on input received at Midwinter concerning 3.4.1.10 Incomplete Resource, the proposal makes a distinction between resources that are *incomplete* and those that are *not yet complete*.

Also based on Midwinter feedback, the proposal restores instructions on Storage Space within 3.4.1.11 (collections), resisting the urge to move these guidelines to Dimensions (3.4.6).

The task force ran out of time before resolving the instructions in 3.4.1.12.2 Location of the Part within the Resource. Somewhat like Pagination and Foliation, the data recorded here is not a measurement of extent -- and the heading concedes as much.

> **Question 5**: Where is the most logical location for the instructions 3.4.1.12.2, if not in Extent of the Carrier. Does RDA need an element for Location within the Larger Resource -- something functionally similar to 24.6 Numbering of Part?

This column shows the proposed revision to 3.4.	This column shows equivalent portions of RDA's current 3.4.
3.4 Extent of the Carrier CORE ELEMENT Extent of the carrier is a core element only if the resource is complete or if the total extent is known. Record subunits only if readily ascertainable and considered important for identification or selection.	**3.4 Extent** CORE ELEMENT Extent is a core element only if the resource is complete or if the total extent is known. Record subunits only if readily ascertainable and considered important for identification or selection.

## 3.4.1 **Basic Instructions on Recording Extent of the Carrier**	## 3.4.1 Basic Instructions on Recording Extent
### 3.4.1.1 Scope **Extent of the carrier▼** is a measurement of the number and type of carrier units and/or subunits making up a resource. For instructions on recording sub-elements of the extent of the carrier, see **x.y**.	### 3.4.1.1 Scope **Extent▼** is the number and type of units and/or subunits making up a resource.
A **carrier unit ▼** is a physical constituent of a resource (e.g., a volume, an audiocassette, a digital file). A **carrier subunit▼** is a physical subdivision of a carrier unit (e.g., a page of a volume, a sheet of a flipchart, a frame of a microfiche).	A **unit▼** is a physical or logical constituent of a resource (e.g., a volume, audiocassette, film reel, a map, a digital file). A **subunit▼** is a physical or logical subdivision of a unit (e.g., a page of a volume, a frame of a microfiche, a record in a digital file).
For instructions on recording extent of the content, see **7.x.** For instructions on recording duration (i.e., playing time, running time, performance time, etc.), see **7.22**.	For instructions on recording duration (i.e., playing time, running time, performance time, etc.), see **7.22**.
### 3.4.1.2 Sources of Information Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the extent of the carrier. Take additional evidence from any source.	### 3.4.1.2 Sources of Information Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the extent of the resource. Take additional evidence from any source.
### 3.4.1.3. Recording Extent of the Carrier Record the extent of the carrier by applying the general guidelines for measurements at **x.y**.	### 3.4.1.3 Recording Extent Record the extent of the resource by giving the number of units and the type of unit. For the type of unit, use an appropriate term

Use one or both of the following methods: a) a set of measurement sub-elements b) a string, combining the values of appropriate measurement sub-elements.	from the list of carrier types at **3.3.1.3**. Record the term in the singular or plural, as applicable.
For measurement type (see **x.y.2**), record: ***either*** a) *carrier extent units* for counts of carrier units ***or*** b) *carrier extent subunits* for counts of carrier subunits.	
Exception For extent recorded as a string, omit the measurement type.	
Record the measurement unit (see **x.y.3**) by giving an appropriate term from the list of carrier types at **3.3.1.3**.	
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: microfilm cassette MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: slides MEASUREMENT QUANTITY: 100 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: audiotape reels MEASUREMENT QUANTITY: 2	

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: film reel
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: video cartridge
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: computer disc
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: online resource
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: microfiches
MEASUREMENT QUANTITY: 3

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volume
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: sheets
MEASUREMENT QUANTITY: 3

As a string

1 microfilm cassette

100 slides

2 audiotape reels

1 film reel

1 video cartridge

EXAMPLE

1 microfilm cassette

100 slides

2 audiotape reels

1 film reel

1 video cartridge

1 computer disc 1 online resource 3 microfiches 1 volume 3 sheets	1 computer disc 1 online resource 3 microfiches
Alternative Use a term in common usage (including a trade name, if applicable) to indicate the measurement unit: a) if the carrier is not in the list at **3.3.1.3** **or** b) as an alternative to a term listed at **3.3.1.3**, if preferred by the agency preparing the description.	***Alternative*** Use a term in common usage (including a trade name, if applicable) to indicate the type of unit: a) if the carrier is not in the list at **3.3.1.3** **or** b) as an alternative to a term listed at **3.3.1.3**, if preferred by the agency preparing the description.
EXAMPLE audio slide USB flash drive	**EXAMPLE** audio slide USB flash drive
If an applicable trade name or other similar specification is not used as the term for the measurement unit, record that information as instructed at **3.20.1.3**.	If an applicable trade name or other similar specification is not used as the term for the type of unit, record that information as instructed at **3.20.1.3**.
With the introduction of Extent of the Content, these Exceptions will be moved from 3.4 to chapter 7. Many of the instructions in 3.4.5 (Text) will be re-purposed in the new element proposed for Pagination and Foliation. Simplified instructions for recording the	***Exceptions*** ***Cartographic resources.*** *For a printed, manuscript, graphic, or three-dimensional resource consisting of cartographic content (with or without accompanying text and/or illustrations), see **3.4.2**.*

number of pages and leaves of a volume, as a measurement, are integrated with 3.4.	***Notated music.*** *For a printed or manuscript resource consisting of notated music (with or without accompanying text and/or illustrations), see* ***3.4.3****.* ***Still images.*** *For drawings, paintings, prints, photographs, etc., see* ***3.4.4****.* ***Text.*** *For resources consisting of printed or manuscript text (with or without accompanying illustrations), see* ***3.4.5****.* ***Three-dimensional forms.*** *For resources consisting of one or more three-dimensional forms, see* ***3.4.6****.*
Exception For a resource consisting of one or more sheets, etc., housed in a single portfolio or case, record *portfolio* or *case* as the measurement unit, as appropriate.	
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: portfolio MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: cases MEASUREMENT QUANTITY: 4	
As a string 1 portfolio 4 cases	
For resources consisting of more than one type of carrier, see **3.1.4**.	For resources consisting of more than one type of carrier, see **3.1.4**.

If: the resource consists of more than one carrier type *and* information about the different carrier types is considered important for identification or selection *then:* record the extent of the carrier for each carrier type as instructed at **3.4.1.3**.	
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: volume MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: computer disc MEASUREMENT QUANTITY: 1 **The volume and the computer disc are issued together, as a single resource.**	
As a string 1 volume 1 computer disc **The volume and the computer disc are issued together, as a single resource.**	
For a resource that is part of a larger resource, see **3.4.1.12**.	For a resource that is part of a larger resource, see **3.4.1.12**.
Specify the number of subunits, if applicable (see **3.4.1.7**–**3.4.1.9**).	Specify the number of subunits, if applicable (see **3.4.1.7**–**3.4.1.9**).

## 3.4.1.4 Exact Number of Units Not Readily Ascertainable If the exact number of units cannot be readily ascertained, but an approximate number can be readily estimated, record the approximate number and record *approximately* as the measurement qualifier.	## 3.4.1.4 Exact Number of Units Not Readily Ascertainable If the exact number of units cannot be readily ascertained, record an approximate number preceded by *approximately*.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: slides MEASUREMENT QUANTITY: 600 MEASUREMENT QUALIFIER: approximately	
As a string approximately 600 slides	**EXAMPLE** approximately 600 slides
If the number of units cannot be readily approximated, use one or both of the following methods to record the extent:	***Optional Omission*** If the number of units cannot be readily approximated, omit the number.
a) a set of sub-elements. Record *cannot be readily approximated* as the measurement quantity.	
EXAMPLE MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: slides MEASUREMENT QUANTITY: cannot be readily approximated	

Optional Omission b) a string. Omit the number.	***Optional Omission*** If the number of units cannot be readily approximated, omit the number.
EXAMPLE slides	**EXAMPLE** slides
## 3.4.1.5 Units Cannot Be Named Concisely If the units cannot be named concisely, record the number of physical units and record the measurement unit as ~~*various* pieces;~~ record the measurement qualifier as *various*. Record the details of the pieces in a note if considered important for identification or selection (see **3.21.2.3**).	## 3.4.1.5 Units Cannot Be Named Concisely If the units cannot be named concisely, record the number of physical units and describe them as *various pieces*. Record the details of the pieces in a note if considered important for identification or selection (see **3.21.2.3**).
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: pieces MEASUREMENT QUANTITY: 48 MEASUREMENT QUALIFIER: various	
As a string 48 various pieces	**EXAMPLE** 48 various pieces
If the number of units cannot be readily ascertained or approximated, Use one or both of the following methods to record the extent:	***Optional Omission*** If the number of units cannot be readily ascertained or approximated, omit the number.

a. a set of sub-elements. Record *cannot be readily approximated* as the measurement quantity.

EXAMPLE

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: various pieces
MEASUREMENT QUANTITY: cannot be readily approximated

Optional Omission

b. a string. Omit the number.

EXAMPLE

various pieces

3.4.1.6 Units and Sets of Units with Identical Content

If the units of the resource have identical content, record *identical* as the measurement qualifier.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: microscope slides
MEASUREMENT QUANTITY: 30
MEASUREMENT QUALIFIER: identical

As a string

30 identical microscope slides

If:

the resource consists of multiple sets of units

Optional Omission

If the number of units cannot be readily ascertained or approximated, omit the number.

EXAMPLE

various pieces

3.4.1.6 Units and Sets of Units with Identical Content

If the units of the resource have identical content, add *identical* before the term indicating the type of unit.

EXAMPLE

30 identical microscope slides

If:

the resource consists of multiple sets of units

and each set has identical content *then:* record the number of sets and the number of units using one or both of the following methods:	*and* each set has identical content *then:* record the number of sets and the number of units in each set in the form *20 identical sets of 12 microscope slides*, etc.
a) a set of sub-elements. Record the number of sets as the measurement quantity and *identical sets* as the measurement qualifier. Record the number of units in each set in a note if considered important for identification or selection	
EXAMPLE MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: computer discs MEASUREMENT QUANTITY: 24 MEASUREMENT QUALIFIER: identical sets	**EXAMPLE** 24 identical sets of 2 computer discs
b) a string. Record the extent in the form *20 identical sets of 12 microscope slides*, etc.	record the number of sets and the number of units in each set in the form *20 identical sets of 12 microscope slides*, etc.
EXAMPLE 24 identical sets of 2 computer discs	**EXAMPLE** 24 identical sets of 2 computer discs
3.4.1.x More than One Volume	
If the number of bibliographic volumes differs from the number of physical volumes, record the number of physical volumes. Make a note indicating the number of bibliographic volumes (see **3.21.2.8**).	[This is the corellary to 3.21.2.8]

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volumes
MEASUREMENT QUANTITY: 5

8 bibliographic volumes in 5 physical volumes

As a string

5 volumes
8 bibliographic volumes in 5 physical volumes

Exceptions

Completed serials. For serials, record the extent by giving the number of bibliographic volumes as reflected in the numbering of the serial (see **2.6**) instead of the number of physical volumes.

[Moved from 3.4.5.16]

3.4.1.7 Number of Subunits

3.4.1.7 Number of Subunits

Specify the number of subunits (see **3.4.1.7.1**–**3.4.1.7.8**), if readily ascertainable and considered important for identification or selection. Record the number of subunits using one or both of the following methods:

Specify the number of subunits (see **3.4.1.7.1**–**3.4.1.7.8**), if readily ascertainable and considered important for identification or selection. Record the number of subunits, in parentheses, following the term for the type of unit.

a) a set of sub-elements. Record *carrier extent subunits* as the measurement type.

EXAMPLE

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: filmstrip
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: frames
MEASUREMENT QUANTITY: 144

b) a string. Record the number of subunits, in parentheses, following the term for the type of unit.	Record the number of subunits, in parentheses, following the term for the type of unit.
EXAMPLE 1 film strip (144 frames)	
3.4.1.7.1 Computer Discs, Cartridges, Etc. [Note: all of the following instructions in 3.4.1.7.1 are additions to the proposal]	3.4.1.7.1 Computer Discs, Cartridges, Etc.
In some cases, a resource consists of one or more files in a format that parallels a resource issued as a volume. When this occurs, specify the number of subunits by applying the instructions for extent of subunits for volumes (see **3.4.1.7.9)**.	In some cases, a resource consists of one or more files in a format that parallels a print, manuscript, or graphic counterpart (e.g., PDF). When this occurs, specify the number of subunits by applying the instructions for extent of the appropriate parallel counterpart: cartographic resources (see **3.4.2**) notated music (see **3.4.3**) still images (see **3.4.4**) ***and/or*** text (see **3.4.5**).
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: computer disc MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: columns MEASUREMENT QUANTITY: 184	

MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: computer disc MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pages MEASUREMENT QUANTITY: 150 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: leaves of plates MEASUREMENT QUANTITY: 16	
As a string 1 computer disc (184 columns) 1 computer disc (150 pages, 16 leaves of plates)	**EXAMPLE** 1 computer disc (184 remote-sensing images) 1 computer disc (xv pages, 150 maps)
For other types of files (e.g., audio files, video files, data files), specify the number of files. Use one or more terms listed at **3.19.2.3** to indicate the file type.	For other types of files (e.g., audio files, video files, data files), specify the number of files. Use one or more terms listed at **3.19.2.3** to indicate the file type.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: computer disc MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: audio files MEASUREMENT QUANTITY: 8 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: computer disc MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: data files MEASUREMENT QUANTITY: 3	

MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: computer disc MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: audio files MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: video files MEASUREMENT QUANTITY: 3	
As a string 1 computer disc (8 audio files) 1 computer tape (3 data files) 1 computer disc (1 audio file, 3 video files)	**EXAMPLE** 1 computer disc (8 audio files) 1 computer tape (3 data files) 1 computer disc (1 audio file, 3 video files)
[Statements and records are extent of content. The terms have been added to that section of the proposal.]	***Optional Addition*** For a resource consisting of one or more program files and/or data files, add the number of statements and/or records, as appropriate.
	EXAMPLE 1 computer tape (3 data files: 100, 460, 550 records)
If the number of subunits cannot be stated succinctly, record the details in a note if considered important for identification or selection (see **3.21.2.11**).	If the number of subunits cannot be stated succinctly, record the details in a note if considered important for identification or selection (see **3.21.2.11**).
3.4.1.7.2 Filmstrips and Filmslips	3.4.1.7.2 Filmstrips and Filmslips
Specify the number of frames or double frames.	Specify the number of frames or double frames.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: filmstrip
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: frames
MEASUREMENT QUANTITY: 28

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: filmstrip
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: double frames
MEASUREMENT QUANTITY: 10

As a string

1 filmstrip (28 frames)

1 filmstrip (10 double frames)

EXAMPLE

1 filmstrip (28 frames)

1 filmstrip (10 double frames)

3.4.1.7.3 Flipcharts

Specify the number of sheets.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: flipchart
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: sheets
MEASUREMENT QUANTITY: 8

3.4.1.7.3 Flipcharts

Specify the number of sheets.

As a string 1 flipchart (8 sheets)	**EXAMPLE** 1 flipchart (8 sheets)
3.4.1.7.4 Microfiches and Microfilm	3.4.1.7.4 Microfiches and Microfilm
In some cases, a resource consists is in a format that parallels a resource issued as a volume. When this occurs, specify the number of subunits by applying the instructions for extent of subunits for volumes (see **3.4.1.7.9)**.	In some cases, a resource is in a format that parallels a print, manuscript, or graphic counterpart. When this occurs, specify the number of subunits by applying the instructions for extent of the appropriate parallel counterpart: cartographic resources (see **3.4.2**) notated music (see **3.4.3**) still images (see **3.4.4**) ***and/or*** text (see **3.4.5**).
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: microfiches MEASUREMENT QUANTITY: 3 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pages MEASUREMENT QUANTITY: 118	
As a string 3 microfiches (118 pages)	**EXAMPLE** 3 microfiches (1 score (118 pages)) 1 microfilm reel (255 pages)

For other microfiche and microfilm resources, specify the number of frames.	For other microfiche and microfilm resources, specify the number of frames.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: microfiche MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: frames MEASUREMENT QUANTITY: 120	
As a string 1 microfiche (120 frames)	**EXAMPLE** 1 microfiche (120 frames)
3.4.1.7.5 Online Resources	3.4.1.7.5 Online Resources
In some cases, a resource consists of one or more files in a format that parallels a resource issued as a volume. When this occurs, specify the number of subunits by applying the instructions for extent of subunits for volumes (see **3.4.1.7.9)**.	In some cases, a resource consists of one or more files in a format that parallels a print, manuscript, or graphic counterpart (e.g., PDF). When this occurs, specify the number of subunits by applying the instructions for extent of the appropriate parallel counterpart: cartographic resources (see **3.4.2**) notated music (see **3.4.3**) still images (see **3.4.4**) ***and/or*** text (see **3.4.5**).

EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: online resource MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pages MEASUREMENT QUANTITY: 68	
As a string 1 online resource (68 pages)	**EXAMPLE** 1 online resource (68 pages) 1 online resource (3 scores) 1 online resource (36 photographs)
For other types of files (e.g., audio files, video files, data files), specify the number of files. Use one or more terms listed at **3.19.2.3** to indicate the file type.	For other types of files (e.g., audio files, video files, data files), specify the number of files. Use one or more terms listed at **3.19.2.3** to indicate the file type.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: online resource MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: video files MEASUREMENT QUANTITY: 2 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: online resource MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: program file MEASUREMENT QUANTITY: 1	

MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: online resource MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: audio files MEASUREMENT QUANTITY: 2 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: video files MEASUREMENT QUANTITY: 1	
As a string 1 online resource (2 video files) 1 online resource (1 program file) 1 online resource (2 audio files, 1 video file)	**EXAMPLE** 1 online resource (2 video files) 1 online resource (1 program file) 1 online resource (2 audio files, 1 video file)
[Statements and records are extent of content. The terms have been added to that section of the proposal.]	***Optional Addition*** For a resource consisting of one or more program files and/or data files, add the number of statements and/or records, as appropriate.
	EXAMPLE 1 online resource (1 program file: 96 statements)
If the number of subunits cannot be stated succinctly, record the details in a note if considered important for identification or selection (see **3.21.2.11**).	If the number of subunits cannot be stated succinctly, record the details in a note if considered important for identification or selection (see **3.21.2.11**).
3.4.1.7.6 Overhead Transparencies	3.4.1.7.6 Overhead Transparencies
Specify the number of overlays or attached overlays.	Specify the number of overlays or attached overlays.

EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: online resource MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: video files MEASUREMENT QUANTITY: 2	
As a string 1 overhead transparency (5 overlays) 1 overhead transparency (5 attached overlays)	**EXAMPLE** 1 overhead transparency (5 overlays) 1 overhead transparency (5 attached overlays)
3.4.1.7.x Portfolios and cases	
Specify the number and type of subunits (e.g., pages, leaves, columns, sheets, volumes).	[From Optional addition, 3.4.5.15 Single Portfolio or Case]
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: portfolio MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: sheets MEASUREMENT QUANTITY: 24 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: case MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pages MEASUREMENT QUANTITY: 30	

MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: sheets MEASUREMENT QUANTITY: 2	
As a string 1 portfolio (24 sheets) 1 case (30 pages, 2 sheets)	
3.4.1.7.x Sheets	[From the Exception at 3.4.5.14 Single Sheet]
For early printed resources, 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.	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 *1 folded sheet.*
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: sheet MEASUREMENT QUANTITY: 1 MEASUREMENT QUALIFIER: folded MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: panels MEASUREMENT QUANTITY: 16	
As a string 1 folded sheet (16 panels)	**EXAMPLE** 1 folded sheet (16 panels)

Provide details of the sheet's layout (including the numbering of the panels) in a note if considered important for identification or selection (see **3.21.2.9**).	Provide details of the sheet's layout (including the numbering of the panels) in a note if considered important for identification or selection (see **3.21.2.9**).
## 3.4.1.7.7 Stereographs	## 3.4.1.7.7 Stereographs
Specify the number of pairs of frames.	Specify the number of pairs of frames.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: stereograph disc MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pairs of frames MEASUREMENT QUANTITY: 7	
As a string 1 stereograph disc (7 pairs of frames)	**EXAMPLE** 1 stereograph disc (7 pairs of frames)
## 3.4.1.7.8 Videodiscs	## 3.4.1.7.8 Videodiscs
For a videodisc that contains only still images, record the number of frames.	For a videodisc that contains only still images, record the number of frames.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: videodisc MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: frames MEASUREMENT QUANTITY: 45,876	

As a string 1 videodisc (45,876 frames)	**EXAMPLE** 1 videodisc (45,876 frames)
## 3.4.1.7.9 Volumes	
For a resource consisting of a single volume, record the number of subunits by applying the instructions at 3.4.1.7.9.1. For a resource consisting of a more than one volume, record the number of subunits by applying the instructions at 3.4.1.7.9.2.	
For instructions on recording a pagination and foliation, see **[x]**	
## 3.4.1.7.9.1 Single Volumes	
### Numbered Pages or Leaves	
Record the number of pages or leaves in the primary sequence, according to the type of sequence used in the volume. Use the last numbered page or leaf in the primary sequence as the basis for recording the extent of subunits.	
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: volume MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pages MEASUREMENT QUANTITY: 327	
As a string 1 volume (327 pages)	

Alternative

Record a count of the exact number of pages or leaves in the volume, if readily ascertainable and considered important for identification or selection.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volume
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: pages
MEASUREMENT QUANTITY: 352

The final numbered page is 327, but the volume consists of 352 pages.

As a string

1 volume (352 pages)

The final numbered page is 327, but the volume consists of 352 pages.

Unnumbered Pages or Leaves

If the volume consists entirely of unnumbered pages or leaves, record the number of pages or leaves using one of the following methods:

a) Record a count of the exact number of pages or leaves in the volume, if readily ascertainable.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volume
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pages MEASUREMENT QUANTITY: 93	
As a string 1 volume (93 pages)	
b) If the number is not readily ascertainable, but an approximate number can be readily estimated, record an approximate number as the measurement quantity and record *approximately* as the measurement qualifier	
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: volume MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pages MEASUREMENT QUANTITY: 600 MEASUREMENT QUALIFIER:: approximately	
As a string 1 volume (approximately 600 pages)	
c) If an approximate number is not readily ascertainable, do not record the number of subunits.	
Numbered Leaves or Pages of Plates	
Record the number of leaves or pages of plates in the primary sequence of plates, according to the type of sequence used in the volume.	

Use the last numbered leaf or page in the primary sequence of plates as the basis for recording the extent of subunits.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volume
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: pages
MEASUREMENT QUANTITY: 246

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: pages of plates
MEASUREMENT QUANTITY: 32

As a string

1 volume (246 pages, 32 pages of plates)

Alternative

Record a count of the exact number of leaves or pages of plates in the volume, if readily ascertainable and considered important for identification or selection.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volume
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: pages
MEASUREMENT QUANTITY: 246

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: pages of plates
MEASUREMENT QUANTITY: 40

As a string

1 volume (246 pages, 40 pages of plates)
The final numbered page of plates is 32, but the volume includes 40 pages of plates.

Unnumbered Leaves or Pages of Plates

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

a) the unnumbered plates constitute a substantial part of the resource

or

b) the unnumbered plates includes plates that are referred to in a note

or

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

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

a) the exact number (if the number is readily ascertainable)

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volume
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: pages
MEASUREMENT QUANTITY: 10

MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pages of plates MEASUREMENT QUANTITY: 16	
As a string 1 volume (10 pages, 16 pages of plates)	
b) an estimated number. Record *approximately* as the measurement qualifier.	
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: volume MEASUREMENT QUANTITY: 1 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pages MEASUREMENT QUANTITY: 504 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: pages of plates MEASUREMENT QUANTITY: 500 MEASUREMENT QUALIFIER: approximately	
As a string 1 volume (504 pages, approximately 500 pages of plates)	
Folded Leaves	
If leaves are folded, record that they are folded.	

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volume
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: leaves
MEASUREMENT QUANTITY: 122
MEASUREMENT QUALIFIER: folded

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volume
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: pages
MEASUREMENT QUANTITY: 230

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: leaves of plates
MEASUREMENT QUANTITY: 25
MEASUREMENT QUALIFIER: some folded

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volume
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: leaves of plates
MEASUREMENT QUANTITY: 25
MEASUREMENT QUALIFIER:: folded

As a string

1 volume (122 folded leaves)

1 volume (230 pages, 25 leaves of plates (some folded))

1 volume (25 folded leaves of plates)

3.4.1.7.9.2 More Than One Volume

Continuously Paged Volumes

If the volumes are continuously paged, record the number of pages or leaves (see **3.4.1.7.9.1**)

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volumes
MEASUREMENT QUANTITY: 2

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: pages
MEASUREMENT QUANTITY: 999

As a string

2 volumes (999 pages)

Optional Omission

For multipart monographs and serials, omit the number of pages, etc. See also **3.4.1.10**.

Individually Paged Volumes

If the volumes are individually paged, do not record the number of subunits.

Optional Addition

Specify the number of pages or leaves in each volume (see **3.4.1.7.9.1**).

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volumes
MEASUREMENT QUANTITY: 2

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: pages
MEASUREMENT QUANTITY: 329

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: pages
MEASUREMENT QUANTITY: 412

As a string

2 volumes (329; 412 pages)

3.4.1.8 Exact Number of Subunits Not Readily Ascertainable

If the subunits are unnumbered and their number cannot be readily ascertained, record an approximate number and record *approximately* as the measurement qualifier.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: filmstrip
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: frames
MEASUREMENT QUANTITY: 100
MEASUREMENT QUALIFIER: approximately

3.4.1.8 Exact Number of Subunits Not Readily Ascertainable

If the subunits are unnumbered and their number cannot be readily ascertained, record an approximate number preceded by *approximately*.

As a string 1 filmstrip (approximately 100 frames)	**EXAMPLE** 1 filmstrip (approximately 100 frames)
## 3.4.1.9 Subunits in Resources Consisting of More Than One Unit *If:* the resource consists of more than one unit *and* each unit contains the same number of subunits *then:* specify the extent of the subunits in each unit as instructed at **3.4.1.7**, and qualify the extent using one or both of the following methods:	## 3.4.1.9 Subunits in Resources Consisting of More Than One Unit *If:* the resource consists of more than one unit *and* each unit contains the same number of subunits *then:* specify the number of subunits in each unit as instructed at **3.4.1.7**, followed by *each*.
a) a set of sub-elements. Record *each* as the measurement qualifier for the extent subunits.	
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: filmstrips MEASUREMENT QUANTITY: 4 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: double frames MEASUREMENT QUANTITY: 50 MEASUREMENT QUALIFIER: each MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: flipcharts MEASUREMENT QUANTITY: 2	

MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: sheets MEASUREMENT QUANTITY: 30 MEASUREMENT QUALIFIER: each MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: microfiches MEASUREMENT QUANTITY: 3 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: frames MEASUREMENT QUANTITY: 120 MEASUREMENT QUALIFIER: each	
b) a string. Specify the number of subunits in each unit as instructed at **3.4.1.7**, followed by *each*.	specify the number of subunits in each unit as instructed at **3.4.1.7**, followed by *each*.
As a string 4 filmstrips (50 double frames each) 2 flipcharts (30 sheets each) 3 microfiches (120 frames each)	**EXAMPLE** 4 filmstrips (50 double frames each) 2 flipcharts (30 sheets each) 3 microfiches (120 frames each)
If the number of subunits in each unit is approximately the same, specify the approximate number of subunits in each unit using one or both of the following methods:	If the number of subunits in each unit is approximately the same, specify the approximate number of subunits in each unit. Apply the instructions at **3.4.1.8**, followed by *each*.
a) a set of sub-elements. Record *each approximately* as the measurement qualifier. b)	
EXAMPLE MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: overhead transparencies MEASUREMENT QUANTITY: 3	**EXAMPLE** 3 overhead transparencies (approximately 10 overlays each)

MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: overlays MEASUREMENT QUANTITY: 10 MEASUREMENT QUALIFIER: each approximately	
b) a string. Apply the instructions at **3.4.1.8**, followed by *each*.	... Apply the instructions at **3.4.1.8**, followed by *each*.
EXAMPLE 3 overhead transparencies (approximately 10 overlays each)	**EXAMPLE** 3 overhead transparencies (approximately 10 overlays each)
If the number of subunits in each unit is not the same (or approximately the same), apply one of these instructions, as applicable: a) specify the total number of subunits (see **3.4.1.7**) ***or*** b) record an approximate total number of subunits (see **3.4.1.8**).	If the number of subunits in each unit is not the same (or approximately the same), apply one of these instructions, as applicable: a) specify the total number of subunits (see **3.4.1.7**) ***or*** b) record an approximate total number of subunits (see **3.4.1.8**).
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: overhead transparencies MEASUREMENT QUANTITY: 2 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: overlays MEASUREMENT QUANTITY: 20 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: microfiches MEASUREMENT QUANTITY: 2	

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: frames
MEASUREMENT QUANTITY: 147

As a string

2 overhead transparencies (20 overlays)

2 microfiches (147 frames)

EXAMPLE

2 overhead transparencies (20 overlays)

2 microfiches (147 frames)

3.4.1.10 Incomplete Resource

If:

preparing a comprehensive description for a resource that is not yet complete

or

preparing a comprehensive description for a resource for which the total number of units issued is unknown

then:

record the extent of the carrier using one or both of the following methods:

3.4.1.10 Incomplete Resource

When preparing a comprehensive description for a resource that is not yet complete, record the term indicating the type of unit without the number. Apply also for a resource when the total number of units issued is unknown.

a) a set of sub-elements. Record *not yet complete* or *unknown* as the measurement quantity, as appropriate.

EXAMPLE

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: microscope slides
MEASUREMENT QUANTITY: -
MEASUREMENT QUALIFIER: incomplete

MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: volumes MEASUREMENT QUANTITY: - MEASUREMENT QUALIFIER: not yet complete MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: volumes MEASUREMENT QUANTITY: - MEASUREMENT QUALIFIER: loose-leaf MEASUREMENT QUALIFIER: incomplete	
b) a string. Omit the number.	
EXAMPLE [no changes] microscope slides volumes volumes (loose-leaf)	**EXAMPLE** microscope slides volumes volumes (loose-leaf)
Alternative Do not record extent of the carrier for a resource that is not yet complete (or if the total number of units issued is unknown).	***Alternative*** Do not record extent for a resource that is not yet complete (or if the total number of units issued is unknown).
If: [no changes] the resource was planned to be in more than one unit, but not all have been issued *and* it appears that the resource will not be continued *then:*	*If:* the resource was planned to be in more than one unit, but not all have been issued *and* it appears that the resource will not be continued *then:*

describe the incomplete set by recording the number of units issued. Make a note that no more units have been issued (see **3.21.2.4**).	describe the incomplete set by recording the number of units issued. Make a note that no more units have been issued (see **3.21.2.4**).
## 3.4.1.11 Comprehensive Description of a Collection When describing a collection as a whole, record the extent of the carrier by using a method appropriate to the nature of the collection and the purpose of the description: a) number of items, containers, or volumes (see **3.4.1.11.1**) ***or*** b) storage space (see **3.4.1.11.2**) ***or*** c) number and type of unit (see **3.4.1.11.3**).	## 3.4.1.11 Comprehensive Description of a Collection When describing a collection as a whole, record the extent by using a method appropriate to the nature of the collection and the purpose of the description: a) number of items, containers, or volumes (see **3.4.1.11.1**) ***or*** b) storage space (see **3.4.1.11.2**) ***or*** c) number and type of unit (see **3.4.1.11.3**).
## 3.4.1.11.1 Number of Items Record the extent by giving the number or approximate number of items, or the number of containers or volumes.	## 3.4.1.11.1 Number of Items, Containers, or Volumes Record the extent by giving the number or approximate number of items, or the number of containers or volumes.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: items MEASUREMENT QUANTITY: 123 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: items MEASUREMENT QUANTITY: 400 MEASUREMENT QUALIFIER: approximately MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: volumes MEASUREMENT QUANTITY: 6	

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: boxes
MEASUREMENT QUANTITY: 6

As a string

123 items

approximately 400 items

6 volumes

6 boxes

EXAMPLE

123 items

approximately 400 items

6 volumes

6 boxes

Optional Addition

If the number of volumes or containers is recorded, specify the number or approximate number of items.

Optional Addition

If the number of volumes or containers is recorded, specify the number or approximate number of items.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: volumes
MEASUREMENT QUANTITY: 3

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: items
MEASUREMENT QUANTITY: 183

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: folders
MEASUREMENT QUANTITY: 60

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: items
MEASUREMENT QUANTITY: 1564

As a string 3 volumes (183 items) 60 folders (1564 items)	**EXAMPLE** 3 volumes (183 items) 60 folders (1564 items)
3.4.1.11.2 Storage Space Record the extent by giving the amount of storage space occupied by the collection in metric measurements. Record the extent of the carrier using one or both of the following methods:	3.4.1.11.2 Storage Space Record the extent by giving the amount of storage space occupied by the collection in metric measurements and use the metric symbol *cm*, *m*, *cm3* , or *m3* , as appropriate.
a) a set of sub-elements.	
MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: meters MEASUREMENT QUANTITY: 10 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: cubic meters MEASUREMENT QUANTITY: 1	
b) as a string. Use the metric symbol *cm*, *m*, *cm3* , or *m3* , as appropriate.	
EXAMPLE 10 m 1 m3	**EXAMPLE** 10 m 1 m3

Alternative Record the amount of storage space occupied by the collection in the system of measurement preferred by the agency preparing the description. Use symbols or abbreviate terms for units of measurement as instructed in appendix B (**B.5.2**), as applicable. Record the extent of the carrier using one or both of the following methods:	***Alternative*** Record the amount of storage space occupied by the collection in the system of measurement preferred by the agency preparing the description.
a) a set of sub-elements.	
MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: linear feet MEASUREMENT QUANTITY: 40 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: cubic feet MEASUREMENT QUANTITY: 10	
b) as a string. Use symbols or abbreviate terms for units of measurement as instructed in appendix B (**B.5.2**), as applicable.	
EXAMPLE 40 linear ft. 10 cubic ft.	**EXAMPLE** 40 linear ft. 10 cubic ft.
Optional Addition Specify the number or approximate number of containers or volumes and/or items.	***Optional Addition*** Specify the number or approximate number of containers or volumes and/or items.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: meters
MEASUREMENT QUANTITY: 10

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: items
MEASUREMENT QUANTITY: 2250
MEASUREMENT QUALIFIER: approximately

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: meters
MEASUREMENT QUANTITY: 3.6

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: folders
MEASUREMENT QUANTITY: 2400

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: meters
MEASUREMENT QUANTITY: 1.5

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: items
MEASUREMENT QUANTITY: 30
MEASUREMENT QUALIFIER: bound

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: items
MEASUREMENT QUANTITY: 37
MEASUREMENT QUALIFIER: unbound

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: meters
MEASUREMENT QUANTITY: 3

MEASUREMENT TYPE: carrier extent subunits
MEASUREMENT UNIT: boxes
MEASUREMENT QUANTITY: 12

MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: meters MEASUREMENT QUANTITY: 26.7 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: boxes MEASUREMENT QUANTITY: 150 MEASUREMENT TYPE: carrier extent subunits MEASUREMENT UNIT: oversize folders MEASUREMENT QUANTITY: 109	
As a string 10 m (approximately 2250 items) 3.6 m (2,400 folders) 1.5 m (30 items bound, 37 items unbound) 3 m (12 boxes) 26.7 m (150 boxes, 109 oversize folders)	**EXAMPLE** 10 m (approximately 2250 items) 3.6 m (2,400 folders) 1.5 m (30 items bound, 37 items unbound) 3 m (12 boxes) 26.7 m (150 boxes, 109 oversize folders)
3.4.1.11.3 Number and Type of Unit Record the extent by giving the extent of each type of resource in the collection, as instructed at **3.4.1.3.**	3.4.1.11.3 Number and Type of Unit Record the extent of each type of resource in the collection by giving the number of units and an appropriate term for each type.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: computer discs MEASUREMENT QUANTITY: 30 MEASUREMENT TYPE: carrier extent units MEASUREMENT UNIT: microfilm reels MEASUREMENT QUANTITY: 24	

As a string

30 computer discs
24 microfilm reels

EXAMPLE

68 photographs
16 architectural drawings
400 postcards

3.4.1.12 Analytical Description of a Part

When describing a resource that is part of a larger resource, record the extent of the part by applying one of these instructions:

a) number of units and/or subunits in the part (see **3.4.1.12.1**)

or

b) location of the part within the larger resource (see **3.4.1.12.2**)

3.4.1.12 Analytical Description of a Part

When describing a resource that is part of a larger resource, record the extent of the part by applying one of these instructions:

a) number of units and/or subunits in the part (see **3.4.1.12.1**)

or

b) location of the part within the larger resource (see **3.4.1.12.2**)

3.4.1.12.1 Number of Units and/or Subunits in the Part

Record the extent of the part by giving the number of units and/or number of subunits, as appropriate. Apply the instructions at **3.4.1.3**–**3.4.1.10**.

3.4.1.12.1 Number of Units and/or Subunits in the Part

Record the extent of the part by giving the number of units and/or number of subunits, as appropriate. Apply the instructions at **3.4.1.3**–**3.4.1.10**.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: pages
MEASUREMENT QUANTITY: 310

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: frames
MEASUREMENT QUANTITY: 68

As a string 310 pages 68 frames	**EXAMPLE** 310 pages 68 frames
[See question 5]	3.4.1.12.2 Location of the Part within the Larger Resource If the unit or subunit is numbered as part of a continuous sequence of numbering for the larger resource, record the position of the part within the larger resource. Indicate the specific unit or subunit in which the part is located.
	EXAMPLE pages 210–450 leaves 51–71 on side 1 of 1 audio disc on reel 1 of 2 film reels on cassette 3 of 4 microfilm cassettes on side 2 of 1 videodisc

3. Pagination and Foliation

The task force proposes a new element for Pagination and Foliation; the instructions are closely derived from RDA's current 3.4.5 Extent of Text. Pagination and Foliation is *not* a Measurement; the machine-actionable model is not applied.

The task force has no intent to devalue the data recorded in Pagination and Foliation. Such data serves a vital function for identifying the resource. *Displays* may provide a connection between Pagination and Foliation and Extent of the Carrier, but that issue is of course beyond the scope of our work (and of RDA).

If an element is recorded for Pagination and Foliation, we will also need an element for Detail on Pagination and Foliation, which will include some of the instructions currently in 3.21.2.

Given the imminent restructuring of portions of RDA, the task force does not think it useful to *dwell* on the question of where this element should be placed. Nonetheless, we pose this as a question to begin the discussion.

> **Question 6:** Where should Pagination and Foliation be associated (i.e., what are closely related elements)? Extent of the Carrier (3.4)? Layout (3.11)? Numbering of Serials (2.6)?

The task force wavered slightly on the guidelines for Misleading Numbering (x.5), but decided to leave them unchanged. However, we propose that the example "48 leaves, that is, 96 pages" is not valid, given the revised scope of this element. To treat this condition, we tweak the existing instruction in x.2:

> If the volume is numbered as leaves but has text on both sides, ~~see **3.4.5.5** or~~ record the foliation and make an explanatory note (see **[Details on pagination and foliation]**).

It may be more appropriate still to record the presence of printing on both sides as an attribute of Layout (3.11).

Review of Incomplete Volume (x.6) raised the following question.

> **Question 7:** In the second part of x.6, when pages or leaves are missing from both the first and last part of the volume, would it be more helpful to the user to record *(incomplete)* within the Pagination and Foliation?

This column shows instructions for Pagination and Foliation.	This column shows equivalent portions of RDA's current 3.4.5.
x Pagination and Foliation	**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.
x Scope **Pagination and foliation▼** is the identification of the numbering of pages, leaves, or columns, as presented by the resource. Pagination and foliation includes: a) identification of the numerals, letters, any other characters, or a combination of these used in enumeration of a sequence of pages, leaves, or columns ***and/or*** b) identification of the absence of enumeration in a sequence of pages, leaves, or columns	3.4.5.1 Application
These instructions apply to resources in volumes, sheets, portfolios or cases	For a printed or manuscript resource consisting of text (with or without illustrations), 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**.
For instructions on recording the extent of units and subunits of volumes, as a measurement, see **3.4.5**.	

## x Sources of Information	
Use evidence presented by the resource itself as the basis for recording the pagination and foliation.	
## x Facsimiles and Reproductions	
When a facsimile or reproduction has pagination and foliation relating to the original manifestation as well as to the facsimile or reproduction, record the pagination and foliation relating to the facsimile or reproduction. Record any pagination and foliation relating to the original as pagination and foliation of a related manifestation (see **27.1**).	
## x Recording Pagination and Foliation	
RESOURCE CONSISTING OF A SINGLE UNIT	RESOURCE CONSISTING OF A SINGLE UNIT
## x.2 Single Volume with Numbered Pages, Leaves, or Columns	## 3.4.5.2 Single Volume with Numbered Pages, Leaves, or Columns
For a resource consisting of a single volume, record the pagination and foliation in terms of pages, leaves, or columns according to the type of sequence used in the resource. A sequence of pages, leaves, or columns is: a) separately numbered group of pages, etc. ***or*** b) an unnumbered group of pages, etc., that stands apart from other groups in the resource ***or*** c) a number of pages or leaves of plates distributed throughout the resource.	For a resource consisting of a single volume, record the extent in terms of pages, leaves, or columns according to the type of sequence used in the resource. A sequence of pages, leaves, or columns is: a) separately numbered group of pages, etc. ***or*** b) an unnumbered group of pages, etc., that stands apart from other groups in the resource ***or*** c) a number of pages or leaves of plates distributed throughout the resource.
Apply the following general guidelines:	Apply the following general guidelines:

a) If the volume is numbered in terms of pages, record the pagination. b) If the volume is numbered in terms of leaves, record the foliation. c) If the volume consists of pages with more than one column to a page and is numbered in columns, record the numbering of columns. d) If the volume consists of sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.	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. 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. d) If the volume consists of sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.
If the volume is numbered as leaves but has text on both sides, record the foliation and make an explanatory note (see **[Details on pagination and foliation]**).	If the volume is numbered as leaves but has text on both sides, see **3.4.5.5** or make an explanatory note (see **3.21.2.11**).
Exceptions	***Exceptions***
Early printed resources. 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.	***Early printed resources.*** 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.
If required for identification or selection, record more precise information about pagination, blank leaves, or other aspects of collation: either expand the pagination and foliation (if this can be done succinctly) or make a note (see **[Details on pagination and foliation]**).	If required for identification or selection, record more precise information about pagination, blank leaves, or other aspects of collation: either expand the extent (if this can be done succinctly) or make a note (see **3.21.2.9**).
Updating loose-leafs. If the resource is an updating loose-leaf, record *loose-leaf* [Note: *1 volume* will be recorded as extent.]	***Updating loose-leafs.*** If the resource is an updating loose-leaf, record *1 volume* followed by *loose-leaf*, in parentheses.
EXAMPLE loose-leaf	**EXAMPLE** 1 volume (loose-leaf)

[Note: 3.4.5.16 concerns the number of bibliographic volumes versus the number of physical volumes. An instruction will be provided in Extent of the carrier.]	***Serials.*** See also **3.4.5.16**.
Record the pagination and foliation 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.	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.
EXAMPLE 327 pages 321 leaves 381 columns xvii, 323 pages 27 pages, 300 leaves	**EXAMPLE** 327 pages 321 leaves 381 columns xvii, 323 pages 27 pages, 300 leaves
Exception For complicated or irregular pagination and foliation, see **x.8**.	***Exception*** For complicated or irregular paging, etc., see **3.4.5.8**.
Record pages, etc., that are lettered inclusively in the form *A–K pages*, *a–d leaves*, etc.	Record pages, etc., that are lettered inclusively in the form *A–K pages*, *a–d leaves*, etc.
EXAMPLE A–Z pages **Pages lettered:** A–Z	**EXAMPLE** A–Z pages **Pages lettered:** A–Z
Record pages, etc., that are numbered in words by giving the numeric equivalent.	Record pages, etc., that are numbered in words by giving the numeric equivalent.
EXAMPLE 32 pages **Pages numbered in words**	**EXAMPLE** 32 pages **Pages numbered in words**

Apply the additional instructions at **x.3**–**x.13** as applicable to the resource being described.	Apply the additional instructions at **3.4.5.3**–**3.4.5.13** as applicable to the resource being described.
## x.3 Single Volume with Unnumbered Pages, Leaves, or Columns	## 3.4.5.3 Single Volume with Unnumbered Pages, Leaves, or Columns
If the resource consists entirely of unnumbered pages, leaves, or columns, record the pagination and foliation using one of the following methods:	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:
a) Record the exact number of pages, leaves, or columns, if readily ascertainable.	a) Record the exact number of pages, leaves, or columns, if readily ascertainable.
EXAMPLE 93 unnumbered pages	**EXAMPLE** 93 unnumbered pages
b) If the number is not readily ascertainable, record an estimated number of pages, leaves, or columns preceded by *approximately.*	b) If the number is not readily ascertainable, record an estimated number of pages, leaves, or columns preceded by *approximately.*
EXAMPLE approximately 600 unnumbered pages	**EXAMPLE** approximately 600 pages
c) Record *unpaged.*	c) Record *1 volume (unpaged)*.
EXAMPLE unpaged [Note: *1 volume* will be recorded as extent.]	**EXAMPLE** 1 volume (unpaged)
When recording the pagination and foliation for a sequence of unnumbered pages or leaves, apply the following guidelines:	When recording the number or estimated number of unnumbered pages or leaves, apply the following guidelines:

a) If the leaves are printed or written on both sides, record the pagination and foliation in terms of pages.

b) If the leaves are printed or written on one side, record the pagination and foliation in terms of leaves.

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.

x.3.1 Numbered and Unnumbered Sequences

3.4.5.3.1 Numbered and Unnumbered Sequences

If the resource consists of both numbered and unnumbered sequences of pages, leaves, or columns, disregard the unnumbered sequences, unless:

a) an unnumbered sequence constitutes a substantial part of the resource (see also **x.8**)

or

b) an unnumbered sequence includes pages, etc., that are referred to in a note.

If the resource consists of both numbered and unnumbered sequences of pages, leaves, or columns, disregard the unnumbered sequences, unless:

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

or

b) an unnumbered sequence includes pages, etc., that are referred to in a note.

Exception

Early printed resources. For early printed resources, record unnumbered sequences of pages, leaves, or columns.

Exception

Early printed resources. For early printed resources, record unnumbered sequences of pages, leaves, or columns.

EXAMPLE

12 unnumbered pages, 72 pages, 10 unnumbered pages, 48 pages, 6 unnumbered pages, 228 pages, 16 unnumbered pages

91 leaves, 1 unnumbered leaf
Last leaf blank

EXAMPLE

12 unnumbered pages, 72 pages, 10 unnumbered pages, 48 pages, 6 unnumbered pages, 228 pages, 16 unnumbered pages

91 leaves, 1 unnumbered leaf
Last leaf blank

When recording a sequence of unnumbered pages, etc., record:

either

a) the exact number (if the number is readily ascertainable) followed by *unnumbered pages*, etc.

or

When recording a sequence of unnumbered pages, etc., record:

either

a) the exact number (if the number is readily ascertainable) followed by *unnumbered pages*, etc.

or

b) an estimated number preceded by *approximately*

or

c) *unnumbered sequence of pages*, etc.

EXAMPLE

33 leaves, 31 unnumbered leaves
Unnumbered sequence constitutes substantial part; exact number of leaves ascertainable

8, vii, approximately 300, 73 pages
Unnumbered sequence constitutes substantial part; number of pages estimated

27 pages, unnumbered sequence of leaves
Numbered pages and a sequence of unnumbered leaves

8 unnumbered pages, 155 pages
Bibliography referred to in a note appears on 6th preliminary page

x.3.2 Inessential Matter

Disregard unnumbered sequences of inessential matter (advertising, blank pages, etc.).

Exception

Early printed resources. For early printed resources, record pages containing advertisements (when this can be done succinctly) if those pages are:

a) included in the same pagination sequence as the text

or

b) printed on the pages of an initial or final gathering also containing leaves or pages of text

or

c) printed on a separate gathering in a resource that is continuously signed.

b) an estimated number preceded by *approximately*

or

c) *unnumbered sequence of pages*, etc.

EXAMPLE

33 leaves, 31 unnumbered leaves
Unnumbered sequence constitutes substantial part; exact number of leaves ascertainable

8, vii, approximately 300, 73 pages
Unnumbered sequence constitutes substantial part; number of pages estimated

27 pages, unnumbered sequence of leaves
Numbered pages and a sequence of unnumbered leaves

8 unnumbered pages, 155 pages
Bibliography referred to in a note appears on 6th preliminary page

3.4.5.3.2 Inessential Matter

Disregard unnumbered sequences of inessential matter (advertising, blank pages, etc.).

Exception

Early printed resources. For early printed resources, record pages containing advertisements (when this can be done succinctly) if those pages are:

a) included in the same pagination sequence as the text

or

b) printed on the pages of an initial or final gathering also containing leaves or pages of text

or

c) printed on a separate gathering in a resource that is continuously signed.

EXAMPLE 40 leaves, 8 unnumbered pages	**EXAMPLE** 40 leaves, 8 unnumbered pages
Otherwise, make a note (see **[Details on pagination and foliation]**).	Otherwise, make a note (see **3.21.2.9**).
## x.4 Change in Form of Numbering within a Sequence	## 3.4.5.4 Change in Form of Numbering within a Sequence
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.	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.
EXAMPLE 176 pages **Pages numbered:** i–xii, 13–176	**EXAMPLE** 176 pages **Pages numbered:** i–xii, 13–176
Exception ***Early printed resources.*** For early printed resources, record the numbering in the form presented.	***Exception*** ***Early printed resources.*** For early printed resources, record the numbering in the form presented.
EXAMPLE xii pages, 1 unnumbered page, 14–176 pages **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**	**EXAMPLE** xii pages, 1 unnumbered page, 14–176 pages **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**
## x.5 Misleading Numbering	## 3.4.5.5 Misleading Numbering
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	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).	pages are numbered or when the number on the last page, leaf, or column of the sequence is misprinted).
When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by *that is* and the correct number.	When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by *that is* and the correct number.
EXAMPLE 329, that is, 392 pages	**EXAMPLE** 48 leaves, that is, 96 pages **Numbered leaves with text on both sides** 329, that is, 392 pages
x.6 Incomplete Volume	**3.4.5.6 Incomplete Volume**
If: the last part of the volume is missing *and* the pagination and foliation of the complete volume cannot be ascertained *then:* record the number of the last numbered page, leaf, or column using the appropriate term and add *(incomplete).*	*If:* the last part of the volume is missing *and* the extent of the complete volume cannot be ascertained *then:* record the number of the last numbered page, leaf, or column using the appropriate term and add *(incomplete).*
EXAMPLE xxiv, 179 pages (incomplete)	**EXAMPLE** xxiv, 179 pages (incomplete)
Record this imperfection as a note on item-specific carrier characteristic (see **3.22.1**).	Record this imperfection as a note on item-specific carrier characteristic (see **3.22.1**).
If: pages or leaves appear to be missing from both the first and last part of the volume *and*	*If:* pages or leaves appear to be missing from both the first and last part of the volume *and* the extent of the complete volume cannot be ascertained

the pagination and foliation of the complete volume cannot be ascertained *then:* record the first and last numbers of the pages, leaves, or columns preceded by the appropriate term.	*then:* record the first and last numbers of the pages, leaves, or columns preceded by the appropriate term.
EXAMPLE leaves 81–149 (incomplete)	**EXAMPLE** leaves 81–149
Record this imperfection as a note on item-specific carrier characteristic (see **3.22.1**).	Record this imperfection as a note on item-specific carrier characteristic (see **3.22.1**).
## x.7 Pages, Etc., Numbered as Part of a Larger Sequence	## 3.4.5.7 Pages, Etc., Numbered as Part of a Larger Sequence
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.	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.
EXAMPLE pages 713–797	**EXAMPLE** pages 713–797
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 **[Details on pagination and foliation]**).	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 **3.21.2.6**).
EXAMPLE 328 pages **Pages also numbered as part of larger resource:** 501–828	**EXAMPLE** 328 pages **Pages also numbered as part of larger resource:** 501–828

x.8 Complicated or Irregular Paging, Etc.	3.4.5.8 Complicated or Irregular Paging, Etc.
If the resource has complicated or irregular paging, etc., record the pagination and foliation by using one of the following methods:	If the resource has complicated or irregular paging, etc., record the number of pages, leaves, or columns by using one of the following methods:
a) Record the total number of pages, leaves, or columns (excluding those that are blank or contain advertising or other inessential matter) followed by *in various pagings*, *in various foliations*, or *in various numberings*, as appropriate.	a) Record the total number of pages, leaves, or columns (excluding those that are blank or contain advertising or other inessential matter) followed by *in various pagings*, *in various foliations*, or *in various numberings*, as appropriate.
EXAMPLE 1000 pages in various pagings 256 leaves in various foliations 1283 columns in various numberings	**EXAMPLE** 1000 pages in various pagings 256 leaves in various foliations 1283 columns in various numberings
b) Record the pagination and foliation of the main sequences of the pagination and add the total number of the remaining variously numbered or unnumbered sequences.	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.
EXAMPLE 560, 223 pages, 217 variously numbered pages **Resource with 1000 pages in various pagings** 366, 98 pages, 99 unnumbered pages	**EXAMPLE** 560, 223 pages, 217 variously numbered pages **Resource with 1000 pages in various pagings** 366, 98 pages, 99 unnumbered pages
c) Record *various pagings.*	c) Record *1 volume (various pagings)*.
EXAMPLE various pagings **Resource with 1000 pages in various pagings** [Note: *1 volume* will be recorded as extent.]	**EXAMPLE** 1 volume (various pagings) **Resource with 1000 pages in various pagings**

Exception ***Early printed resources.*** For early printed resources, record the pagination and foliation in the form and sequence presented.	***Exception*** ***Early printed resources.*** For early printed resources, record the paging, etc., in the form and sequence presented.
EXAMPLE 12 unnumbered leaves, 74 leaves, 32 unnumbered leaves, 62 columns, 9 unnumbered pages	**EXAMPLE** 12 unnumbered leaves, 74 leaves, 32 unnumbered leaves, 62 columns, 9 unnumbered pages
## x.9 Leaves or Pages of Plates	## 3.4.5.9 Leaves or Pages of Plates
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 pagination and foliation of the sequence of leaves or pages of plates after the pagination and foliation of the leaves or pages of text. Record the pagination and foliation of the sequence of leaves or pages of plates after the pagination and foliation of the leaves or pages of text, whether the plates are found together or distributed throughout the resource.	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.
Apply the following instructions, as applicable: numbered leaves or pages of plates (see **x**.**9.1**) unnumbered leaves or pages of plates (see **x**.**9.2**).	Apply the following instructions, as applicable: numbered leaves or pages of plates (see **3.4.5.9.1**) unnumbered leaves or pages of plates (see **3.4.5.9.2**).
Exception For complicated or irregular sequences of plates, apply one of the methods at **x**.**8** to record the pagination and foliation of the sequence of plates.	***Exception*** For complicated or irregular sequences of plates, apply one of the methods at **3.4.5.8** to record the extent of the sequence of plates.
## x.9.1 Numbered Leaves or Pages of Plates	## 3.4.5.9.1 Numbered Leaves or Pages of Plates
Record the pagination and foliation 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 *of plates*.	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 *of plates*.

EXAMPLE 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	**EXAMPLE** 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
Record leaves or pages of plates that are lettered inclusively in the form *A–K pages of plates*, *a–d leaves of plates*, etc.	Record leaves or pages of plates that are lettered inclusively in the form *A–K pages of plates*, *a–d leaves of plates*, etc.
EXAMPLE A–Q pages, a–f pages of plates **Pages lettered** xxxvi, 372 pages, A–D leaves of plates **Leaves of plates lettered**	**EXAMPLE** A–Q pages, a–f pages of plates **Pages lettered** xxxvi, 372 pages, A–D leaves of plates **Leaves of plates lettered**
Record leaves or pages of plates that are numbered in words by giving the numeric equivalent, followed by *of plates*.	Record leaves or pages of plates that are numbered in words by giving the numeric equivalent, followed by *of plates*.
EXAMPLE 40 pages, 5 pages of plates **Pages numbered in words**	**EXAMPLE** 40 pages, 5 pages of plates **Pages numbered in words**
If the plates are numbered as leaves but have content on both sides: record the pagination and foliation by applying the instructions at **x.5** ***or*** make an explanatory note (see **[Details on pagination and foliation]**).	If the plates are numbered as leaves but have content on both sides: record the extent by applying the instructions at **3.4.5.5** ***or*** make an explanatory note (see **3.21.2.11**).

x.9.2 Unnumbered Leaves or Pages of Plates	3.4.5.9.2 Unnumbered Leaves or Pages of Plates
Record the pagination and foliation 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 **x.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.	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.
When recording the pagination and foliation of a sequence of unnumbered leaves or pages of plates, record:	When recording the extent of a sequence of unnumbered leaves or pages of plates, record:
a) the exact number (if the number is readily ascertainable) followed by *unnumbered leaves of plates*, etc.	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	**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
or b) an estimated number preceded by *approximately*, followed by *leaves of plates*, etc.	**or** b) an estimated number preceded by *approximately*, followed by *leaves of plates*, etc.
EXAMPLE xvi, 504 pages, approximately 500 pages of plates	**EXAMPLE** xvi, 504 pages, approximately 500 pages of plates

approximately 300 pages, approximately 100 leaves of plates	approximately 300 pages, approximately 100 leaves of plates
[Treated in Extent of the Carrier]	## 3.4.5.10 Folded Leaves
	If leaves are folded, record that they are folded.
	EXAMPLE 122 folded leaves 230 pages, 25 leaves of plates (some folded) 25 folded leaves of plates
## 3.4.5.11 Double Leaves	## 3.4.5.11 Double Leaves
If numbered pages, leaves, or columns are presented on a double leaf (e.g., books in the traditional East Asian style), record them as pages, leaves, or columns according to their numbering. If they are unnumbered, count each double leaf as two pages.	If numbered pages, leaves, or columns are presented on a double leaf (e.g., books in the traditional East Asian style), record them as pages, leaves, or columns according to their numbering. If they are unnumbered, count each double leaf as two pages.
Make a note to explain the format (see **3.21.2.11**).	Make a note to explain the format (see **3.21.2.11**).
## x.12 Duplicated Paging, Etc.	## 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 **[Details on pagination and foliation]**).	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**).
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**	**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**

x.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

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

x.14 Single Sheet

[A conventional extent of the carrier. Example *3 sheets* added in 3.4.1.3]

If the sheet is designed to be read in pages when folded, record the pagination and foliation of pages laid out on the sheet.

EXAMPLE

8 pages

14 pages, 2 unnumbered pages

[Note: *1 folded sheet* will be recorded as extent.]

Exception

Early printed resources. If an early printed resource consists of a single sheet designed to be used unfolded (whether

3.4.5.14 Single Sheet

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

EXAMPLE

1 sheet

If the sheet is designed to be read in pages when folded, record the extent as *1 folded sheet* followed by the number of pages laid out on the sheet, in parentheses.

EXAMPLE

1 folded sheet (8 pages)

Exception

Early printed resources. If an early printed resource consists of a single sheet designed to be used unfolded (whether

issued folded or unfolded), record pagination and foliation based on the number of pages printed. Do not count blank pages	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 *1 sheet.*
2 pages **Sheet printed on both sides, and numbered** 3 unnumbered pages **Folded sheet with title and colophon printed as 2 pages on "outside;" all text printed as one page occupying the entire "inside"**	
[Extent of the carrier: added as 3.4.1.7.x Sheets.]	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 *1 folded sheet.*
	EXAMPLE 1 folded sheet (16 panels)
	Provide details of the sheet's layout (including the numbering of the panels) in a note if considered important for identification or selection (see **3.21.2.9**).
	3.4.5.15 Single Portfolio or Case
[Extent of the carrier: added as an **exception** in 3.4.1.3]	For a resource consisting of one or more sheets, etc., housed in a single portfolio or case, record the extent as *1 portfolio* or *1 case*, as appropriate.
	EXAMPLE 1 portfolio

[Extent of the carrier (subunits): added to 3.4.1.7 Portfolios and cases.]	***Optional Addition*** Specify the number and type of subunits (e.g., pages, leaves, columns, sheets, volumes) in parentheses following the term *1 portfolio* or *1 case*, as appropriate.
	EXAMPLE 1 portfolio (24 sheets) 1 case (30 pages, 2 sheets)
	For cases consisting of two or more volumes, see **3.4.5.16**
RESOURCE CONSISTING OF MORE THAN ONE UNIT	RESOURCE CONSISTING OF MORE THAN ONE UNIT
	## 3.4.5.16 More Than One Volume
	If the resource consists of more than one volume, record the extent by giving the number of volumes and the term *volumes*.
	EXAMPLE 3 volumes
	Exceptions
[Created new section 3.4.1.x More than One Volume. Added this instruction as an exception there.]	***Completed serials.*** For serials, record the extent by giving the number of bibliographic volumes as reflected in the numbering of the serial (see **2.6**) instead of the number of physical volumes.
[Doesn't concern pagination and foliation.]	***Incomplete resources.*** If the resource is not yet complete (or if the total number of volumes to be issued is unknown), apply the instructions at **3.4.1.10**.

x.17 Continuously Paged Volumes

If the volumes are continuously paged, record the pagination and foliation (see **x.2**–**x13**). Ignore separately paged sequences of preliminary matter in volumes other than the first.

EXAMPLE

xxxxi, 999 pages

xx, 800 pages
Pages numbered: i–xx, 1–201; i–xx, 202–513; i–xxi, 514–800

[Note: the number of volumes will be recorded as extent.]

Optional Omission

For multipart monographs and serials, omit the pagination and foliation.

3.4.5.17 Continuously Paged Volumes

If the volumes are continuously paged, specify the number of pages, leaves, or columns (see **3.4.5.2**–**3.4.5.13**) in parentheses, following the term for the type of unit. Ignore separately paged sequences of preliminary matter in volumes other than the first.

EXAMPLE

2 volumes (xxxxi, 999 pages)

3 volumes (xx, 800 pages)
Pages numbered: i–xx, 1–201; i–xx, 202–513; i–xxi, 514–800

Optional Omission

For multipart monographs and serials, omit the number of pages, etc. See also **3.4.1.10**.

x.18 Individually Paged Volumes

If the volumes are individually paged, omit the pagination and foliation.

Optional Addition

Record the pagination and foliation (see **x.2**–**x.13**) of each volume. Record this information following an indication of the volume to which the pagination and foliation applies.

EXAMPLE

volume 1: xvi, 329 pages
volume 2: xx, 412 pages

3.4.5.18 Individually Paged Volumes

If the volumes are individually paged, record the number of volumes and omit the pagination.

Optional Addition

Specify the number of pages, leaves, or columns in each volume (see **3.4.5.2**–**3.4.5.13**). Record this information in parentheses, following the term for the type of unit.

EXAMPLE

2 volumes (xvi, 329; xx, 412 pages)

x.19 Updating Loose-Leafs	3.4.5.19 Updating Loose-Leafs
If the resource is an updating loose-leaf, record *loose-leaf*.	If the resource is an updating loose-leaf, record the number of volumes followed by *loose-leaf*, in parentheses. For incomplete resources, see also **3.4.1.10**.
EXAMPLE loose-leaf [Note: the number of volumes will be recorded as extent.]	**EXAMPLE** 3 volumes (loose-leaf)
	3.4.5.20 More Than One Sheet
[Extent of the carrier: added as an example in 3.4.1.3.]	If the resource consists of more than one sheet, record the extent by giving the number of sheets and the term *sheets*.
	EXAMPLE 3 sheets
	For sheets contained in a portfolio or case, see **3.4.5.15** or **3.4.5.21**.
[Extent of the carrier: added as an **exception** in 3.4.1.3.]	3.4.5.21 More Than One Portfolio or Case
	If the resource consists of more than one portfolio or case, record the extent by giving the number of units and *portfolios* or *cases*, as appropriate.
	EXAMPLE 4 cases
[Extent of the carrier (subunits): added to 3.4.1.7 Portfolios and cases.]	***Optional Addition*** 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.

	EXAMPLE 2 cases (iv pages, 16 leaves; iii pages, 20 leaves)
[n/a]	## 3.4.5.22 Units and Sets of Units with Identical Content
	For a resource consisting of units or sets of units with identical content, apply the basic instructions at **3.4.1.6**.

4. Dimensions

A revision of Dimensions is presented here for the first time. The section generally presents few major challenges in application of the machine-actionable model.

We propose, in 3.5.1.3, a table of the most frequently employed syntactic patterns for recording dimensions as a string. Consolidation of such instructions at the beginning spares the instructions that follow from a considerable amount of clunkiness.

> **Question 8**: Does CC:DA agree with implementation of the table of syntactic patterns for recording dimensions as a string?

The task force noticed minor inconsistencies in a several format-specific instructions. We look to community input before proposing changes to these instructions.

> **Question 9a**: Several formats (i.e. cartridges and audiocassettes) use the term *length* in a sense that's synonymous with *width*. Is there justification for this variation from the norm? These formats also vary by recording length x height (in dimensions as a string), whereas height is recorded first everywhere else. Is there justification for the variation?

> **Question 9b**: Width of tape or film is varyingly recorded with the terms *width* and *gauge*. As the terms are synonymous, is there justification for maintaining the inconsistency?

For maps and still images, the task force wonders whether it would benefit the user to *always* name the part of the resource that is being measured, even when it is the default (i.e. the map, within neatlines, or the pictorial area). This change would alleviate any ambiguity between the dimensions of the *image* and those of the *sheet*. Bear in mind that Extent of the Carrier for such resources will now be recorded in terms of *sheets* (while terms such as *map*, *drawing,* and *print* will be re-purposed for Extent of the Content).

> **Question 10:** Should the proposal amend the instructions for maps and still images (3.4.5 and 3.4.6) to always record the part measured?

The task force has not revised 3.21.3 Note on Dimensions of Manifestation, but we remark that there is very little difference in the nature of data recorded there (in the current examples, at least) and the data recorded in 3.5.

> **Question 11**: If the fundamental difference between 3.5 and 3.21.3 is that the first records the dimensions of primary importance, and the second those of secondary importance, is this sufficient reason to continue recording functionally equivalent data in separate elements -- where the latter (the note) can not benefit from the option of machine-actionability?

This column shows the proposed revision to 3.5.	This column shows equivalent portions of RDA's current 3.5.
3.5.1 Basic Instructions on Recording Dimensions	**3.5.1 Basic Instructions on Recording Dimensions**
3.5.1.1 Scope [no changes] **Dimensions▼** are the measurements of the carrier or carriers and/or the container of a resource. Dimensions include measurements of height, width, depth, length, gauge, and diameter. For maps, etc., and still images, the dimensions can be: a) the dimensions of the face of the map, etc., (see **3.5.2**) or of the pictorial area (see **3.5.3**) ***and/or*** b) the dimensions of the carrier.	3.5.1.1 Scope **Dimensions▼** are the measurements of the carrier or carriers and/or the container of a resource. Dimensions include measurements of height, width, depth, length, gauge, and diameter. For maps, etc., and still images, the dimensions can be: a) the dimensions of the face of the map, etc., (see **3.5.2**) or of the pictorial area (see **3.5.3**) ***and/or*** b) the dimensions of the carrier.
For instructions on recording sub-elements of Dimensions, see **x.y**.	-
3.5.1.2 Sources of Information [no changes] Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the dimensions of the resource. Take additional evidence from any source.	3.5.1.2 Sources of Information Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the dimensions of the resource. Take additional evidence from any source.

## 3.5.1.3 Recording Dimensions Record dimensions by applying the general guidelines for measurements at **x.y**.	## 3.5.1.3 Recording Dimensions Unless instructed otherwise, record dimensions in centimetres to the next whole centimetre up and use the metric symbol *cm* (e.g., if the height measures 17.2 centimetres, record *18 cm*).
Record the measurement type as instructed at **3.5.1.4.1** – **3.5.1.4.14**.	
Unless instructed otherwise, record the measurement unit in centimetres and round the value to the next whole centimetre up (e.g., if the height measures 17.2 centimetres, record *18* as the measurement quantity).	
Alternative [no changes] Record dimensions in the system of measurement preferred by the agency preparing the description. Use symbols or abbreviate terms for units of measurement as instructed in appendix B (**B.5.1**), as applicable.	***Alternative*** Record dimensions in the system of measurement preferred by the agency preparing the description. Use symbols or abbreviate terms for units of measurement as instructed in appendix B (**B.5.1**), as applicable.
Record dimensions using one or both of the following methods:	
a) as a set of sub-elements.	

b) as a string. Unless instructed otherwise, omit the measurement type. Use the metric symbol *cm* for centimetres and the metric symbol *mm* for millimetres.

When more than one dimension is recorded, apply the following syntactic patterns:

pattern	**example**
height × width	28 × 10 cm **Dimensions of a flash card**

height × width × depth	16 × 32 × 3 cm **Dimensions of a model**
primary dimensions, additional dimensions	18 cm, 13 mm tape **Diameter of an audiotape reel and width of tape** 20 × 31 cm, on sheet 42 × 50 cm **Dimensions of the pictorial area of a still image and dimensions of the the sheet containing the image**
height × width unfolded, height × width folded	80 × 57 cm, folded to 21 × 10 cm **Dimensions of a map, unfolded and folded**
height × width unrolled, height × diameter rolled	27 × 471 cm, rolled to 27 × 7 cm in diameter **Dimensions of a manuscript scroll**
dimensions of first carrier *and* dimensions of second carrier	8 × 13 cm and 10 × 15 cm **Dimensions of the smaller and larger cards in a resource consisting of cards of two sizes**
dimensions of smallest carrier–dimensions of largest carrier ***or*** dimensions of largest carrier *or smaller*	24–28 cm **Dimensions of the smallest and largest volumes in a resource consisting of 6 volumes of differing height** ***or*** 26 × 21 cm or smaller **Dimensions reflecting the dimensions of the largest photographs in a collection containing photographs of more than two sizes**

3.5.1.4 Dimensions of Carrier [no changes]

Record the dimensions of a carrier as instructed at **3.5.1.4.1** – **3.5.1.4.14**, as applicable. Unless instructed otherwise, record measurements as instructed at **3.5.1.3**.

3.5.1.4 Dimensions of Carrier

Record the dimensions of a carrier as instructed at **3.5.1.4.1** – **3.5.1.4.14**, as applicable. Unless instructed otherwise, record measurements as instructed at **3.5.1.3**.

3.5.1.4.1 Cards	3.5.1.4.1 Cards
Record the height and width of the card.	Record the height × width of the card.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 28 MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 10 **Dimensions of a flash card** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 9 MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 19 **Dimensions of an aperture card** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 8 MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 13 **Dimensions of a microopaque** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 9	

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 6

Dimensions of a computer card

As a string

28 × 10 cm
Dimensions of a flash card

9 × 19 cm
Dimensions of an aperture card

8 × 13 cm
Dimensions of a microopaque

9 × 6 cm
Dimensions of a computer card

EXAMPLE

28 × 10 cm
Dimensions of a flash card

9 × 19 cm
Dimensions of an aperture card

8 × 13 cm
Dimensions of a microopaque

9 × 6 cm
Dimensions of a computer card

3.5.1.4.2 Cartridges

3.5.1.4.2 Cartridges

Audio cartridges. For audio cartridges, record the length and height of the face of the cartridge in centimetres and the width of the tape in millimetres.

Audio cartridges. For audio cartridges, record the length × height of the face of the cartridge in centimetres followed by the width of the tape in millimetres. Record the width of the tape and use the metric symbol *mm*. Use a comma to separate the width of the tape from the dimensions of the cartridge.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: length
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 14

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 10

MEASUREMENT TYPE: width MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 7 PART MEASURED: tape	
As a string 14 × 10 cm, 7 mm tape	**EXAMPLE** 14 × 10 cm, 7 mm tape
Computer cartridges. For computer cartridges, record the length of the side of the cartridge that is to be inserted into the machine.	***Computer cartridges.*** For computer cartridges, record the length of the side of the cartridge that is to be inserted into the machine.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: length MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 10 **Dimensions of a computer chip cartridge**	
As a string 10 cm **Dimensions of a computer chip cartridge**	**EXAMPLE** 10 cm **Dimensions of a computer chip cartridge**
Film, filmstrip, and video cartridges. For film, filmstrip, and video cartridges, record the gauge (i.e., width) of the film or tape in millimetres. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see **3.21.3.3**).	***Film, filmstrip, and video cartridges.*** For film, filmstrip, and video cartridges, record the gauge (i.e., width) of the film or tape in millimetres and use the metric symbol *mm*. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see **3.21.3.3**).

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: gauge
MEASUREMENT UNIT: mm
MEASUREMENT QUANTITY: 8
MEASUREMENT QUALIFIER: standard

gauge of film in a film cartridge

MEASUREMENT TYPE: gauge
MEASUREMENT UNIT: mm
MEASUREMENT QUANTITY: 35

gauge of film in a filmstrip cartridge

MEASUREMENT TYPE: gauge
MEASUREMENT UNIT: mm
MEASUREMENT QUANTITY: 13

gauge of film in a video cartridge

As a string

standard 8 mm
Gauge of film in a film cartridge

35 mm
Gauge of film in a filmstrip cartridge

13 mm
Gauge of tape in a video cartridge

EXAMPLE

standard 8 mm
Gauge of film in a film cartridge

35 mm
Gauge of film in a filmstrip cartridge

13 mm
Gauge of tape in a video cartridge

Microfilm cartridges. For microfilm cartridges, record the width of the film in millimetres.

Microfilm cartridges. For microfilm cartridges, record the width of the film in millimetres and use the metric symbol *mm*.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: width
MEASUREMENT UNIT: mm
MEASUREMENT QUANTITY: 35

Width of film in a microfilm cartridge

As a string

35 mm
Width of film in a microfilm cartridge

EXAMPLE

35 mm
Width of film in a microfilm cartridge

3.5.1.4.3 Cassettes

3.5.1.4.3 Cassettes

Audiocassettes. For audiocassettes, record the length and height of the face of the cassette in centimetres, and the width of the tape in millimetres.

Audiocassettes. For audiocassettes, record the length × height of the face of the cassette in centimetres followed by the width of the tape in millimetres. Record the width of the tape and use the metric symbol *mm*. Use a comma to separate the width of the tape from the dimensions of the cassette.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: length
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 10

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 7

MEASUREMENT TYPE: width
MEASUREMENT UNIT: mm
MEASUREMENT QUANTITY: 4
PART MEASURED: tape

As a string 10 × 7 cm, 4 mm tape	**EXAMPLE** 10 × 7 cm, 4 mm tape
Computer cassettes. For computer cassettes, record the length and height of the face of the cassette.	***Computer cassettes.*** For computer cassettes, record the length × height of the face of the cassette.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: length MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 10 MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 7	
As a string 10 × 7 cm	**EXAMPLE** 10 × 7 cm
Film and videocassettes. For film and videocassettes, record the gauge (i.e., width) of the film or tape in millimetres. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see **3.21.3.3**).	***Film and videocassettes.*** For film and videocassettes, record the gauge (i.e., width) of the film or tape in millimetres and use the metric symbol *mm*. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see **3.21.3.3**).
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: gauge MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 16 **gauge of film in a film cassette**	

MEASUREMENT TYPE: gauge MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 8 MEASUREMENT QUALIFIER: standard **gauge of tape in a videocassette** MEASUREMENT TYPE: gauge MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 13 **gauge of tape in a VHS videocassette**	
As a string 16 mm **Gauge of film in a film cassette** standard 8 mm **Gauge of tape in a videocassette** 13 mm **Gauge of tape in a VHS videocassette**	**EXAMPLE** 16 mm **Gauge of film in a film cassette** standard 8 mm **Gauge of tape in a videocassette** 13 mm **Gauge of tape in a VHS videocassette**
Microfiche cassettes. For microfiche cassettes, record the length and height of the face of the cassette.	***Microfiche cassettes.*** For microfiche cassettes, record the length × height of the face of the cassette.
Microfilm cassettes. For microfilm cassettes, record the width of the film in millimetres.	***Microfilm cassettes.*** For microfilm cassettes, record the width of the film in millimetres and use the metric symbol *mm*.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: width MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 16 **Width of film in a microfilm cassette**	

As a string

16 mm
Width of film in a microfilm cassette

EXAMPLE

16 mm
Width of film in a microfilm cassette

3.5.1.4.4 Discs

Record the diameter of the disc.

3.5.1.4.4 Discs

Record the diameter of the disc.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: diameter
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 30

Diameter of an analog audio disc

MEASUREMENT TYPE: diameter
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 12

Diameter of an digital audio disc

MEASUREMENT TYPE: diameter
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 21

Diameter of a videodisc

MEASUREMENT TYPE: diameter
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 12

Diameter of a computer disc

As a string

30 cm
Diameter of an analog audio disc

EXAMPLE

30 cm
Diameter of an analog audio disc

12 cm
Diameter of a digital audio disc

21 cm
Diameter of a videodisc

12 cm
Diameter of a computer disc

12 cm
Diameter of a digital audio disc

21 cm
Diameter of a videodisc

12 cm
Diameter of a computer disc

3.5.1.4.5 Filmstrips and Filmslips

Record the gauge (i.e., width) of the film in millimetres.

3.5.1.4.5 Filmstrips and Filmslips

Record the gauge (i.e., width) of the film in millimetres and use the metric symbol *mm*.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: gauge
MEASUREMENT UNIT: mm
MEASUREMENT QUANTITY: 35

As a string

35 mm

EXAMPLE

35 mm

3.5.1.4.6 Flipcharts

Record the height and width of the flipchart.

3.5.1.4.6 Flipcharts

Record the height × width of the flipchart.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 23

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 18

As a string 23 × 18 cm	**EXAMPLE** 23 × 18 cm
3.5.1.4.7 Microfiches Record the height and width of the fiche.	3.5.1.4.7 Microfiches Record the height × width of the fiche.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 11 MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 15	
As a string 11 × 15 cm	**EXAMPLE** 11 × 15 cm
3.5.1.4.8 Overhead Transparencies Record the height and width of the transparency, excluding any frame or mount. If applicable, make a note on the size as framed or mounted (see **3.21.3.3**).	3.5.1.4.8 Overhead Transparencies Record the height × width of the transparency, excluding any frame or mount. If applicable, make a note on the size as framed or mounted (see **3.21.3.3**).
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 26	

MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 22	
As a string 26 × 22 cm	**EXAMPLE** 26 × 22 cm
3.5.1.4.9 Reels ***Audiotape reels.*** For audiotape reels, record the diameter of the reel in centimetres and the width of the tape in millimetres.	3.5.1.4.9 Reels ***Audiotape reels.*** For audiotape reels, record the diameter of the reel in centimetres followed by the width of the tape in millimetres. Record the width of the tape and use the metric symbol *mm*. Use a comma to separate the width of the tape from the diameter of the reel.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: diameter MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 18 MEASUREMENT TYPE: width MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 13 PART MEASURED: tape	
As a string 18 cm, 13 mm tape	**EXAMPLE** 18 cm, 13 mm tape
Computer tape reels. For computer tape reels, record the diameter of the reel in centimetres and the width of the tape in millimetres.	***Computer tape reels.*** For computer tape reels, record the diameter of the reel in centimetres followed by the width of the tape in millimetres. Record the width of the tape and use the metric

	symbol *mm*. Use a comma to separate the width of the tape from the diameter of the reel.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: diameter MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 31 MEASUREMENT TYPE: width MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 13 PART MEASURED: tape	
As a string 31 cm, 13 mm tape	**EXAMPLE** 31 cm, 13 mm tape
Film and videotape reels. For film and videotape reels, record the diameter of the reel in centimetres and the gauge (i.e., width) of the film or tape in millimetres. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see **3.21.3.3**).	***Film and videotape reels.*** For film and videotape reels, record the diameter of the reel in centimetres followed by the gauge (i.e., width) of the film or tape in millimetres and use the metric symbol *mm*. Use a comma to separate the gauge of the film or tape from the diameter of the reel. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see **3.21.3.3**).
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: diameter MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 18	

MEASUREMENT TYPE: gauge MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 25.4 PART MEASURED: tape **Videotape reel**	
As a string 18 cm, 25.4 mm **Videotape reel**	**EXAMPLE** 18 cm, 25.4 mm **Videotape reel**
Microfilm reels. For microfilm reels, record the diameter of the reel in centimetres and the width of the film in millimetres.	***Microfilm reels.*** For microfilm reels, record the diameter of the reel in centimetres followed by the width of the film in millimetres. Use the metric symbols *cm* and *mm*, respectively. Use a comma to separate the width of the film from the diameter of the reel.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: diameter MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 11 MEASUREMENT TYPE: width MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 25.4 PART MEASURED: film	
As a string 11 cm, 25.4 mm	**EXAMPLE** 11 cm, 25.4 mm
3.5.1.4.10 Rolls ***Film and microfilm rolls.*** For film and microfilm rolls, record the gauge (i.e., width) of the film in millimetres. For 8 mm film, indicate	3.5.1.4.10 Rolls ***Film and microfilm rolls.*** For film and microfilm rolls, record the gauge (i.e., width) of the film in millimetres and use the metric

whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film if considered important for identification or selection (see **3.21.3.3**)	symbol *mm*. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film if considered important for identification or selection (see **3.21.3.3**).
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: gauge MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 35 **gauge of film in a filmstrip roll** MEASUREMENT TYPE: gauge MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 8 MEASUREMENT QUALIFIER: super **gauge of film in a filmstrip roll** MEASUREMENT TYPE: gauge MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 105 **gauge of film in a microfilm roll**	
As a string 35 mm **Gauge of film in a filmstrip roll** super 8 mm **Gauge of film in a filmstrip roll** 105 mm **Width of film in a microfilm roll**	**EXAMPLE** 35 mm **Gauge of film in a filmstrip roll** super 8 mm **Gauge of film in a filmstrip roll** 105 mm **Width of film in a microfilm roll**

3.5.1.4.11 Sheets

Record the height and width of the sheet, excluding any frame or mount. If applicable, make a note on the size as framed or mounted (see **3.21.3.3**).

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 28

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 22

Dimensions of a sheet of text

As a string

28 × 22 cm
Dimensions of a sheet of text

If the sheet is designed to be read in pages when folded, record only the height of the sheet when folded.

For other folded sheets, record the height and width of the sheet when unfolded and when folded.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 48
MEASUREMENT QUALIFIER: unfolded

3.5.1.4.11 Sheets

Record the height × width of the sheet, excluding any frame or mount. If applicable, make a note on the size as framed or mounted (see **3.21.3.3**).

EXAMPLE

28 × 22 cm
Dimensions of a sheet of text

If the sheet is designed to be read in pages when folded, record only the height of the sheet when folded.

For other folded sheets, record the height × width when extended followed by the height × width when folded.

MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 30 MEASUREMENT QUALIFIER: unfolded MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 24 MEASUREMENT QUALIFIER: folded MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 15 MEASUREMENT QUALIFIER: folded **Dimensions of a manuscript sheet**	
As a string 48 × 30 cm, folded to 24 × 15 cm **Dimensions of a manuscript sheet**	**EXAMPLE** 48 × 30 cm folded to 24 × 15 cm **Dimensions of a manuscript sheet**
For scrolls, record the height and width of the unrolled scroll, and the height and diameter of the rolled scroll. Indicate that the dimensions are for an unrolled and rolled scroll.	For scrolls, record the height × width of the unrolled scroll, followed by the height × diameter of the rolled scroll. Indicate that the dimensions are for an unrolled and rolled scroll.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 27 MEASUREMENT QUALIFIER: unrolled MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 471 MEASUREMENT QUALIFIER: unrolled	

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 27
MEASUREMENT QUALIFIER: rolled

MEASUREMENT TYPE: diameter
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 7
MEASUREMENT QUALIFIER: rolled

Dimensions of a manuscript scroll

As a string

27 × 471 cm, rolled to 27 × 7 cm in diameter
Dimensions of a manuscript scroll

EXAMPLE

27 × 471 cm rolled to 27 × 7 cm in diameter
Dimensions of a manuscript scroll

Exceptions [no changes]

Maps, etc. For maps, etc., see **3.5.2**.
Still images. For still images, see **3.5.3**.

Exceptions

Maps, etc. For maps, etc., see **3.5.2**.
Still images. For still images, see **3.5.3**.

3.5.1.4.12 Slides

Record the height and width of the slide.

3.5.1.4.12 Slides

Record the height × width of the slide.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 5

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 5

Dimensions of a photographic slide

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 3

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 8

Dimensions of a microscope slide

As a string

5 × 5 cm
Dimensions of a photographic slide

3 × 8 cm
Dimensions of a microscope slide

EXAMPLE

5 × 5 cm
Dimensions of a photographic slide

3 × 8 cm
Dimensions of a microscope slide

3.5.1.4.13 Three-Dimensional Forms

For globes, record the diameter and indicate that it is the diameter.

3.5.1.4.13 Three-Dimensional Forms

For globes, record the diameter and indicate that it is the diameter.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: diameter
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 12

As a string

12 cm in diameter

EXAMPLE

12 cm in diameter

Other three-dimensional forms. For other three-dimensional forms, record the dimensions of the form itself.

Other three-dimensional forms. For other three-dimensional forms, record the dimensions of the form itself. If necessary, add a

	word to indicate which dimension is being given. If multiple dimensions are given, record them as height × width × depth.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 110 **Dimensions of a sculpture**	
As a string 110 cm high **Dimensions of a sculpture**	**EXAMPLE** 110 cm high **Dimensions of a sculpture**
Optional Omission If the form is in a container, omit the dimensions of the form itself and record the dimensions of the container (see **3.5.1.5**).	***Optional Omission*** If the form is in a container, omit the dimensions of the form itself and record the dimensions of the container (see **3.5.1.5**).
3.5.1.4.14 Volumes Record the height of the volume. If the volume measures less than 10 centimetres, record the height in millimetres.	3.5.1.4.14 Volumes Record the height of the volume. If the volume measures less than 10 centimetres, record the height in millimetres and use the metric symbol *mm*.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 22 MEASUREMENT TYPE: height MEASUREMENT UNIT: mm MEASUREMENT QUANTITY: 75	

As a string 22 cm 75 mm	**EXAMPLE** 22 cm 75 mm
Exceptions	***Exceptions***
If the width of the volume is either less than half the height or greater than the height, record the height and width.	If the width of the volume is either less than half the height or greater than the height, record the height × width.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 20 MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 8 MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 20 MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 32	
As a string 20 × 8 cm 20 × 32 cm	**EXAMPLE** 20 × 8 cm 20 × 32 cm

If there is a significant difference between the height and/or width of the binding and the text block, and this difference is considered important for identification or selection, record the dimensions of both and indicate which dimension is being given. Record the dimensions using one or both of the following methods:	If there is a significant difference between the height and/or width of the binding and the text block, and this difference is considered important for identification or selection, record (in this order): a) the height (or height × width) of the text block b) the height (or height × width) of the binding. Indicate which dimension is being given.
a) as a set of sub-elements	
EXAMPLE MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 22 PART MEASURED: text block MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 24 PART MEASURED: binding MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 20 PART MEASURED: text block MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 8 PART MEASURED: text block MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 22 PART MEASURED: binding	

MEASUREMENT TYPE: diameter MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 12 PART MEASURED: binding	
b) as a string, in this order: 1) the height (or height × width) of the text block 2) the height (or height × width) of the binding.	
EXAMPLE [no changes] 22 cm in binding 24 cm 20 × 8 cm in binding 22 × 12 cm	**EXAMPLE** 22 cm in binding 24 cm 20 × 8 cm in binding 22 × 12 cm
If the volume contains separate text blocks of varying dimensions, record the height (or height and width) of the binding only. Make a note on the dimensions of the text blocks if considered important for identification or selection (see **3.21.3.3** or **3.22.3.3**, as applicable).	If the volume contains separate text blocks of varying dimensions, record the height (or height × width) of the binding only. Make a note on the dimensions of the text blocks if considered important for identification or selection (see **3.21.3.3** or **3.22.3.3**, as applicable).
If the volume contains tactile text and is smaller or larger than the standard A3 size, record the height and width. [no changes]	If the volume contains tactile text and is smaller or larger than the standard A3 size, record the height × width.
If the binding is known to be a replacement binding or one that was applied after the resource was issued, make a note indicating that fact (see **3.22.1.3**). [Note: the task force proposes that this final instruction is mis-placed among the exceptions; it belongs to the general instruction.]	If the binding is known to be a replacement binding or one that was applied after the resource was issued, make a note indicating that fact (see **3.22.1.3**).

3.5.1.5 Dimensions of Container

If the resource is in a container, name the container. Record the dimensions of the container (height, width, and depth) if considered important for identification or selection:

either

a) in addition to the dimensions of the carrier or carriers

or

b) as the only dimensions.

Unless instructed otherwise, record measurements as instructed at **3.5.1.3**.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	16
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	32
MEASUREMENT TYPE:	depth
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	3
MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	17
PART MEASURED:	case
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	34
PART MEASURED:	case

3.5.1.5 Dimensions of Container

If the resource is in a container, name the container. Record the dimensions of the container (height × width × depth) if considered important for identification or selection:

either

a) in addition to the dimensions of the carrier or carriers

or

b) as the only dimensions.

Unless instructed otherwise, record measurements as instructed at **3.5.1.3**.

MEASUREMENT TYPE: depth
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 6
PART MEASURED: case

Dimensions of a model and its container

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 30
PART MEASURED: box

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 25
PART MEASURED: box

MEASUREMENT TYPE: depth
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 13
PART MEASURED: box

Dimensions of the container for a diorama; dimensions of the diorama not recorded

As a string

16 × 32 × 3 cm
case 17 × 34 × 6 cm
Dimensions of a model and its container

box 30 × 25 × 13 cm
Dimensions of the container for a diorama; dimensions of the diorama not recorded

EXAMPLE

16 × 32 × 3 cm
case 17 × 34 × 6 cm
Dimensions of a model and its container

box 30 × 25 × 13 cm
Dimensions of the container for a diorama; dimensions of the diorama not recorded

3.5.1.6 Resources Consisting of More Than One Carrier

3.5.1.6 Resources Consisting of More Than One Carrier

If the resource consists of more than one carrier, and the carriers are all of the same type and size, record the dimensions of a single carrier (see **3.5.1.4**).

If the resource consists of more than one carrier, and the carriers are all of the same type and size, record the dimensions of a single carrier (see **3.5.1.4**).

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 3

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 8

Dimensions of a microscope slide in a resource consisting of 8 microscope slides all of the same size

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 24

Dimensions of a volume in a resource consisting of 3 volumes all of the same size

As a string

3 × 8 cm
Dimensions of a microscope slide in a resource consisting of 8 microscope slides all of the same size

24 cm
Dimensions of a volume in a resource consisting of 3 volumes all of the same size

EXAMPLE

3 × 8 cm
Dimensions of a microscope slide in a resource consisting of 8 microscope slides all of the same size

24 cm
Dimensions of a volume in a resource consisting of 3 volumes all of the same size

Exception

Unbound sheets of text. For resources consisting of two or more unbound sheets of text, apply the instructions on recording the dimensions of a volume (see **3.5.1.4.14**). If

Exception

Unbound sheets of text. For resources consisting of two or more unbound sheets of text, apply the instructions on recording the dimensions of a volume (see **3.5.1.4.14**). If

the sheets are kept folded, add the dimensions when folded.	the sheets are kept folded, add the dimensions when folded.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 20 MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 10 MEASUREMENT QUALIFIER: folded MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 12 MEASUREMENT QUALIFIER folded MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 35 MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 66 MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 10 MEASUREMENT QUALIFIER folded MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 19 MEASUREMENT QUALIFIER folded	
As a string 20 cm, folded to 10 × 12 cm	**EXAMPLE** 20 cm folded to 10 × 12 cm

35 × 66 cm, folded to 10 × 19 cm	35 × 66 cm, folded to 10 × 19 cm
If the carriers are of the same type but differ in size, record the dimensions of the smallest or smaller and the largest or larger size.	If the carriers are of the same type but differ in size, record the dimensions of the smallest or smaller and the largest or larger size.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 24 MEASUREMENT QUALIFIER: smallest volume MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 28 MEASUREMENT QUALIFIER: largest volume **Dimensions of the smallest and largest volumes in a resource consisting of 6 volumes of differing height** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 150 MEASUREMENT QUALIFIER: smallest sculpture MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 210 MEASUREMENT QUALIFIER: largest sculpture **Dimensions of the smallest and largest sculptures in a resource consisting of 3 sculptures of differing height** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 11 MEASUREMENT QUALIFIER: smaller microfiche	

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 15
MEASUREMENT QUALIFIER: smaller microfiche

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 12
MEASUREMENT QUALIFIER: larger microfiche

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 17
MEASUREMENT QUALIFIER: larger microfiche

Dimensions of the smaller and larger microfiches in a resource consisting of 2 microfiches of differing height and width

As a string

24–28 cm
Dimensions of the smallest and largest volumes in a resource consisting of 6 volumes of differing height

150 to 210 cm high
Dimensions of the smallest and largest sculptures in a resource consisting of 3 sculptures of differing height

11 × 15 cm–12 × 17 cm
Dimensions of the smaller and larger microfiches in a resource consisting of 2 microfiches of differing height and width

EXAMPLE

24–28 cm
Dimensions of the smallest and largest volumes in a resource consisting of 6 volumes of differing height

150 to 210 cm high
Dimensions of the smallest and largest sculptures in a resource consisting of 3 sculptures of differing height

11 × 15 cm–12 × 17 cm
Dimensions of the smaller and larger microfiches in a resource consisting of 2 microfiches of differing height and width

Alternative

If the carriers are all of two sizes, record both. If they are of more than two sizes, record the dimensions of the largest with the qualifier *or smaller*.

Alternative

If the carriers are all of two sizes, record both. If they are of more than two sizes, record the dimensions of the largest followed by *or smaller*.

a) as a set of sub-elements

EXAMPLE

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 8
MEASUREMENT QUALIFIER: smaller card

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 13
MEASUREMENT QUALIFIER: smaller card

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 10
MEASUREMENT QUALIFIER: larger card

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 15
MEASUREMENT QUALIFIER: larger card

Dimensions of the smaller and larger cards in a resource consisting of cards of two sizes.

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 26
MEASUREMENT QUALIFIER: or smaller

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 21
MEASUREMENT QUALIFIER: or smaller

Dimensions of the smaller and larger cards in a resource consisting of cards of two sizes.

b) as a string

EXAMPLE [no changes]

8 × 13 cm and 10 × 15 cm
Dimensions of the smaller and larger cards in a resource consisting of cards of two sizes

26 × 21 cm or smaller
Dimensions reflecting the dimensions of the largest photographs in a collection containing photographs of more than two sizes

Exception

Notated music. For notated music, if the resource consists of more than one carrier of differing sizes, record the dimensions of each carrier containing a different type of unit.

Record the dimensions using one or both of the following methods:

a) as a set of sub-elements

EXAMPLE

MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	20
PART MEASURED:	score

MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	32
PART MEASURED:	parts

Score measures 20 cm; parts measure 32 cm

EXAMPLE

8 × 13 cm and 10 × 15 cm
Dimensions of the smaller and larger cards in a resource consisting of cards of two sizes

26 × 21 cm or smaller
Dimensions reflecting the dimensions of the largest photographs in a collection containing photographs of more than two sizes

Exception

Notated music. For notated music, if the resource consists of more than one carrier of differing sizes, record the dimensions of each carrier containing a different type of unit. Record them in the order in which the units are listed at **7.20.1.3**.

b) as a string. Record the dimensions in the order in which the units are listed at **7.20.1.3**.

EXAMPLE [no changes]

20 cm
32 cm
Score measures 20 cm; parts measure 32 cm

EXAMPLE

20 cm
32 cm
Score measures 20 cm; parts measure 32 cm

For a resource consisting of more than one type of carrier, record the dimensions of the carriers by applying the instructions at **3.1.4.2**.

For a resource consisting of more than one type of carrier, record the dimensions of the carriers by applying the instructions at **3.1.4.2**.

3.5.1.7 Resources in More Than One Container

If the resource is in more than one container, and the containers are all of the same size, record the dimensions of a single container (see **3.5.1.5**).

3.5.1.7 Resources in More Than One Container

If the resource is in more than one container, and the containers are all of the same size, record the dimensions of a single container (see **3.5.1.5**).

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	27
PART MEASURED:	boxes
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	40
PART MEASURED:	boxes
MEASUREMENT TYPE:	depth
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	50
PART MEASURED:	boxes

Dimensions of the boxes in a collection consisting of 12 boxes all of the same size.

As a string boxes 27 × 40 × 50 cm **Dimensions of the boxes in a collection consisting of 12 boxes all of the same size**	**EXAMPLE** boxes 27 × 40 × 50 cm **Dimensions of the boxes in a collection consisting of 12 boxes all of the same size**
If the containers differ in size, record the dimensions of the smallest or smaller and the largest or larger size.	If the containers differ in size, record the dimensions of the smallest or smaller and the largest or larger size.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 20 PART MEASURED: boxes MEASUREMENT QUALIFIER: smaller boxes MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 30 PART MEASURED: boxes MEASUREMENT QUALIFIER: smaller boxes MEASUREMENT TYPE: depth MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 5 PART MEASURED: boxes MEASUREMENT QUALIFIER: smaller boxes MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 26 PART MEASURED: boxes MEASUREMENT QUALIFIER: larger boxes MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 35 PART MEASURED: boxes MEASUREMENT QUALIFIER: larger boxes	

MEASUREMENT TYPE: depth
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 6
PART MEASURED: boxes
MEASUREMENT QUALIFIER: larger boxes

Dimensions of the smaller and larger boxes in a collection consisting of boxes of two sizes.

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 14
PART MEASURED: containers
MEASUREMENT QUALIFIER: smallest container

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 26
PART MEASURED: containers
MEASUREMENT QUALIFIER: smallest container

MEASUREMENT TYPE: depth
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 8
PART MEASURED: containers
MEASUREMENT QUALIFIER: smallest container

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 16
PART MEASURED: containers
MEASUREMENT QUALIFIER: largest container

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 38
PART MEASURED: containers
MEASUREMENT QUALIFIER: largest container

MEASUREMENT TYPE: depth
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 22
PART MEASURED: containers
MEASUREMENT QUALIFIER: largest container

Dimensions of the smallest and largest containers in a collection consisting of more than two sizes.	
As a string boxes 20 × 30 × 5 cm–26 × 35 × 6 cm **Dimensions of the smaller and larger boxes in a collection consisting of boxes of two sizes** containers 14 × 26 × 8 cm to 16 × 38 × 22 cm **Dimensions of the smallest and largest containers in a collection consisting of containers of more than two sizes**	**EXAMPLE** boxes 20 × 30 × 5 cm–26 × 35 × 6 cm **Dimensions of the smaller and larger boxes in a collection consisting of boxes of two sizes** containers 14 × 26 × 8 cm to 16 × 38 × 22 cm **Dimensions of the smallest and largest containers in a collection consisting of containers of more than two sizes**
## 3.5.1.8 Change in Dimensions [no changes] If there is a change in dimensions, apply the instructions appropriate to the mode of issuance of the resource: multipart monographs and serials (see **3.5.1.8.1**) integrating resources (see **3.5.1.8.2**).	## 3.5.1.8 Change in Dimensions If there is a change in dimensions, apply the instructions appropriate to the mode of issuance of the resource: multipart monographs and serials (see **3.5.1.8.1**) integrating resources (see **3.5.1.8.2**).
### 3.5.1.8.1 Multipart Monographs and Serials [no changes] If the dimensions of a multipart monograph or serial change, record the dimensions by applying the instructions on resources consisting of more than one carrier at **3.5.1.6**.	### 3.5.1.8.1 Multipart Monographs and Serials If the dimensions of a multipart monograph or serial change, record the dimensions by applying the instructions on resources consisting of more than one carrier at **3.5.1.6**.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 27 MEASUREMENT QUALIFIER: smallest volume	**EXAMPLE** 27–32 cm **Dimensions of the smallest and largest volumes of a serial**

MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 32 MEASUREMENT QUALIFIER: largest volume **Dimensions of the smallest and largest volumes of a serial** ***As a string*** 27–32 cm **Dimensions of the smallest and largest volumes of a serial**	
Make a note on the details of the change if considered important for identification or selection (see **3.21.3.4.1**). [no changes]	Make a note on the details of the change if considered important for identification or selection (see **3.21.3.4.1**).
3.5.1.8.2 Integrating Resources [no changes] If the dimensions of an integrating resource change, change the dimensions to reflect the current iteration. Make a note if the change is considered important for identification or selection (see **3.21.3.4.2**).	3.5.1.8.2 Integrating Resources If the dimensions of an integrating resource change, change the dimensions to reflect the current iteration. Make a note if the change is considered important for identification or selection (see **3.21.3.4.2**).
3.5.2 Dimensions of Map, Etc.	**3.5.2 Dimensions of Map, Etc.**
3.5.2.1 Application [no changes] For a resource consisting of one or more sheets that contain one or more maps, diagrams, views, profiles, sections, etc., record the dimensions by applying the instructions at **3.5.2.2**–**3.5.2.7**. In addition, apply the basic instructions on recording dimensions at **3.5.1** as applicable.	3.5.2.1 Application For a resource consisting of one or more sheets that contain one or more maps, diagrams, views, profiles, sections, etc., record the dimensions by applying the instructions at **3.5.2.2**–**3.5.2.7**. In addition, apply the basic instructions on recording dimensions at **3.5.1** as applicable.
3.5.2.2 Recording Dimensions of Maps, Etc. Record the dimensions of each map, etc., by giving the measurements of the face of the map, etc., measured within the neat line. Record the height and width or the diameter, as	3.5.2.2 Recording Dimensions of Maps, Etc. Record the dimensions of each map, etc., by giving the measurements of the face of the map, etc., measured within the neat line. Record the height × width or diameter, as appropriate. When recording diameter, indicate that it is the diameter.

appropriate. When recording diameter, indicate that it is the diameter.	
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 25 MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 35 MEASUREMENT TYPE: diameter MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 45	
As a string 25 × 35 cm 45 cm in diameter	**EXAMPLE** 25 × 35 cm 45 cm in diameter
Alternative For early printed and manuscript sheet maps, etc., record the dimensions to the next tenth of a centimetre and use the metric symbol *cm*. [no changes]	***Alternative*** For early printed and manuscript sheet maps, etc., record the dimensions to the next tenth of a centimetre and use the metric symbol *cm*.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 123.5	**EXAMPLE** 123.5 × 152.4 cm

MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 154.2 ***As a string*** 123.5 × 152.4 cm	
Record the greater or greatest dimensions of the map, etc., itself, if the map: [no changes] a) is irregularly shaped, ***or*** b) has no neat line ***or*** c) bleeds off the edge. In some cases, it is difficult to determine the points for measuring the height and width of the map, etc., itself (e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders). When this occurs, record the height and width of the sheet. Indicate that the dimensions are for the sheet.	Record the greater or greatest dimensions of the map, etc., itself, if the map: a) is irregularly shaped, ***or*** b) has no neat line ***or*** c) bleeds off the edge. In some cases, it is difficult to determine the points for measuring the height and width of the map, etc., itself (e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders). When this occurs, record the height × width of the sheet. Indicate that the dimensions are for the sheet.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 45 PART MEASURED: sheet MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 33 PART MEASURED: sheet	**EXAMPLE** sheet 45 × 33 cm

As a string

sheet 45 × 33 cm

If appropriate, record more than one set of dimensions and indicate specifically the area to which each set of dimensions applies.

If appropriate, record more than one set of dimensions and indicate specifically the area to which each set of dimensions applies. Separate each set of dimensions by a comma.

3.5.2.3 Map, Etc., on More Than One Sheet of Differing Sizes

If the map, etc., is on sheets of two sizes, record both sets of sheet dimensions.

3.5.2.3 Map, Etc., on More Than One Sheet of Differing Sizes

If the map, etc., is on sheets of two sizes, record both sets of sheet dimensions.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 25
PART MEASURED: sheet 1

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 35
PART MEASURED: sheet 1

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 30
PART MEASURED: sheet 2

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 35
PART MEASURED: sheet 2

As a string sheets 25 × 35 cm and 30 × 35 cm	**EXAMPLE** sheets 25 × 35 cm and 30 × 35 cm
If the map, etc., is on sheets of more than two sizes, record the greatest height of any of the sheets and the greatest width of any of them; use the qualifier *or smaller*.	If the map, etc., is on sheets of more than two sizes, record the greatest height of any of the sheets followed by the greatest width of any of them, followed by *or smaller*.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 30 PART MEASURED: sheets MEASUREMENT QUALIFIER: or smaller MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 40 PART MEASURED: sheets MEASUREMENT QUALIFIER: or smaller	
As a string sheets 30 × 40 cm or smaller	**EXAMPLE** sheets 30 × 40 cm or smaller
## 3.5.2.4 Map, Etc., in Segments Designed to Fit Together *If:* the map, etc., is on one or more sheets *and* the map is in two or more segments designed to fit together to form one map, etc.	## 3.5.2.4 Map, Etc., in Segments Designed to Fit Together *If:* the map, etc., is on one or more sheets *and* the map is in two or more segments designed to fit together to form one map, etc.

then: record the dimensions of the complete map and the dimensions of the sheet or sheets.	*then:* record the dimensions of the complete map, etc., followed by the dimensions of the sheet or sheets. Separate the dimensions by a comma and precede the sheet dimensions with *on sheets* or *in sheets*, as appropriate, unless the number of sheets is recorded in the extent (see **3.4.2.4**).

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 10

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 60

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 25
PART MEASURED: sheet

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 35
PART MEASURED: sheet

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 264

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 375

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 96
PART MEASURED: sheets

MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 142 PART MEASURED: sheets **Extent recorded as:** 1 map on 9 sheets	
As a string 10 × 60 cm, on sheet 25 × 35 cm 264 × 375 cm, sheets 96 × 142 cm **Extent recorded as:** 1 map on 9 sheets	**EXAMPLE** 10 × 60 cm, on sheet 25 × 35 cm 264 × 375 cm, sheets 96 × 142 cm **Extent recorded as:** 1 map on 9 sheets
If the segments have been assembled and mounted together, record the dimensions of the whole map, etc., alone.	If the segments have been assembled and mounted together, record the dimensions of the whole map, etc., alone.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 120 MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 276 **Mounted map created from several segments**	
As a string 120 × 276 cm **Mounted map created from several segments**	**EXAMPLE** 120 × 276 cm **Mounted map created from several segments**
In some cases, it is difficult to determine the points for measuring the height and width of a complete map, etc., that is in segments,	In some cases, it is difficult to determine the points for measuring the height and width of a complete map, etc., that is in segments,

or to assemble the map, etc., for measuring. When this occurs, record only the height and width of the sheet or sheets. Indicate that the dimensions are for the sheet or sheets.	or to assemble the map, etc., for measuring. When this occurs, record only the height × width of the sheet or sheets. Indicate that the dimensions are for the sheet or sheets.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 30 PART MEASURED: sheets MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 40 PART MEASURED: sheets MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 60 PART MEASURED: sheets MEASUREMENT QUALIFIER: or smaller MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 60 PART MEASURED: sheets MEASUREMENT QUALIFIER: or smaller	
As a string sheets 30 × 40 cm sheets 60 × 60 cm or smaller	**EXAMPLE** sheets 30 × 40 cm sheets 60 × 60 cm or smaller

3.5.2.5 Dimensions of Map, Etc., in Relation to Dimensions of Sheet

If:

the measurement of either dimension of the map, etc., is less than half the measurement of the same dimension of the sheet on which it is presented

or

there is substantial additional information on the sheet (e.g., text)

then:

record the dimensions of the map, etc., and the dimensions of the sheet.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	20
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	31
MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	42
PART MEASURED:	sheet
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	50
PART MEASURED:	sheet

3.5.2.5 Dimensions of Map, Etc., in Relation to Dimensions of Sheet

If:

the measurement of either dimension of the map, etc., is less than half the measurement of the same dimension of the sheet on which it is presented

or

there is substantial additional information on the sheet (e.g., text)

then:

record the dimensions of the map, etc., followed by the dimensions of the sheet. Separate the dimensions by a comma and precede the dimensions of the sheet by *on sheet*.

As a string

20 × 31 cm, on sheet 42 × 50 cm

EXAMPLE

20 × 31 cm, on sheet 42 × 50 cm

3.5.2.6 Map, Etc., on Folded Sheet

If:

the map, etc., is presented with an outer cover within which it is intended to be folded

or

the sheet itself contains a panel or section designed to appear on the outside when the sheet is folded

then:

record the dimensions of the map, etc., and the dimensions of the sheet in folded form

3.5.2.6 Map, Etc., on Folded Sheet

If:

the map, etc., is presented with an outer cover within which it is intended to be folded

or

the sheet itself contains a panel or section designed to appear on the outside when the sheet is folded

then:

record the dimensions of the map, etc., and add the dimensions of the sheet in folded form, preceded by a comma.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	80
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	57
MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	21
PART MEASURED:	sheet
MEASUREMENT QUALIFIER:	folded
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	10
PART MEASURED:	sheet
MEASUREMENT QUALIFIER:	folded

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 9

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 20

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 40
PART MEASURED: sheet

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 60
PART MEASURED: sheet

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 21
PART MEASURED: cover
MEASUREMENT QUALIFIER: folded

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 10
PART MEASURED: cover
MEASUREMENT QUALIFIER: folded

As a string

80 × 57 cm, folded to 21 × 10 cm

9 × 20 cm, on sheet 40 × 60 cm, folded in cover 21 × 10 cm

EXAMPLE

80 × 57 cm, folded to 21 × 10 cm

9 × 20 cm, on sheet 40 × 60 cm, folded in cover 21 × 10 cm

3.5.2.7 Map, Etc., Presented on Both Sides of a Sheet

If the map, etc., is presented on both sides of a sheet at a consistent scale, record the dimensions of the map, etc., as a whole, and the dimensions of the sheet. If it is difficult to measure such a map, etc., record the dimensions of the sheet alone.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 45

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 80

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 50
PART MEASURED: sheet

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 44
PART MEASURED: sheet

Printed on both sides of sheet with line for joining indicated

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 45
PART MEASURED: sheet

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 30
PART MEASURED: sheet

Printed on both sides of sheet

3.5.2.7 Map, Etc., Presented on Both Sides of a Sheet

If the map, etc., is presented on both sides of a sheet at a consistent scale, record the dimensions of the map, etc., as a whole. Add the dimensions of the sheet, separated by a comma and preceded by *on sheet*. If it is difficult to measure such a map, etc., record the dimensions of the sheet alone.

As a string 45 × 80 cm, on sheet 50 × 44 cm **Printed on both sides of sheet with line for joining indicated** on sheet 45 × 30 cm **Printed on both sides of sheet**	**EXAMPLE** 45 × 80 cm, on sheet 50 × 44 cm **Printed on both sides of sheet with line for joining indicated** on sheet 45 × 30 cm **Printed on both sides of sheet**
3.5.3 Dimensions of Still Image	**3.5.3 Dimensions of Still Image**
3.5.3.1 Application For a resource consisting of one or more sheets that contain one or more still images in the form of drawings, paintings, prints, photographs, etc., record the dimensions by applying the instructions at **3.5.3.2**–**3.5.3.3**. In addition, apply the basic instructions on recording dimensions at **3.5.1** as applicable. For resources consisting of still images in other media (e.g., slides, transparencies), apply the basic instructions at **3.5.1**. For sheets containing maps, etc., see **3.5.2**.	3.5.3.1 Application For a resource consisting of one or more sheets that contain one or more still images in the form of drawings, paintings, prints, photographs, etc., record the dimensions by applying the instructions at **3.5.3.2**–**3.5.3.3**. In addition, apply the basic instructions on recording dimensions at **3.5.1** as applicable. For resources consisting of still images in other media (e.g., slides, transparencies), apply the basic instructions at **3.5.1**. For sheets containing maps, etc., see **3.5.2**.
3.5.3.2 Recording Dimensions of Still Images Record the dimensions of a still image by using the measurements of the pictorial area. Record the height and width, diameter, or other dimensions, as appropriate, and give the dimensions with reference to the position in which the image is intended to be viewed. When recording dimensions other than height and width of a rectangle, indicate what is being measured.	3.5.3.2 Recording Dimensions of Still Images Record the dimensions of a still image by using the measurements of the pictorial area. Record the height × width, diameter, or other dimensions, as appropriate, and give the dimensions with reference to the position in which the image is intended to be viewed. When recording dimensions other than height × width of a rectangle, indicate what is being measured.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 33

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 25

MEASUREMENT TYPE: diameter
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 6

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 7
MEASUREMENT QUALIFIER: oval

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 5
MEASUREMENT QUALIFIER: oval

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 41
MEASUREMENT QUALIFIER: irregular pentagon

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 36
MEASUREMENT QUALIFIER: irregular pentagon

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 244

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 26

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 30
PART MEASURED: sheet
MEASUREMENT QUALIFIER: folded

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 26
PART MEASURED: sheet
MEASUREMENT QUALIFIER: folded

As a string

33 × 25 cm

6 cm in diameter

7 × 5 cm oval

41 × 36 cm irregular pentagon

244 × 26 cm, folded to 30 × 26 cm
Dimensions of a wall chart

EXAMPLE

33 × 25 cm

6 cm in diameter

7 × 5 cm oval

41 × 36 cm irregular pentagon

244 × 26 cm, folded to 30 × 26 cm
Dimensions of a wall chart

Alternative

Record the dimensions to the next tenth of a centimetre.

Alternative

Record the dimensions to the next tenth of a centimetre and use the metric symbol *cm*.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 32.2

MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 22.4	
As a string 32.2 × 22.4 cm	**EXAMPLE** 32.2 × 22.4 cm
If appropriate, record more than one set of dimensions and indicate specifically the area to which each set of dimensions applies.	If appropriate, record more than one set of dimensions and indicate specifically the area to which each set of dimensions applies. Separate each set of dimensions by a comma.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: diameter MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 6 MEASUREMENT TYPE: height MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 8 PART MEASURED: plate mark MEASUREMENT TYPE: width MEASUREMENT UNIT: cm MEASUREMENT QUANTITY: 7 PART MEASURED: plate mark	
As a string 6 cm in diameter, plate mark 8 × 7 cm	**EXAMPLE** 6 cm in diameter, plate mark 8 × 7 cm

3.5.3.3 Dimensions of Image in Relation to Dimensions of Sheet

If:

the measurement of either dimension of the image is less than half the measurement of the same dimension of the sheet on which it is presented

or

there is substantial additional information on the sheet (e.g., text)

then:

record the dimensions of the image and the dimensions of the sheet (exclusive of any frame or mounting).

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	21
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	30
MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	42
PART MEASURED:	sheet
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	50
PART MEASURED:	sheet

3.5.3.3 Dimensions of Image in Relation to Dimensions of Sheet

If:

the measurement of either dimension of the image is less than half the measurement of the same dimension of the sheet on which it is presented

or

there is substantial additional information on the sheet (e.g., text)

then:

record the dimensions of the image followed by the dimensions of the sheet (exclusive of any frame or mounting). Separate the dimensions by a comma and precede the dimensions of the sheet by *on sheet*.

MEASUREMENT TYPE: diameter
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 6

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 8
PART MEASURED: plate mark

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 7
PART MEASURED: plate mark

MEASUREMENT TYPE: height
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 24
PART MEASURED: sheet

MEASUREMENT TYPE: width
MEASUREMENT UNIT: cm
MEASUREMENT QUANTITY: 17
PART MEASURED: sheet

As a string

20 × 31 cm, on sheet 42 × 50 cm

6 cm in diameter, plate mark 8 × 7 cm, on sheet 24 × 17 cm

EXAMPLE

20 × 31 cm, on sheet 42 × 50 cm

6 cm in diameter, plate mark 8 × 7 cm, on sheet 24 × 17 cm

5. Extent of the Content

This section is minimally revised since the strawman proposal. It incorporates several changes based on input received at Midwinter. The proposal now assumes that terms for Extent of the Content will be based on a controlled vocabulary, to be mapped to the RDA ONIX Framework -- in the same manner as terms for Extent of the Carrier. And just as with carrier textent terms, there will be the additional option of using a term not on the provided list, when necessary. The value vocabulary remains to be developed. Relevant terms previously included in 3.4 are provided here as placeholders.

Provisionally, the proposal suggests that Extent of the Content will be a core element for cartographic resources, notated movement, notated music, still images, and three-dimensional forms, if the resource is complete or if the total extent is known.

The proposal does not yet include Details on Extent of the Content, but such an element will be necessary.

The term *items*, as used in 3.4.1.11.1 Number of Items, Containers, or Volumes, presents a small challenge. The task force assumes that *items*, as used in 3.4, stands either for carriers (e.g. a mixture of volumes and sheets) or for units of content (e.g. a mixture of letters and writings), as appropriate.

> **Question 12:** Should *items* be used as extent term for both carrier and content, and if so, can it be used unqualified? If a distinction needs to be made, what terms does CC:DA recommend? Perhaps *items (carrier)* and *items (content)*?

7.x Extent of the Content

CORE ELEMENT

Extent of the content is a core element for cartographic resources, notated movement, notated music, still images, and three-dimensional forms, if the resource is complete or if the tota extent is known. Record subunits only if readily ascertainable and considered important for identification or selection.

7.x.1 Basic Instructions on Recording Extent of the Content

7.x.1.1 Scope

Extent of the content ▼ is a measurement of the number and type of content units and/or subunits making up a resource.

For instructions on recording sub-elements of the extent of the content, see **x.y**.

A **content unit** ▼ is an intellectual constituent of a resource (e.g., a picture, a poem, a game).

A **content subunit**▼ is an intellectual subdivision of a content unit (e.g., a word in a poem, a map in an atlas, a song in an album).

For instructions on recording duration, see **7.22.**

For instructions on recording extent of the carrier, see **3.4**

7.x.1.2 Sources of Information

Take information on extent of the content from any source.

7.x.1.3. Recording Extent of the Content

Record the extent of the content by applying the general guidelines for measurements at **x.y.**

Use one or both of the following methods

a) a set of measurement sub-elements

b) a string, combining the values of appropriate measurement sub-elements. Omit the term for measurement type.

For measurement type (see **x.y.2**), record:

either

a) *content extent units* for counts of content units

or

b) *content extent subunits* for counts of content subunits.

Exception

For extent recorded as a string, omit the measurement type.

Record the measurement unit using one or more of the terms in the following list:

Cartographic resources

- atlas
- diagram
- globe
- map
- model
- profile
- remote-sensing image
- section
- view

Computer dataset

- record
- statement

Computer program

- record
- statement

Notated music

- score
- condensed score
- study score
- piano conductor part
- violin conductor part
- vocal score
- piano score

- chorus score
- part
- choir book
- table book

Still images

- activity card
- chart
- collage
- drawing
- flash card
- icon
- painting
- photograph
- picture
- postcard
- poster
- print
- radiograph
- study print
- technical drawing
- wall chart

Three-dimensional forms

- coin
- diorama
- exhibit
- game

jigsaw puzzle

medal

mock-up

model

sculpture

specimen

toy

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: drawing
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: views
MEASUREMENT QUANTITY: 100

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: maps
MEASUREMENT QUANTITY: 2

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: score
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: records
MEASUREMENT QUANTITY: 980

As a string

1 drawing

100 views

2 maps

1 score

980 records

If none of the terms in the list is appropriate, use another concise term or terms to indicate the type of unit.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: flannel board pieces
MEASUREMENT QUANTITY: 7

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: quilts
MEASUREMENT QUANTITY: 3

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: playing cards
MEASUREMENT QUANTITY: 52

As a string

7 flannel board pieces

3 quilts

52 playing cards

For a resource that is part of a larger resource, see **7.x.1.12**.

Specify the number of subunits, if applicable (see **7.x.y**–**7.x.z**).

7.x.1.4 Exact Number of Units Not Readily Ascertainable

If the exact number of units cannot be readily ascertained, but an approximate number can be readily estimated, record an approximate number as the measurement quantity and record *approximately* as the measurement qualifier.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE:	content extent units
MEASUREMENT UNIT:	pictures
MEASUREMENT QUANTITY:	600
MEASUREMENT QUALIFIER:	approximately

As a string

approximately 600 pictures

If the number of units cannot be readily approximated, use one or both of the following methods to record the extent:

a) as a set of sub-elements. Record *cannot be readily approximated* as the measurement quantity.

EXAMPLE

MEASUREMENT TYPE:	content extent units
MEASUREMENT UNIT:	views
MEASUREMENT QUANTITY:	cannot be readily approximated

Optional Omission

b) as a string. Omit the quantity.

EXAMPLE

views

7.x.1.5 Units Cannot Be Named Concisely

If the units cannot be named concisely, record the number of logical units and record the measurement unit as *items of varied content*. Record details in a note if considered important for identification or selection (see **7...**).

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: items of varied content
MEASUREMENT QUANTITY: 48

As a string

48 items of varied content

If the number of units cannot be readily ascertained or approximated, use one or both of the following methods to record the extent:

a) as a set of sub-elements. Record *cannot be readily approximated* as the quantity.

EXAMPLE

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: items of varied content
MEASUREMENT QUANTITY: cannot be readily approximated

Optional Omission

b) a string. Omit the quantity.

EXAMPLE

items of varied content

7.x.1.6 Units and Sets of Units with Identical Content

If the units of the resource have identical content, record *identical* as the measurement qualifier.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: carrier extent units
MEASUREMENT UNIT: sculptures
MEASUREMENT QUANTITY: 4
MEASUREMENT QUALIFIER: identical

As a string

4 identical sculptures

7.x.1.7 Number of Subunits

Specify the number of subunits (see **7.x.1.7.1–7.x.1.7.y**), if readily ascertainable and considered important for identification or selection.
Record the number of subunits using one or both of the following methods:

a) a set of sub-elements. Record *content extent subunits* as the measurement type.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: atlas
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: content extent subunits
MEASUREMENT UNIT: maps
MEASUREMENT QUANTITY: 76

b) a string. Record the number of subunits, in parentheses, following the term for the type of unit.

As a string

1 atlas (76 maps)

7.x.1.8 Exact Number of Subunits Not Readily Ascertainable

If the subunits are unnumbered and their number cannot be readily ascertained, record an approximate number and record *approximately* as the measurement qualifier.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE:	content extent units
MEASUREMENT UNIT:	sketchbook
MEASUREMENT QUANTITY:	1
MEASUREMENT TYPE:	carrier extent subunits
MEASUREMENT UNIT:	drawings
MEASUREMENT QUANTITY:	100
MEASUREMENT QUALIFIER:	approximately

As a string

1 sketchbook (approximately 100 drawings)

7.x.1.10 Incomplete Resource

If:

preparing a comprehensive description for a resource that is not yet complete

or

preparing a comprehensive description for a resource for which the total number of units created is unknown

then:

record the extent of the content using one or both of the following methods:

a) as a set of sub-elements. Record *not yet complete* or *unknown* as the measurement quantity, as appropriate.

EXAMPLE

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: maps
MEASUREMENT QUANTITY: not yet complete

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: scores
MEASUREMENT QUANTITY: not yet complete

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: prints
MEASUREMENT QUANTITY: unknown

b) a string. Omit the quantity.

EXAMPLE

maps

scores

prints

Alternative

Do not record extent of the content for a resource that is not yet complete (or if the total number of units created is unknown).

If:

the resource was planned to be in more than one unit, but not all have been issued

and

it appears that the resource will not be continued

then:

describe the incomplete set by recording the number of units issued. Make a note that no more units have been created (see **...**).

7.x.1.11 Comprehensive Description of a Collection

When describing a collection as a whole, record the extent of the content by using a method appropriate to the nature of the collection and the purpose of the description:

a) number of items (see **7.x.1.11.1**)

or

b) number and type of unit (see **7.x.1.11.3**).

7.x.1.11.1 Number of Items

Record the extent by giving the number or approximate number of items, using one or both of the following methods:

a) as a set of sub-elements. Record *items (content)* as the measurement unit.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE:	content extent units
MEASUREMENT UNIT:	items (content)
MEASUREMENT QUANTITY:	19

MEASUREMENT TYPE:	content extent units
MEASUREMENT UNIT:	items (content)
MEASUREMENT QUANTITY:	400
MEASUREMENT QUALIFIER:	approximately

b) as a string. Record *items* as the measurement unit.

As a string

19 items

approximately 400 items

7.x.1.11.3 Number and Type of Unit

Record the extent by giving the extent of each type of resource in the collection, as instructed at **7.x.1.3.**

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: models
MEASUREMENT QUANTITY: 35

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: mock-ups
MEASUREMENT QUANTITY: 21

As a string

35 models
21 mock-ups

7.x.1.12 Analytical Description of a Part

When describing a resource that is part of a larger resource, record the extent of the part by applying one of these instructions:

a) number of units and/or subunits in the part (see **7.x.1.12.1**)

or

b) location of the part within the larger resource (see **7.x.1.12.2**)

7.x.1.12.1 Number of Units and/or Subunits in the Part

Record the extent of the part by giving the number of units and/or number of subunits, as appropriate. Apply the instructions at **7.x.1.3–7.x.1.10**.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: map
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: content extent units
MEASUREMENT UNIT: view
MEASUREMENT QUANTITY: 1

As a string

1 map

1 view

6. Duration

This section incorporates the changes introduced in 6JSC-ALA-36.

In a number of examples, the proposal replaces references to carriers (e.g., film cartridge, audio disc) -- which are inappropriate in an element used to record duration of content -- with references to content (e.g., interview, documentary film)

In the recent revision to Duration (ALA-36), the *examples* (i.e. the short comments appended to each) remove all mention of the concepts performance time, running time, playing time, etc. While this change does not affect the values for durations recorded as strings, it does potentially alter the values that we record as measurement type in the machine-actionable duration. That is: we *could* use the blanket term *duration* for all measurement types, but in so doing we lose some of the specificity that we stand to gain by distinguishing, for example, between playing time and performance time.

> **Question 13**: Does CC:DA prefer use of the single term *duration* for measurement type, or should we specify different kinds of duration?

If we specify different kinds of duration, the task force would appreciate clarification on the difference between playing time and running time.

The final section, 7.22.1.6, presents a challenge, and is as yet unmodified. All but one or two of the current examples refer (completely, or in part) to aspects of the carrier. Logically, a carrier *can* have a duration (e.g. a blank audiocassette of 90 minutes).

> **Question 14:** How should the examples in 7.22.1.6 be treated? Should those that primarily concern the carrier be moved to Chapter 3?

This column shows the proposed revision to 7.22.	This column shows equivalent portions of RDA's current 7.22.
7.22.1. Basic Instructions on Recording Duration	**7.22.1. Basic Instructions on Recording Duration**
7.22.1.1 Scope [no changes] **Duration▼** is the playing time, running time, performance time, etc., of the content of a resource.	**7.22.1.1 Scope** **Duration▼** is the playing time, running time, performance time, etc., of the content of a resource.
7.22.1.2 Sources of Information [no changes] Take information on duration from any source.	7.22.1.2 Sources of Information Take information on duration from any source.
7.22.1.3 Recording Duration Record the duration by applying the general guidelines for measurements at **x.y.** Use one or both of the following methods:	7.22.1.3 Recording Duration Record the duration in the form preferred by the agency creating the data. When including terms designating units of time, record the terms as instructed in appendix B (**B.5.3**).
a) a set of measurement sub-elements b) a string, combining the values of appropriate measurement sub-elements, in the form preferred by the agency creating the data.	
Record the measurement type by giving an appropriate term from the following list: playing time running time performance time	

Exception For durations recorded as a string, omit the measurement type.	
Record the measurement unit by giving standard units of time (e.g. seconds, minutes, hours, etc.). For a measurement recorded as a string, record the terms as instructed in appendix B (**B.5.3**).	
Record the exact duration if readily ascertainable.	Record the total duration using one of the following methods: a) Record the exact time if readily ascertainable.
EXAMPLE ***As a set of sub-elements*** MEASUREMENT TYPE: playing time MEASUREMENT UNIT: minutes MEASUREMENT QUANTITY: 40 **Duration of a speech** MEASUREMENT TYPE: performance time MEASUREMENT UNIT: hours MEASUREMENT QUANTITY: 0.75 **Duration of a piano score** MEASUREMENT TYPE: playing time MEASUREMENT UNIT: minutes / seconds MEASUREMENT QUANTITY: 3:23 **Duration of an interview** MEASUREMENT TYPE: performance time MEASUREMENT UNIT: muhūrta MEASUREMENT QUANTITY: 1 **Duration of a choreographic resource**	

MEASUREMENT TYPE: playing time
MEASUREMENT UNIT: hours / minutes / seconds
MEASUREMENT QUANTITY: 2:30:04

Duration of a documentary film

As a string

40 min.
Duration of a speech

0.75 hr.
Duration of a piano score

3 min., 23 sec.
Duration of an interview

1 muhūrta
Duration of a choreographic resource

2:30:04
Duration of a documentary film

EXAMPLE

40 min.
Duration of an audiocassette

0.75 hr.
Duration of a piano score

3 min., 23 sec.
Duration of a film cartridge

1 muhūrta
Duration of a choreographic resource

2:30:04
Duration of an audio disc

7.22.1.4 Exact Duration Not Readily Ascertainable

If the exact duration cannot be readily ascertained, but an approximate duration is stated or can be readily estimated, record the approximate time. Record approximately as the measurement qualifier.

b. If the exact time is not readily ascertainable, but an approximate time is stated or can be readily estimated, record that time preceded by *approximately*.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: playing time MEASUREMENT UNIT: hours MEASUREMENT QUANTITY: 3 MEASUREMENT QUALIFIER: approximately **Duration of an opera** MEASUREMENT TYPE: performance time MEASUREMENT UNIT: minutes MEASUREMENT QUANTITY: 15 MEASUREMENT QUALIFIER: approximately **Duration of a monologue** MEASUREMENT TYPE: playing time MEASUREMENT UNIT: minutes / seconds MEASUREMENT QUANTITY: 01:30 MEASUREMENT QUALIFIER: approximately **Duration of a jingle**	
As a string approximately 3 hr. **Duration of an opera** approximately 15 min. **Duration of a monologue** approximately 01:30 **Duration of a jingle**	**EXAMPLE** approximately 3 hr. **Duration of a videocassette** approximately 15 min. **Duration of a monologue** approximately 01:30 **Duration of an audio cartridge**
Optional Omission If the duration cannot be readily ascertained or approximated, omit it.	c. If the time cannot be readily ascertained or estimated, omit it.
For instructions on recording the duration of component parts, see **7.22.1.5**. [no changes]	For instructions on recording the duration of component parts, see **7.22.1.4.**
Record details of duration as instructed at **7.22.1.6**. [no changes]	Record details of duration as instructed at **7.22.1.5**.

7.22.1.5 Duration of Component Parts

When recording duration of a resource consisting of more than one component part, record the duration of each component part as instructed at **7.22.1.3**.

7.22.1.4 Duration of Component Parts

When recording duration of a resource consisting of more than one component part, record the duration of each component part as instructed at **7.22.1.3**.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: performance time
MEASUREMENT UNIT: minutes
MEASUREMENT QUANTITY: 17

MEASUREMENT TYPE: performance time
MEASUREMENT UNIT: minutes
MEASUREMENT QUANTITY: 23

MEASUREMENT TYPE: performance time
MEASUREMENT UNIT: minutes
MEASUREMENT QUANTITY: 9

Duration of each act of a play

MEASUREMENT TYPE: playing time
MEASUREMENT UNIT: .beats
MEASUREMENT QUANTITY: 25

MEASUREMENT TYPE: playing time
MEASUREMENT UNIT: .beats
MEASUREMENT QUANTITY: 83
MEASUREMENT QUALIFIER: approximately

Duration of each chapter of a recorded reading

MEASUREMENT TYPE: performance time
MEASUREMENT UNIT: minutes / seconds
MEASUREMENT QUANTITY: 17:46

MEASUREMENT TYPE: performance time
MEASUREMENT UNIT: minutes / seconds
MEASUREMENT QUANTITY: 15:12

MEASUREMENT TYPE: performance time
MEASUREMENT UNIT: minutes / seconds
MEASUREMENT QUANTITY: 18:54

Duration of each dance in a choreographic resource

As a string

17 min.
23 min.
9 min.
Duration of each act of a play

25 .beats
approximately 83 .beats
Duration of each chapter in a recorded reading

17:46
15:12
18:54
Duration of each dance in a choreographic resource

EXAMPLE

17 min.
23 min.
9 min.
Duration of each act of a play

25 .beats
approximately 83 .beats
Duration of each video file in an online resource

17:46
15:12
18:54
Duration of each dance in a choreographic resource

Alternative

Record the total duration of the resource. Apply this instruction instead of or in addition to recording the duration of the component parts.

Alternative

Record the total duration of the resource. Apply this instruction instead of or in addition to recording the duration of the component parts.

EXAMPLE

As a set of sub-elements

MEASUREMENT TYPE: performance time
MEASUREMENT UNIT: minutes
MEASUREMENT QUANTITY: 49

Total duration of a play with three acts that have durations of 17, 23, and 9 minutes

MEASUREMENT TYPE: playing time
MEASUREMENT UNIT: hours / minutes
MEASUREMENT QUANTITY: 3:00

PART MEASURED: scene 1
MEASUREMENT TYPE: playing time
MEASUREMENT UNIT: hours / minutes
MEASUREMENT QUANTITY: 1:00

PART MEASURED: scene 2
MEASUREMENT TYPE: playing time
MEASUREMENT UNIT: hours / minutes
MEASUREMENT QUANTITY: 1:00

PART MEASURED: scene 3
MEASUREMENT TYPE: playing time
MEASUREMENT UNIT: hours / minutes
MEASUREMENT QUANTITY: 1:00

Total duration and duration of each component part of a work of performance art

As a string

49 min.

Total duration of a play with three acts that have durations of 17, 23, and 9 minutes

3:00

1:00

1:00

EXAMPLE

49 min.

Total duration of a play with three acts that have durations of 17, 23, and 9 minutes

3:00

1:00

1:00

1:00 **Total duration and duration of each scene of a work of performance art**	1:00 **Total duration and duration of each component part recorded for a resource containing three audio files**
## 7.22.1.6 Details of Duration [no changes] Record details of duration if considered important for identification or selection. When including terms designating units of time, record the terms as instructed in appendix B (**B.5.3**).	## 7.22.1.5 Details of Duration Record details of duration if considered important for identification or selection. When including terms designating units of time, record the terms as instructed in appendix B (**B.5.3**).
EXAMPLE [no changes] With tracks every 3 min. for easy bookmarking A-side: 4:20; B-side: 4:03 16:00 per audio cylinder **Duration of each cylinder in a set of 31 audio cylinders** Running time given as 155 min. on container **Duration stated on resource that has an actual duration of 113 min.** Total track time: 2 hr., 10 min., 5 sec. **An audiocassette with 10 songs and 8 tracks** Each film reel has a running time of approximately 0.25 hr. **A moving image resource with multiple film reels**	**EXAMPLE** With tracks every 3 min. for easy bookmarking A-side: 4:20; B-side: 4:03 16:00 per audio cylinder **Duration of each cylinder in a set of 31 audio cylinders** Running time given as 155 min. on container **Duration stated on resource that has an actual duration of 113 min.** Total track time: 2 hr., 10 min., 5 sec. **An audiocassette with 10 songs and 8 tracks** Each film reel has a running time of approximately 0.25 hr. **A moving image resource with multiple film reels**