

**To:** Joint Steering Committee for Development of RDA  
**From:** Kathy Glennan, ALA Representative  
**Subject:** Machine-Actionable Data Elements for *Measurements, Extent of the Carrier, Pagination and Foliation, Dimensions, Extent of the Content, and Duration* – Discussion Paper (2015)

**Related documents:**

[6JSC/ALA/Discussion/1](#): Machine-Actionable Data Elements in RDA: Discussion Paper (2013)  
[6JSC/ALA/17](#): Machine-Actionable Data Elements in RDA Chapter 3: Discussion Paper [2012]

**Abstract**

In looking toward a future of linked data, RDA instructions should be revised and expanded to accommodate more machine-actionable data elements. This paper gives particular consideration to creating or revising instructions on *Measurements, Extent of the Carrier, Pagination and Foliation, Dimensions, Extent of the Content, and Duration*.

**Background**

ALA's Task Force on Machine-Actionable Data Elements in RDA Chapter 3, the creator of this discussion paper, was organized in 2011 to apply a more advanced approach to describing information about resources that were a result of measurement or counting of dimensions, duration, pagination and other extent information in a way that was easier for machines to parse and use. Traditional descriptions of extent have been crafted by humans primarily for human display, using text strings comprised of numbers and captions and based on long standing conventions established originally for card catalogs.

This discussion paper recognizes the clear need for machine actionability; however, there remains a need for human-readable information. To accomplish these goals, draft instructions provide for two possibilities:

- Allowing the machine to create a traditional text string from data supplied according to machine needs
- Enabling a human-created string, which may be necessary if the information is too difficult for the machine to properly manipulate.

This dual approach significantly complicates the instructions and the examples; however, we anticipate a fairly long and fraught transition from current practices and methods to those essential for successful linked data. Thus, we expect that the new and revised instructions below will provide a foundation for proceeding to analyze RDA for additional areas that could benefit from this strategy.

As the outcome from 6JSC/ALA/Discussion/1, ALA was encouraged to develop a proposal to address the following:

- Add Extent of Expression to the RDA element set and consider making it core when the extent is readily ascertainable and considered important for identification or selection.
- Modify the Aspect-Unit-Quantity (AUQ) model to accommodate complex extent data.

## Recommended New or Revised Instructions

This discussion paper contains six sections of new or revised instructions:

- Measurements [new – no recommended placement yet]
- Extent of the Carrier [revision of RDA 3.4]
- Pagination and Foliation [new – for Chapter 2 or 3]
- Dimensions [revision of RDA 3.5]
- Extent of the Content [new – for Chapter 7]
- Duration [revision of RDA 7.22]

We have also prepared a section for the related additions to the Glossary.

ALA decided to submit a discussion paper, rather than a proposal, due to the complexity of the issues involved, along with a recognition that the instructions suggested below cannot be implemented as is. One of the major dependencies is the development of a value vocabulary for Extent of the Content. Some of the changes proposed will impact sections of RDA that are not addressed in this paper (e.g., 3.21.2, *Note on Extent of Manifestation*). We also recognize that encoding standards such as MARC and MODS are not yet compatible with the machine-actionable methods for recording data that we propose.

**Please note:** The machine-actionable examples in this paper 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. Most of the 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, including alternative labels or labels in other languages. 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 of the Carrier* and *Extent of the 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.

## Measurements

These proposed instructions introduce a significant new concept. The **Measurement 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.).

ALA prefers this approach to creating separate Measurement elements for Expression, Manifestation, and Item, because the scope and definition of Measurements are consistent throughout. Instead, we suggest that a Measurement 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 Res (formerly Thema) – and RDA follows suit – then Measurement would be an attribute of Res. ALA envisions the Measurement property as a useful step in the direction of a more logical and less redundant RDA model.

The Measurement element maintains the general model that ALA put forth in earlier discussion papers. It has the following five sub-elements:

- *Measurement Type* (formerly Aspect)
- *Measurement Unit*
- *Measurement Quantity*
- *Part Measured*
- *Measurement Qualifier*

*Part Measured* and *Measurement Qualifier* are used only when necessary for clarity.

ALA suggests that all measurements may be recorded as a set of sub-elements (in machine-actionable form), as a string, or both. The option to record both is intended to cover those situations where a measurement recorded as a set of sub-elements is considered useful for machine processing, but for which the corresponding human-readable display string is of sufficient complexity to require direct manipulation.

Defining the Measurement element at a high level allows us to model its sub-elements (*Measurement Type*, etc.) once, sparing us unnecessary complexity in the element set and instructions alike. This means, for example, that an element such as Dimensions will not have its own *Measurement Quantity* sub-element; instead, it will reuse the *Measurement Quantity* sub-element already defined at the higher level. On the other hand, it does mean that the vocabularies for *Measurement Type* and *Measurement Unit* must be comprehensive and not focused on a single type of measurement such as Duration.

ALA notes that there are additional elements in RDA (or portions of elements) beyond the scope of our current work; these could also be brought under the umbrella of the machine-actionable Measurement model. They include: *Font Size* (3.13), *File Size* (3.19.4), *Resolution* (3.19.5), *Encoded Bitrate* (3.19.7), and *Illustrations* (7.15).

### **Extent of the Carrier**

This section adapts the existing text of RDA 3.4 and employs the sub-elements of Measurement (introduced above). The instructions make reference to Measurement guidelines in the same

manner that instructions in RDA Chapters 25-27 refer to Chapter 24 for general guidance on recording relationships.

Guidelines from 3.4.2 to 3.4.6 (*Extent of Cartographic Resource*, *Notated Music*, *Still Image*, *Text*, and *Three-Dimensional Form*) have been repurposed in other sections. Most of the current guidelines in this area concern *Extent of the Content*; we have modified these guidelines for inclusion in Chapter 7.

The revised instructions reflect a significant reevaluation of the nature of the data recorded in RDA 3.4.5, *Extent of Text*. Most of the guidelines in 3.4.5 are re-purposed in a new element that we propose for *Pagination and Foliation* (see explanation in the following section). We suggest this change because the data is fundamentally different from 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.

Within *Extent of the Carrier* (3.4), treatment of volumes, and their subunits, is much simplified:

- Extent of volumes is treated in the same manner as other carriers. When there is one volume, this is recorded as the carrier extent unit. By always recording the number of volumes, we clarify whether the subunits (e.g., pages) belong to an online resource, portfolio, microfilm, or volume.
- 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 subunits for volumes is used to record the total number of pages/leaves and pages of plates/leaves of plates.
- The following information is recorded as part of *Pagination and Foliation*, not *Extent of the Carrier*:
  - Data on the sequencing of pages, etc.
  - The distinction between numbered and unnumbered pages
  - Numbering (i.e. self-presentation) in terms of columns.

Almost all legacy data for subunits 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 approximation of 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>

ALA suggests the following significant revisions of RDA 3.4:

- Creating a new sub-section, 3.4.1.6, *More than One Volume*, which
  - provides an 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.)

- serves as a necessary home for the important exception for completed serials
- Moving the instructions for *Cases and Portfolios* from subsections in *Extent of Text* and *Extent of Still Images* to an exception in 3.4.1.3 (*Recording Extent of the Carrier*)
- Applying a more principled approach to resources for which subunits parallel those issued as a volume (e.g., PDFs and microfilm). The revisions make a distinction between those that reproduce other resources and those that do not (see the final paragraphs in the proposed 3.4.1.7).
- Moving instructions for program files, data files, statements, and records to *Extent of the Content*, as informed by FRBR 4.3.8.
- Moving the current guidelines for *Units and Sets of Units with Identical Content* (RDA 3.4.1.6) to Chapter 7 (see below for details).
- Recording data for *Location of the Part Within the Larger Resource* (current 3.4.12.1.2) as part of a new element associated with relationships, *Location within Resource*. (See 6JSC/ALA/45 for details of the proposed 24.7.)

## Pagination and Foliation

As mentioned above, ALA suggests a new element for *Pagination and Foliation*; the instructions are closely derived from (and would replace) RDA's current 3.4.5 *Extent of Text*. Because *Pagination and Foliation* is not a Measurement, the machine-actionable model is not applied.

Data for *Pagination and Foliation* serves a vital function for identifying the resource; thus ALA recommends that it be core in RDA. Displays of Manifestation descriptions may provide a visual connection between *Pagination and Foliation* and *Extent of the Carrier*, but that decision is of course beyond the scope of our work (and of RDA).

If RDA includes an element for *Pagination and Foliation*, it will also need an element for *Details on Pagination and Foliation*, which will include some of the instructions currently in 3.21.2. This element has not been provided as part of this discussion paper.

ALA sees two possibilities for placement of the guidelines for *Pagination and Foliation*:

- Chapter 2 (if this element is somewhat akin to 2.6 *Numbering of Serials*), or
- Chapter 3 (associated with instructions for *Extent of the Carrier*).

We have provided text in z.1.3 (*Facsimiles and Reproductions*) that would be appropriate in a Chapter 2 context. If the JSC prefers Chapter 3, this sub-instruction would be removed.

In the section on *Misleading Numbering* (z.1.4.4), ALA believes that with the revised scope of this element, the following example “48 leaves, that is, 96 pages” is no longer valid. To treat this condition, we have tweaked the existing instruction (now in z.1.4.1, *Single Volume with Numbered Pages, Leaves, or Columns*). An alternative approach would be to record the presence of printing on both sides as an attribute of *Layout* (3.11).

ALA also suggests a change to the second part of the instruction currently at 3.4.5.6 *Incomplete Volume* (here numbered z.1.4.5), so that the cataloger will record “(incomplete)” when pages or leaves are missing from both the first and last part of the volume.

## **Dimensions**

The revision of *Dimensions* (RDA 3.5) presents few challenges in application of the machine-actionable model.

In 3.5.1.3, ALA has created 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 repetition.

For dimensions of the face of the cartridge (etc.), RDA’s current guidelines specify to record length × height. The suggested revision indicates that such dimensions should be recorded as height × width, to conform to RDA standard practice for other carrier types.

For still images and cartographic resources, ALA currently distinguishes dimensions of the pictorial area (etc.) from dimensions of the sheet by way of values in the *Part Measured* sub-element. It is unclear whether dimensions of the pictorial area would be more appropriate as an attribute of content.

## **Extent of the Content**

The new instructions for *Extent of the Content* are modeled on the structure of guidelines for *Extent of the Carrier*. In many places, the carrier instructions require only the lightest of modifications for reuse in *Extent of the Content*.

ALA 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 extent 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, ALA recommends *Extent of the Content* as 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.

As noted in the discussion of Extent of the Carrier above, we recommend moving the current guidelines for *Units and Sets of Units with Identical Content* (RDA 3.4.1.6) to 7.x.1.6. As the heading suggests, the content is identical; there is nothing noteworthy in this scenario about the carrier units.

In this section, we have used “item” in relation to content in several places (see 7.x.1.5 and 7.x.1.10). Is the context and use of qualifiers sufficient, or should a different term be found that is more compatible with the WEMI use of the term “item”?

This discussion paper does not include *Details on Extent of the Content*, but such an element will be necessary if *Extent of the Content* is created.

The guidelines for both *Extent of the Content* and *Duration* (see below for details) assume that a single Expression can be an aggregate of content. This approach follows the alternative view of aggregates expressed in Appendix B of the *Final Report of the Working Group on Aggregates*, 2011 (<http://www.ifla.org/files/assets/cataloguing/frbrg/AggregatesFinalReport.pdf>).

## **Duration**

As in the current guidelines in RDA 7.22, the suggested revision does not prescribe a single system of time to be used as measurement units. While most agencies may use hours, minutes and seconds of the 24-hour clock as the standard system of time in this element, it would also be valid to use other systems, such as Decimal time, so long as the system is a recognized standard and is clearly specified in the *Measurement Unit*.

In a number of examples, ALA suggests replacing 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 *Details of Duration*, ALA recommends removing examples that concern carriers. We have modified the remaining examples so that they describe content alone. The deleted examples demonstrate warrant for a means to record duration information about the carrier (Manifestation). This discussion paper does not contain text for such an attribute.

## **Impact**

Expanding RDA to accommodate these machine-actionable data elements would have a significant impact on RDA text (both instructions and examples) and on the RDA Registry. Creating a high-level class for Measurement is a radical new concept. The suggested revisions introduce a much greater fidelity to the distinctions between content and carrier, giving RDA an improved alignment with the FRBR model.

Our recommendation to assign core element status for *Extent of the Carrier*, *Pagination and Foliation*, and *Extent of the Content* raises questions about continuity of legacy data. It is unclear how to migrate existing data to this new model, since these elements are imperfectly captured in RDA now. These implications should be investigated further.

## Future Work

As mentioned above, the following areas still need work in relation to making these changes to RDA:

- Value vocabulary for *Extent of the Content*
- A more thorough assessment of other sections impacted by this proposal, such as: *Note on Extent of Manifestation, Font Size, File Size, Resolution, Encoded Bitrate, Illustrations*
- Creation of *Details on Pagination and Foliation* and *Details on Extent of Content*
- Development of a means to record duration information about the carrier

## Questions

1. Should RDA contain a super-property for *Measurement* which may apply to all WEMI entities?
    - a) Should RDA contain a two-path approach, for both machine- and human-generated data?
  2. Should the instructions for *Extent (of the Carrier)* be refocused to treat volumes and their subunits in the same manner as other carriers?
  3. Should a separate set of instructions be developed for *Pagination and Foliation*? If so, should they be placed in Chapter 2 or Chapter 3?
  4. For recording the dimensions of still images and cartographic resources, should the distinction between the dimensions of the sheet and the pictorial area be made using values for *Part Measured*? Or should the dimensions of the pictorial area be treated as an attributed of content (in Chapter 7)?
  5. When should *Extent of the Content* be core?
    - a) Does it make sense to move Units and Sets of Units with Identical Content (currently RDA 3.4.1.6) to Chapter 7?
    - b) Should a term other than “item” be used in these instructions? If so, what should it be?
  6. Should the instructions for *Duration* make a distinction between the actual duration (for resources with a temporal dimension) and the intended duration (for resources with a stated performance time)?
  7. Is the syntax used for sub-elements in the examples acceptable? Is there a better way to present the examples?
  8. How great is the concern about the ability to migrate legacy data to the new structure?
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## Section 1: Measurements – *Completely new instructions*

### 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 measurement 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 measurement 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, duration).

## 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 [\[7.x\]](#))
- 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 content 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 [\[7.x\]](#))
- 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 [\[7.x\]](#))
- 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 [\[7.x\]](#))  
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 [\[7.x\]](#))  
duration (see [7.22](#))

**EXAMPLE**

approximately  
identical  
or smaller  
folded

## x.y.7 Measurement 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 [\[7.x\]](#))

duration (see [7.22](#))

**EXAMPLE**

2 audiotape reels

6 drawings

30 cm

approximately 90 min.

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## Section 2: Extent of the Carrier – *Revision of RDA 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.*

#### 3.4.1 Basic Instructions on Recording Extent of the Carrier

##### 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.

A **carrier unit** is a physical or logical constituent of a resource (e.g., a volume, an audiocassette, film reel, a map, a digital file).

A **carrier subunit** is a physical or logical subdivision of a carrier unit (e.g., a page of a volume, a sheet of a flipchart, 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.

##### 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 carrier. Take additional evidence from any source.

##### 3.4.1.3 Recording Extent of the Carrier

Record the extent of the resource carrier 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 (see x.y)
- b) a string, combining the values of appropriate measurement sub-elements.

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 of the carrier 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. Record the term in the singular or plural, as applicable.

### EXAMPLE

#### As a set of measurement 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

## EXAMPLE

### *As a string*

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

### *Alternative*

Use a term in common usage (including a trade name, if applicable) to indicate the type of 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.

## EXAMPLE

audio slide

USB flash drive

If an applicable trade name or other similar specification is not used as the term for the type of measurement unit, record that information as instructed at **3.20.1.3**.



**Exception**

*[Exceptions for cartographic resources, notated music, still images, text, and three-dimensional forms moved to new Chapter 7 section. The following instruction is moved from 3.4.5.15]*

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 measurement sub-elements**

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: portfolio

MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: cases

MEASUREMENT QUANTITY: 4

**EXAMPLE****As a string**

1 portfolio

4 cases

Specify the number of subunits, if applicable (see [3.4.1.7–3.4.1.9](#)).

For a resource that is part of a larger resource, see [3.4.1.12](#).

**EXAMPLE****As a set of measurement 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

**EXAMPLE****As a string**

1 volume

1 computer disc

The volume and the computer disc are issued together, as a single resource

### 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.

#### EXAMPLE

##### *As a set of measurement sub-elements*

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: slides

MEASUREMENT QUANTITY: 600

MEASUREMENT QUALIFIER: approximately

#### EXAMPLE

##### *As a string*

approximately 600 slides

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

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

#### EXAMPLE

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: slides

MEASUREMENT QUANTITY: cannot be readily approximated

- b) a string. Omit the number measurement quantity.

#### EXAMPLE

slides

### 3.4.1.5 Units Cannot Be Named Concisely

If the units cannot be named concisely:

- a) record the number of physical units ~~and~~
- b) ~~describe them as *various pieces*~~ record the measurement unit as *pieces*
- c) 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).

**EXAMPLE**

**As a set of measurement sub-elements**

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: pieces

MEASUREMENT QUANTITY: 48

MEASUREMENT QUALIFIER: various

**EXAMPLE**

**As a string**

48 various pieces

For instructions on recording the extent of the carrier if the number of units cannot be readily ascertained or approximated, see 3.4.1.4.

**3.4.1.6 Units and Sets of Units with Identical Content** *[note: moved to Chapter 7]*

**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).

**EXAMPLE**

**As a set of measurement sub-elements**

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: volumes

MEASUREMENT QUANTITY: 5

8 bibliographic volumes in 5 physical volumes

**EXAMPLE**

**As a string**

5 volumes

8 bibliographic volumes in 5 physical volumes

*Exception* *[note: moved from 3.4.5.16]*

**Completed serials.** For serials, record the extent of the carrier 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.

**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:

- a) a set of measurement sub-elements (see x.y). 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.

**EXAMPLE**

1 film strip (144 frames)

In some cases, a resource is in a format that parallels a resource issued as a volume.

If the resource reproduces another resource (e.g., a microfilm reproduction of a book), record the Extent of the Carrier and/or the Pagination and Foliation of the original resource as Extent of the Carrier and/or the Pagination and Foliation of a related manifestation (see 27.1).

If the resource is not a reproduction of another resource (e.g., a PDF of 42 pages), record numbering that parallels a resource issued as a volume as Pagination and Foliation (see z).

### 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 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**

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 (e.g., audio files, video files, data files). Use one or more terms listed at [3.19.2.3](#) to indicate the file type.

### EXAMPLE

#### *As a set of measurement 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 file

MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits

MEASUREMENT UNIT: video files

MEASUREMENT QUANTITY: 3

### EXAMPLE

#### *As a string*

1 computer disc (8 audio files)

1 computer tape (3 data files)

1 computer disc (1 audio file, 3 video files)

*Optional Addition* [note: moved to Chapter 7]

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](#)).

**3.4.1.7.2 Filmstrips and Filmstrips**

Specify the number of frames or double frames.

**EXAMPLE****As a set of measurement 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

**EXAMPLE****As a string**

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 measurement sub-elements**

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: flipchart

MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits

MEASUREMENT UNIT: sheets

MEASUREMENT QUANTITY: 8

#### EXAMPLE

**As a string**

1 flipchart (8 sheets)

### 3.4.1.7.4 Microfiches and Microfilm

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

3 microfiches (1 score (118 pages))

1 microfilm reel (255 pages)

For other microfiche and microfilm resources, specify the number of frames.

Specify the number of frames.

#### EXAMPLE

**As a set of measurement sub-elements**

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: microfiche

MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits

MEASUREMENT UNIT: frames

MEASUREMENT QUANTITY: 120

#### EXAMPLE

**As a string**

1 microfiche (120 frames)

### 3.4.1.7.5 Online Resources

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

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.

Specify the number of files (e.g., audio files, video files, data files). Use one or more terms listed at [3.19.2.3](#) to indicate the file type.

#### EXAMPLE

##### *As a set of measurement 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 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 file

MEASUREMENT QUANTITY: 1

#### EXAMPLE

**As a string**

1 online resource (2 video files)

1 online resource (1 program file)

1 online resource (2 audio files, 1 video file)

#### *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](#)).

#### 3.4.1.7.6 Overhead Transparencies

Specify the number of overlays or attached overlays.

**EXAMPLE**

**As a set of measurement sub-elements**

MEASUREMENT TYPE: carrier extent units  
MEASUREMENT UNIT: overhead transparency  
MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits  
MEASUREMENT UNIT: overlays  
MEASUREMENT QUANTITY: 5

**EXAMPLE**

**As a string**

1 overhead transparency (5 overlays)  
1 overhead transparency (5 attached overlays)

**3.4.1.7.7 Portfolios and Cases** [note: from 3.4.5.15, optional addition]

Specify the number and type of subunits (e.g., pages, leaves, columns, sheets, volumes).

**EXAMPLE**

**As a set of measurement 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

**EXAMPLE****As a string**1 portfolio (24 sheets)1 case (30 pages, 2 sheets)**3.4.1.7.8 Sheets** [note: from 3.4.5.14, exception]

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.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: sheetMEASUREMENT QUANTITY: 1MEASUREMENT QUALIFIER: foldedMEASUREMENT TYPE: carrier extent subunitsMEASUREMENT UNIT: panelsMEASUREMENT QUANTITY: 16**EXAMPLE****As a string**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](#)).

**3.4.1.7.79 Stereographs**

Specify the number of pairs of frames.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: stereograph discMEASUREMENT QUANTITY: 1MEASUREMENT TYPE: carrier extent subunitsMEASUREMENT UNIT: pairs of framesMEASUREMENT QUANTITY: 7

**EXAMPLE****As a string**

1 stereograph disc (7 pairs of frames)

**3.4.1.7.810 Videodiscs**

For a videodisc that contains only still images, record the number of frames.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: videodiscMEASUREMENT QUANTITY: 1MEASUREMENT TYPE: carrier extent subunitsMEASUREMENT UNIT: framesMEASUREMENT QUANTITY: 45,876**EXAMPLE****As a string**

1 videodisc (45,876 frames)

**3.4.1.7.11 Volumes**Record the number of pages or leaves and the number of pages or leaves of plates.For instructions on recording Pagination and Foliation, see [z](#).**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: volumeMEASUREMENT QUANTITY: 1MEASUREMENT TYPE: carrier extent subunitsMEASUREMENT UNIT: pagesMEASUREMENT QUANTITY: 352MEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: volumeMEASUREMENT 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

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: volumes

MEASUREMENT QUANTITY: 2

MEASUREMENT TYPE: carrier extent subunits

MEASUREMENT UNIT: pages

MEASUREMENT QUANTITY: 856

### EXAMPLE

#### *As a string*

1 volume (352 pages)

1 volume (246 pages, 32 pages of plates)

2 volumes (856 pages)

If leaves are folded, record *folded* as the measurement qualifier. If some of the leaves are folded, record *some folded* as the measurement qualifier.

### EXAMPLE

#### *As a set of measurement 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

#### EXAMPLE

##### **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)

### 3.4.1.8 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~~ and record *approximately* as the measurement qualifier.

#### EXAMPLE

##### **As a set of measurement 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

**EXAMPLE****As a string**

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:

- a) a set of measurement sub-elements (see x.y). Record *each* as the measurement qualifier for the extent subunits.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: filmstripsMEASUREMENT QUANTITY: 4MEASUREMENT TYPE: carrier extent subunitsMEASUREMENT UNIT: double framesMEASUREMENT QUANTITY: 50MEASUREMENT QUALIFIER: eachMEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: flipchartsMEASUREMENT QUANTITY: 2MEASUREMENT TYPE: carrier extent subunitsMEASUREMENT UNIT: sheetsMEASUREMENT QUANTITY: 30MEASUREMENT QUALIFIER: eachMEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: microfichesMEASUREMENT 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*.

#### EXAMPLE

##### As a string

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:

- a) a set of measurement sub-elements (see x.y). Record *each approximately* as the measurement qualifier.

#### EXAMPLE

MEASUREMENT TYPE: carrier extent units  
 MEASUREMENT UNIT: overhead transparencies  
 MEASUREMENT QUANTITY: 3

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*.

#### 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**).



**EXAMPLE****As a set of measurement 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

**EXAMPLE****As a string**

2 overhead transparencies (20 overlays)  
 2 microfiches (147 frames)

***Optional Omission***

~~Omit the total number of subunits and record only the number of units.~~

**EXAMPLE**

4 filmstrips

**3.4.1.10 Incomplete Resource**

When /f:

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 term indicating the type of unit without the number. Apply also for a resource when the total number of units issued is unknown.~~ extent of the carrier using one or both of the following methods:

- a) a set of measurement sub-elements (see x.y). 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: not yet complete

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: volumes

MEASUREMENT QUANTITY: -

MEASUREMENT QUALIFIER: unknown

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: volumes

MEASUREMENT QUANTITY: -

MEASUREMENT QUALIFIER: loose-leaf

MEASUREMENT QUALIFIER: not yet complete

- b) a string. Omit the measurement quantity.

**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).

*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).

### 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](#)).

#### 3.4.1.11.1 Number of Items

Record the extent of the carrier by giving the number or approximate number of items, or the number of containers or volumes.

##### EXAMPLE

###### *As a set of measurement 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: boxes

MEASUREMENT QUANTITY: 6

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: volumes

MEASUREMENT QUANTITY: 6

##### EXAMPLE

###### *As a string*

123 items

approximately 400 items

6 boxes

6 volumes

**Optional Addition**

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

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: volumesMEASUREMENT QUANTITY: 3MEASUREMENT TYPE: carrier extent subunitsMEASUREMENT UNIT: itemsMEASUREMENT QUANTITY: 183MEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: foldersMEASUREMENT QUANTITY: 60MEASUREMENT TYPE: carrier extent subunitsMEASUREMENT UNIT: itemsMEASUREMENT QUANTITY: 1564**EXAMPLE****As a string**

3 volumes (183 items)

60 folders (1564 items)

**3.4.1.11.2 Storage Space**

Record the extent of the carrier by giving the amount of storage space occupied by the collection in metric measurements, using one or both of the following methods:

- a) a set of measurement sub-elements (see x.y).

**EXAMPLE**MEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: metersMEASUREMENT QUANTITY: 10MEASUREMENT TYPE: carrier extent unitsMEASUREMENT UNIT: cubic meterMEASUREMENT QUANTITY: 1

b) as a string. Use the metric symbol *cm*, *m*, *cm<sup>3</sup>*, or *m<sup>3</sup>*, as appropriate.

**EXAMPLE**

10 m

1 m<sup>3</sup>

**Alternative**

Record the amount of storage space occupied by the collection in the system of measurement preferred by the agency preparing the description.

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

a) a set of measurement sub-elements (see x.y).

**EXAMPLE**

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.

**Optional Addition**

Specify the number or approximate number of containers or volumes and/or items.

**EXAMPLE**

**As a set of measurement 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

**EXAMPLE**

**As a string**

10 m (approximately 2250 items)  
~~1.8 m (75 volumes)~~  
3.6 m (2,400 folders)  
1.5 m (30 items bound, 37 items unbound)  
~~0.6 m (approximately 70 items, 12 bound)~~  
3 m (12 boxes)  
26.7 m (150 boxes, 109 oversize folders)  
~~10 cm (1 box, 1 oversize folder)~~

**3.4.1.11.3 Number and Type of Unit**

Record the extent of the carrier for each type of resource in the collection, ~~by giving the number of units and an appropriate terms for each type~~ as instructed at 3.4.1.3.

**EXAMPLE**

**As a set of measurement 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

**EXAMPLE**

**As a string**

30 computer discs

24 microfilm reels

~~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](#)).~~

### [3.4.1.12.1 Number of Units and/or Subunits in the Part](#)

Record the extent of the carrier for the a resource that is part of a larger resource by giving the number of units and/or number of subunits of the part, as appropriate. Apply the instructions at [3.4.1.3–3.4.1.10](#).

#### EXAMPLE

##### *As a set of measurement sub-elements*

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: pages

MEASUREMENT QUANTITY: 310

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: frames

MEASUREMENT QUANTITY: 68

#### EXAMPLE

##### *As a string*

310 pages

68 frames

If the number of units or 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 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 (see [24.x](#)).

### [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~~



*Clean copy:*

## 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.*

### 3.4.1 Basic Instructions on Recording Extent of the Carrier

#### 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**.

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).

For instructions on recording extent of the content, see **7.x**.

For instructions on recording duration , 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.

#### 3.4.1.3 Recording Extent of the Carrier

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

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 of the carrier 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**. Record the term in the singular or plural, as applicable.

**EXAMPLE*****As a set of measurement 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

## EXAMPLE

### *As a string*

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

### *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.

## 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](#).

**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 measurement sub-elements***

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: portfolio

MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: cases

MEASUREMENT QUANTITY: 4

**EXAMPLE*****As a string***

1 portfolio

4 cases

Specify the number of subunits, if applicable (see [3.4.1.7–3.4.1.9](#)).

For a resource that is part of a larger resource, see [3.4.1.12](#).

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

1 volume

1 computer disc

The volume and the computer disc are issued together, as a single resource

### 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.

#### EXAMPLE

***As a set of measurement sub-elements***

MEASUREMENT TYPE: carrier extent units  
 MEASUREMENT UNIT: slides  
 MEASUREMENT QUANTITY: 600  
 MEASUREMENT QUALIFIER: approximately

#### EXAMPLE

***As a string***

approximately 600 slides

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

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

#### EXAMPLE

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

- b) a string. Omit the measurement quantity.

#### EXAMPLE

slides

### 3.4.1.5 Units Cannot Be Named Concisely

If the units cannot be named concisely:

- a) record the number of physical units  
 b) record the measurement unit as *pieces*  
 c) 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).

**EXAMPLE**

***As a set of measurement sub-elements***

MEASUREMENT TYPE: carrier extent units  
MEASUREMENT UNIT: pieces  
MEASUREMENT QUANTITY: 48  
MEASUREMENT QUALIFIER: various

**EXAMPLE**

***As a string***

48 various pieces

For instructions on recording the extent of the carrier if the number of units cannot be readily ascertained or approximated, see 3.4.1.4.

### 3.4.1.6 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).

**EXAMPLE**

***As a set of measurement sub-elements***

MEASUREMENT TYPE: carrier extent units  
MEASUREMENT UNIT: volumes  
MEASUREMENT QUANTITY: 5  
8 bibliographic volumes in 5 physical volumes

**EXAMPLE**

***As a string***

5 volumes  
8 bibliographic volumes in 5 physical volumes

***Exception***

***Completed serials.*** For serials, record the extent of the carrier 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.

### 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:

- a) a set of measurement sub-elements (see **x.y**). 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.

**EXAMPLE**

1 film strip (144 frames)

In some cases, a resource is in a format that parallels a resource issued as a volume.

If the resource reproduces another resource (e.g., a microfilm reproduction of a book), record the Extent of the Carrier and/or the Pagination and Foliation of the original resource as Extent of the Carrier and/or the Pagination and Foliation of a related manifestation (see **27.1**).

If the resource is not a reproduction of another resource (e.g., a PDF of 42 pages), record numbering that parallels a resource issued as a volume as Pagination and Foliation (see **z**).

#### 3.4.1.7.1 Computer Discs, Cartridges, Etc.

Specify the number of files (e.g., audio files, video files, data files). Use one or more terms listed at **3.19.2.3** to indicate the file type.

**EXAMPLE**

***As a set of measurement 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 file

MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits

MEASUREMENT UNIT: video files

MEASUREMENT QUANTITY: 3

#### EXAMPLE

##### *As a string*

1 computer disc (8 audio files)

1 computer tape (3 data files)

1 computer disc (1 audio file, 3 video files)

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 Filmstrips

Specify the number of frames or double frames.

#### EXAMPLE

##### *As a set of measurement 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

#### EXAMPLE

***As a string***

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 measurement sub-elements***

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: flipchart

MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits

MEASUREMENT UNIT: sheets

MEASUREMENT QUANTITY: 8

#### EXAMPLE

***As a string***

1 flipchart (8 sheets)

### 3.4.1.7.4 Microfiches and Microfilm

Specify the number of frames.

#### EXAMPLE

***As a set of measurement sub-elements***

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: microfiche

MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits  
MEASUREMENT UNIT: frames  
MEASUREMENT QUANTITY: 120

**EXAMPLE**

***As a string***

1 microfiche (120 frames)

### 3.4.1.7.5 Online Resources

Specify the number of files (e.g., audio files, video files, data files). Use one or more terms listed at [3.19.2.3](#) to indicate the file type.

**EXAMPLE**

***As a set of measurement 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 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 file  
 MEASUREMENT QUANTITY: 1

#### EXAMPLE

***As a string***

1 online resource (2 video files)  
 1 online resource (1 program file)  
 1 online resource (2 audio files, 1 video file)

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

Specify the number of overlays or attached overlays.

#### EXAMPLE

***As a set of measurement sub-elements***

MEASUREMENT TYPE: carrier extent units  
 MEASUREMENT UNIT: overhead transparency  
 MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits  
 MEASUREMENT UNIT: overlays  
 MEASUREMENT QUANTITY: 5

#### EXAMPLE

***As a string***

1 overhead transparency (5 overlays)  
 1 overhead transparency (5 attached overlays)

#### 3.4.1.7.7 Portfolios and Cases

Specify the number and type of subunits (e.g., pages, leaves, columns, sheets, volumes).

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

1 portfolio (24 sheets)

1 case (30 pages, 2 sheets)

**3.4.1.7.8 Sheets**

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.

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

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](#)).

**3.4.1.7.9 Stereographs**

Specify the number of pairs of frames.

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

1 stereograph disc (7 pairs of frames)

**3.4.1.7.10 Videodiscs**

For a videodisc that contains only still images, record the number of frames.

**EXAMPLE*****As a set of measurement 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

**EXAMPLE**

***As a string***

1 videodisc (45,876 frames)

**3.4.1.7.11 Volumes**

Record the number of pages or leaves and the number of pages or leaves of plates.

For instructions on recording Pagination and Foliation, see [z](#).

**EXAMPLE**

***As a set of measurement sub-elements***

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: volume

MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: carrier extent subunits

MEASUREMENT UNIT: pages

MEASUREMENT QUANTITY: 352

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

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: volumes

MEASUREMENT QUANTITY: 2

MEASUREMENT TYPE: carrier extent subunits

MEASUREMENT UNIT: pages

MEASUREMENT QUANTITY: 856

**EXAMPLE*****As a string***

- 1 volume (352 pages)
- 1 volume (246 pages, 32 pages of plates)
- 2 volumes (856 pages)

If leaves are folded, record *folded* as the measurement qualifier. If some of the leaves are folded, record *some folded* as the measurement qualifier.

**EXAMPLE*****As a set of measurement 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                  |

**EXAMPLE**

***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)

### 3.4.1.8 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 measurement 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           |

**EXAMPLE**

***As a string***

- 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:

- a) a set of measurement sub-elements (see **x.y**). Record *each* as the measurement qualifier for the extent subunits.



**EXAMPLE*****As a set of measurement 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*.

**EXAMPLE*****As a string***

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:

- a) a set of measurement sub-elements (see **x.y**). Record *each approximately* as the measurement qualifier.

**EXAMPLE**

MEASUREMENT TYPE: carrier extent units  
 MEASUREMENT UNIT: overhead transparencies  
 MEASUREMENT QUANTITY: 3

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*.

**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**).

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

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:

- a) a set of measurement sub-elements (see **x.y**). 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: not yet complete

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: volumes

MEASUREMENT QUANTITY: -

MEASUREMENT QUALIFIER: unknown

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: volumes

MEASUREMENT QUANTITY: -

MEASUREMENT QUALIFIER: loose-leaf

MEASUREMENT QUALIFIER: not yet complete

- b) a string. Omit the measurement quantity.

**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).

*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**).

### 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**).

#### 3.4.1.11.1 Number of Items

Record the extent of the carrier by giving the number or approximate number of items, or the number of containers or volumes.

##### EXAMPLE

*As a set of measurement 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: boxes

MEASUREMENT QUANTITY: 6

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: volumes

MEASUREMENT QUANTITY: 6

## EXAMPLE

### *As a string*

123 items

approximately 400 items

6 boxes

6 volumes

### *Optional Addition*

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

## EXAMPLE

### *As a set of measurement 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

**EXAMPLE*****As a string***

3 volumes (183 items)

60 folders (1564 items)

**3.4.1.11.2 Storage Space**

Record the extent of the carrier by giving the amount of storage space occupied by the collection in metric measurements, using one or both of the following methods:

- a) a set of measurement sub-elements (see **x.y**).

**EXAMPLE**

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: meters

MEASUREMENT QUANTITY: 10

MEASUREMENT TYPE: carrier extent units

MEASUREMENT UNIT: cubic meter

MEASUREMENT QUANTITY: 1

- b) as a string. Use the metric symbol *cm*, *m*, *cm<sup>3</sup>*, or *m<sup>3</sup>*, as appropriate.

**EXAMPLE**

10 m

1 m<sup>3</sup>***Alternative***

Record the amount of storage space occupied by the collection in the system of measurement preferred by the agency preparing the description.

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

- a) a set of measurement sub-elements (see **x.y**).

**EXAMPLE**

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.

*Optional Addition*

Specify the number or approximate number of containers or volumes and/or items.

**EXAMPLE*****As a set of measurement 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

#### EXAMPLE

##### *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)

### 3.4.1.11.3 Number and Type of Unit

Record the extent of the carrier for each type of resource in the collection, as instructed at

#### 3.4.1.3.

#### EXAMPLE

##### *As a set of measurement 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

**EXAMPLE*****As a string***

30 computer discs  
24 microfilm reels

### 3.4.1.12 Analytical Description of a Part

Record the extent of the carrier for a resource that is part of a larger resource by giving the number of units and/or number of subunits of the part, as appropriate. Apply the instructions at 3.4.1.3–3.4.1.10.

**EXAMPLE*****As a set of measurement sub-elements***

MEASUREMENT TYPE:	carrier extent units
MEASUREMENT UNIT:	pages
MEASUREMENT QUANTITY:	310
MEASUREMENT TYPE:	carrier extent units
MEASUREMENT UNIT:	frames
MEASUREMENT QUANTITY:	68

**EXAMPLE*****As a string***

310 pages  
68 frames

If the number of units or 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 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 (see 24.x).

---

### **Section 3: Pagination and Foliation – *New instruction to replace 3.4.5*** (marked up text based on current 3.4.5)

## **z Pagination and Foliation**

### **CORE ELEMENT**

Pagination and Foliation is a core element only if the resource is complete or if the full pagination and foliation is known.

## **z.1 Basic Instructions on Recording Pagination and Foliation**

### **z.1.1 Scope**

**Pagination and foliation**▼ is an 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 the numbering of a sequence of pages, leaves, or columns

**and/or**

- b) identification of the absence of numbering in a sequence of pages, leaves, or columns.

These instructions apply to resources in volumes, sheets, portfolios or cases. These instructions also apply to resources issued in a format that parallels a resource in volumes, sheets, portfolios or cases (e.g., a PDF). *[from 3.4.5.1, 1<sup>st</sup> paragraph]*

For instructions on recording the extent of units and subunits of volumes, sheets, portfolios or cases, as a measurement, see 3.4.

### **z.1.2 Sources of Information**

Use evidence presented by the resource itself as the basis for recording the pagination and foliation.

### **z.1.3 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).

## z.1.4 Recording Pagination and Foliation

Record the pagination and foliation by applying these instructions as applicable:

single unit (z.1.4.1-z.1.4.12)

multiple units (z.1.4.13-z.1.4.15)

### RESOURCE CONSISTING OF A SINGLE UNIT

#### z.1.4.1 Single Volume with Numbered Pages, Leaves, or Columns

[based on 3.4.5.2]

For a resource consisting of a single volume, record the pagination and foliation 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:

a) If the volume is numbered in terms of pages, record the ~~number of pages~~ pagination.

b) If the volume is numbered in terms of leaves, record the ~~number of leaves~~ 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.

If the volume is numbered as leaves but has text on both sides, record the foliation and make an explanatory note (see [3.21.2.11 \[Details on pagination and foliation\]](#)).

#### *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.

If required for identification or selection, record more precise information about pagination, blank leaves, or other aspects of collation: either expand the ~~extent~~ pagination and foliation

(if this can be done succinctly) or make a note (see [3.21.2.9 \[Details on pagination and foliation\]](#)).

**Updating loose-leaves.** If the resource is an updating loose-leaf, record ~~1 volume~~ followed by ~~loose-leaf~~, in parentheses.

#### EXAMPLE

~~1 volume (loose-leaf)~~

Record the ~~number of pages, leaves, or columns~~ 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.

#### EXAMPLE

327 pages

321 leaves

381 columns

xvii, 323 pages

27 pages, 300 leaves

#### *Exception*

For complicated or irregular ~~paging, etc.~~ pagination and foliation, see [3.4.5.8-z.1.4.7](#).

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

Record pages, etc., that are numbered in words by giving the numeric equivalent.

#### EXAMPLE

32 pages

Pages numbered in words

Apply the additional instructions at [3.4.5.3](#)–[3.4.5.13](#) [z.3](#)–[z.13](#) as applicable to the resource being described.

## z.1.4.2 Single Volume with Unnumbered Pages, Leaves, or Columns

[based on the 1<sup>st</sup> sentence of 3.4.5.3; note that “1 volume” will be recorded as extent]

If the resource consists entirely of unnumbered pages, leaves, or columns, record unpaged.

### EXAMPLE

unpaged

### z.1.4.2.1 Numbered and Unnumbered Sequences [based on 3.4.5.3.1]

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 z.1.4.7](#))

*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.

### 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 the pagination and foliation for a sequence 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.

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

#### z.1.4.2.2 Inessential Matter *[based on 3.4.5.3.2]*

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

Otherwise, make a note (see [3.21.2.9 \[Details on pagination and foliation\]](#)).

### z.1.4.3 *[based on 3.4.5.4 – no changes]*

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

#### *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 low err case roman numerals, followed by one unnumbered page, followed by remainder of the sequence numbered in arabic numerals

### z.1.4.4 Misleading Numbering *[based on 3.4.5.5]*

In some cases, the numbering on the last page, leaf, or column of a sequence does not represent the total number in that sequence (e.g., when the number on the last page, leaf, or column of the sequence is misprinted). When this occurs, record the numbering as it appears. ~~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).~~

~~When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by that is and the correct number.~~

Make a note on the misleading numbering if considered important for identification (see [Details on Pagination and Foliation](#)).

#### EXAMPLE

~~48 leaves, that is, 96 pages~~

~~Numbered leaves with text on both sides~~

329 pages

The number on the last page misprints 392 as 329

### z.1.4.5 Incomplete Volume *[based on 3.4.5.6]*

if:

pages or leaves appear to be missing from one or more parts of the volume

and

the pagination and foliation of the complete volume cannot be ascertained

but

the last numbered page, leaf, or column of the complete volume is known

then:

record the number of the last numbered page, leaf, or column using the appropriate term

#### EXAMPLE

242 pages

Description based on a copy missing pages at the beginning of the volume.

Record this imperfection as a note on item-specific carrier characteristic (see [3.22.1](#)).

*if:*

the last part of the volume is missing

*and*

the extent 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*).

#### EXAMPLE

xxiv, 179 pages (*incomplete*)

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*

the extent 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.



**EXAMPLE**

leaves 81–149 (incomplete)

Record this imperfection as a note on item-specific carrier characteristic (see [3.22.1](#)).

### z.1.4.6 Pages, Etc., Numbered as Part of a Larger Sequence

*[based on 3.4.5.7]*

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

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 \[Details on pagination and foliation\]](#)).

**EXAMPLE**

328 pages

Pages also numbered as part of larger resource: 501–828

### z.1.4.7 Complicated or Irregular Paging, Etc. *[based on 3.4.5.8]*

If the resource has complicated or irregular paging, etc., record the ~~number of pages, leaves, or columns~~ pagination and foliation by using one of the following methods:

- a) Record the ~~total 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.~~ pagination and foliation of the main sequences of the pagination and add the total number of the remaining variously numbered or unnumbered sequences.

**EXAMPLE**

~~4000 pages in various pagings~~

~~256 leaves in various foliations~~

~~4283 columns in various numberings~~

- 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

- be) Record ~~1 volume (various pagings)~~.

**EXAMPLE**

~~1 volume (various pagings)~~

Resource with 1000 pages in various pagings

*Exception*

**Early printed resources.** For early printed resources, record the ~~pagin~~g, etc. pagination and foliation in the form and sequence presented.

**EXAMPLE**

12 unnumbered leaves, 74 leaves, 32 unnumbered leaves, 62 columns, 9 unnumbered pages

**z.1.4.8 Leaves or Pages of Plates** *[based on 3.4.5.9]*

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 pagination and foliation of the sequence of leaves or pages of plates ~~at the end~~ after the pagination and foliation of the main sequence or sequences of the ~~pagin~~ation pages, etc. Record the extent pagination and foliation of the sequence of leaves or pages of plates ~~after the pagination, etc.~~ and foliation of the main sequence or sequences of pages, 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 [3.4.5.9.1 z.1.4.8.1](#))

unnumbered leaves or pages of plates (see [3.4.5.9.2 z.1.4.8.2](#)).

### **Exception**

For complicated or irregular sequences of plates, apply one of the methods at [3.4.5.8 z.1.4.7](#) to record the extent pagination and foliation of the sequence of plates.

#### **z.1.4.8.1 Numbered Leaves or Pages of Plates** *[based on 3.4.5.9.1]*

Record the extent 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*.

#### **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.

#### **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*.

#### **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 extent pagination and foliation by applying the instructions at 3.4.5.5-z.1.4.4

*or*

make an explanatory note (see 3.21.2.11 [Details on pagination and foliation]).

#### z.1.4.8.2 Unnumbered Leaves or Pages of Plates [based on 3.4.5.9.2]

In some cases, a resource contains a sequence of unnumbered leaves or pages of plates in addition to at least one numbered sequence of pages or leaves and/or numbered sequence of leaves or pages of plates. When this occurs, record the extent 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 3.4.5.8 z.1.4.7)

*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 extent pagination and foliation 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.*

#### EXAMPLE

~~40 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.*

#### EXAMPLE

xvi, 504 pages, approximately 500 pages of plates

~~approximately 300 pages, approximately 100 leaves of plates~~

### ~~3.4.5.10 Folded Leaves~~ *[treated in extent of the carrier]*

~~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~~

### z.1.4.9 Double Leaves *[based on 3.4.5.11 – no changes]*

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](#)).

### z.1.4.10 Duplicated Paging, Etc. *[based on 3.4.5.12]*

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](#) [\[Details on pagination and foliation\]](#)).

#### 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

### z.1.4.11 Pages Numbered in Opposite Directions *[based on 3.4.5.13- no changes]*

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

### z.1.4.12 Single Sheet *[based on 3.4.5.14]*

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

#### EXAMPLE

1 sheet

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

#### EXAMPLE

1 folded sheet (8 pages)

14 pages, 2 unnumbered 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. ~~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*.

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*. *[concept moved to 3.4.1.7.8]*

#### EXAMPLE

1 folded sheet (16 panels)

2 pages

Sheet printed on both sides, and numbered

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~~ *[added as 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

*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](#)

### ~~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*

~~**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 as exception to 3.4.1.6]*~~

~~**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](#).~~

### ~~z.1.4.13 Continuously Paged Volumes~~

*[based on 3.4.5.17; note that the number of volumes will be recorded as extent]*

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. record the pagination and foliation (see [z.1.4.1](#)–[z.1.4.11](#)). 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, ~~record the number of volumes and omit the~~ pagination and foliation ~~the number of pages, etc.~~ See also [3.4.1.10](#).

## z.1.4.14 Individually Paged Volumes *[based on 3.4.5.18]*

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

### *Optional Addition*

Specify the number of pages, leaves, or columns in each volume (see [3.4.5.2](#) ~~3.4.5.13~~). Record the pagination and foliation (see [z.1.4.1-z.1.4.11](#)) of each volume. Record this information in parentheses following the term for the type of unit an indication of the volume to which the pagination and foliation applies.

#### EXAMPLE

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

volume 1: xvi, 329 pages

volume 2: xx, 412 pages

## z.1.4.15 Updating Loose-Leafs

*[based on 3.4.5.19; note that the number of volumes will be recorded as extent]*

If the resource is an updating loose-leaf, record *loose-leaf*. ~~record the number of volumes followed by loose-leaf, in parentheses.~~ For incomplete resources, see also [3.4.1.10](#).

#### EXAMPLE

~~3 volumes (loose-leaf)~~

## ~~3.4.5.20 More Than One Sheet~~ *[added as 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~~.

### ~~3.4.5.21 More Than One Portfolio or Case~~ *[added as exception in 3.4.1.3]*

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

#### *Optional Addition* *[added to 3.4.1.7]*

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)

### ~~3.4.5.22 Units and Sets of Units with Identical Content~~

*[Moved to Chapter 7]*

For a resource consisting of units or sets of units with identical content, apply the basic instructions at ~~3.4.1.6~~.

---

*Clean copy:*

## z Pagination and Foliation

### CORE ELEMENT

*Pagination and Foliation is a core element only if the resource is complete or if the full pagination and foliation is known.*

## z.1 Basic Instructions on Recording Pagination and Foliation

### z.1.1 Scope

**Pagination and foliation**▼ is an 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 the numbering of a sequence of pages, leaves, or columns

*and/or*

- b) identification of the absence of numbering in a sequence of pages, leaves, or columns.

These instructions apply to resources in volumes, sheets, portfolios or cases. These instructions also apply to resources issued in a format that parallels a resource in volumes, sheets, portfolios or cases (e.g., a PDF).

For instructions on recording the extent of units and subunits of volumes, sheets, portfolios or cases, as a measurement, see **3.4**.

### z.1.2 Sources of Information

Use evidence presented by the resource itself as the basis for recording the pagination and foliation.

### z.1.3 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**).

### z.1.4 Recording Pagination and Foliation

Record the pagination and foliation by applying these instructions as applicable:

single unit (z.1.4.1-z.1.4.12)

multiple units (z.1.4.13-z.1.4.15)

#### RESOURCE CONSISTING OF A SINGLE UNIT

### z.1.4.1 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.

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.

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

#### *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.

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 [\[Details on pagination and foliation\]](#)).

***Updating loose-leafs.*** If the resource is an updating loose-leaf, record *loose-leaf*.

#### EXAMPLE

loose-leaf

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.

**EXAMPLE**

327 pages

321 leaves

381 columns

xvii, 323 pages

27 pages, 300 leaves

**Exception**

For complicated or irregular pagination and foliation, see [z.1.4.7](#).

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

Record pages, etc., that are numbered in words by giving the numeric equivalent.

**EXAMPLE**

32 pages

**Pages numbered in words**

Apply the additional instructions at [z.3–z.13](#) as applicable to the resource being described.

### [z.1.4.2 Single Volume with Unnumbered Pages, Leaves, or Columns](#)

If the resource consists entirely of unnumbered pages, leaves, or columns, record *unpaged*.

**EXAMPLE**

unpaged

#### [z.1.4.2.1 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 **z.1.4.7**)

*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.

**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 the pagination and foliation for a sequence 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.

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

#### z.1.4.2.2 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

Otherwise, make a note (see [\[Details on pagination and foliation\]](#)).

#### z.1.4.3 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.

##### EXAMPLE

176 pages

Pages numbered: i–xii, 13–176

##### *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 low err case roman numerals, followed by one unnumbered page, followed by remainder of the sequence numbered in arabic numerals

#### z.1.4.4 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 (e.g., when the number on the last page, leaf, or column of the sequence is misprinted). When this occurs, record the numbering as it appears.

Make a note on the misleading numbering if considered important for identification (see [\[Details on Pagination and Foliation\]](#)).

##### EXAMPLE

329 pages

The number on the last page misprints 392 as 329

#### z.1.4.5 Incomplete Volume

*If:*

pages or leaves appear to be missing from one or more parts of the volume

*and*

the pagination and foliation of the complete volume cannot be ascertained

*but*

the last numbered page, leaf, or column of the complete volume is known

*then:*

record the number of the last numbered page, leaf, or column using the appropriate term

##### EXAMPLE

242 pages

Description based on a copy missing pages at the beginning of the volume.

Record this imperfection as a note on item-specific carrier characteristic (see [3.22.1](#)).

*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*).

**EXAMPLE**

xxiv, 179 pages (incomplete)

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*

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.

**EXAMPLE**

leaves 81–149 (incomplete)

Record this imperfection as a note on item-specific carrier characteristic (see [3.22.1](#)).

#### z.1.4.6 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.

**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 [\[Details on pagination and foliation\]](#)).

**EXAMPLE**

328 pages

Pages also numbered as part of larger resource: 501–828

#### z.1.4.7 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:

- a) 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.

**EXAMPLE**

560, 223 pages, 217 variously numbered pages

Resource with 1000 pages in various pagings

366, 98 pages, 99 unnumbered pages

- b) Record *various pagings*.

**EXAMPLE**

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.

**EXAMPLE**

12 unnumbered leaves, 74 leaves, 32 unnumbered leaves, 62 columns, 9 unnumbered pages

### z.1.4.8 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, etc., record the pagination and foliation of the sequence of leaves or pages of plates after the pagination and foliation of the main sequence or sequences of the pages, etc. Record the pagination and foliation of the sequence of leaves or pages of plates after the pagination and foliation of the main sequence or sequences of pages, 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 [z.1.4.8.1](#))

unnumbered leaves or pages of plates (see [z.1.4.8.2](#)).

*Exception*

For complicated or irregular sequences of plates, apply one of the methods at [z.1.4.7](#) to record the pagination and foliation of the sequence of plates.

#### z.1.4.8.1 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*.

##### 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.

##### 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*.

##### 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 [z.1.4.4](#)

*or*

make an explanatory note (see [\[Details on pagination and foliation\]](#)).

#### z.1.4.8.2 Unnumbered Leaves or Pages of Plates

In some cases, a resource contains a sequence of unnumbered leaves or pages of plates in

addition to at least one numbered sequence of pages or leaves and/or numbered sequence of leaves or pages of plates. When this occurs, 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 [z.1.4.7](#))

*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:

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

#### EXAMPLE

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.

#### EXAMPLE

xvi, 504 pages, approximately 500 pages of plates

### z.1.4.9 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.

Make a note to explain the format (see [3.21.2.11](#)).

### z.1.4.10 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 [\[Details on pagination and foliation\]](#)).

#### 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

### z.1.4.11 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

### z.1.4.12 Single Sheet

If a single 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

#### *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. [*concept moved to 3.4.1.7.8*]

#### EXAMPLE

2 pages

Sheet printed on both sides, and numbered

RESOURCE CONSISTING OF MORE THAN ONE UNIT

### z.1.4.13 Continuously Paged Volumes

If the volumes are continuously paged, record the pagination and foliation (see [z.1.4.1-z.1.4.11](#)). 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

#### *Optional Omission*

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

### z.1.4.14 Individually Paged Volumes

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

#### *Optional Addition*

Record the pagination and foliation (see [z.1.4.1-z.1.4.11](#)) 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

### z.1.4.15 Updating Loose-Leafs

If the resource is an updating loose-leaf, record *loose-leaf*.

#### EXAMPLE

loose-leaf

---

## Section 4: Dimensions – Revision of RDA 3.5

### 3.5.1 Basic Instructions on Recording Dimensions

#### 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.

#### 3.5.1.3 Recording Dimensions

Record dimensions by applying the general guidelines for measurements at [x.y](#).

Record the measurement type as instructed at [3.5.1.4.1](#) – [3.5.1.4.14](#).

Unless instructed otherwise, record ~~dimensions~~ the measurement unit in centimetres and round the value to the next whole centimetre up ~~and use the metric symbol *cm*~~ (e.g., if the height measures 17.2 centimetres, record *18 cm* as the measurement quantity).

##### *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 measurement sub-elements (see [x.y](#))
- 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**

height × width

height × width × depth

primary dimensions, additional dimensions

height × width unfolded, height × width folded

height × width unrolled, height × diameter rolled

dimensions of first carrier *and* dimensions of second carrier

dimensions of smallest carrier–dimensions of largest carrier

*or*

dimensions of largest carrier *or smaller*

### 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**.

#### 3.5.1.4.1 Cards

Record the height ~~×~~ and width of the card.

**EXAMPLE**

***As a set of measurement 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

## EXAMPLE

### *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

### 3.5.1.4.2 Cartridges

**Audio cartridges.** For audio cartridges, record the length × height and width of the face of the cartridge in centimetres followed by and 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 measurement sub-elements**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 10MEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 14MEASUREMENT TYPE: widthMEASUREMENT UNIT: mmMEASUREMENT QUANTITY: 7PART MEASURED: tape**EXAMPLE****As a string**

10 × 14 cm, 7 mm tape

**Computer cartridges.** For computer cartridges, record the length width of the side of the cartridge that is to be inserted into the machine.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 10Dimensions of a computer chip cartridge**EXAMPLE****As a string**

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 ~~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 measurement sub-elements**MEASUREMENT TYPE: gaugeMEASUREMENT UNIT: mmMEASUREMENT QUANTITY: 8MEASUREMENT QUALIFIER: standardgauge of film in a film cartridgeMEASUREMENT TYPE: gaugeMEASUREMENT UNIT: mmMEASUREMENT QUANTITY: 35gauge of film in a filmstrip cartridgeMEASUREMENT TYPE: gaugeMEASUREMENT UNIT: mmMEASUREMENT QUANTITY: 13gauge of film in a video cartridge**EXAMPLE****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

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

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: widthMEASUREMENT UNIT: mmMEASUREMENT QUANTITY: 35Width of film in a microfilm cartridge

**EXAMPLE****As a string**

35 mm

Width of film in a microfilm cartridge

**3.5.1.4.3 Cassettes**

**Audiocassettes.** For audiocassettes, record the height and width ~~length × height~~ of the face of the cassette in centimetres, ~~followed by~~ and 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 measurement sub-elements**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 7MEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 10MEASUREMENT TYPE: widthMEASUREMENT UNIT: mmMEASUREMENT QUANTITY: 4PART MEASURED: tape**EXAMPLE****As a string**

7 × 10 cm, 4 mm tape

**Computer cassettes.** For computer cassettes, record the height and width ~~length × height~~ of the face of the cassette.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 7

MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 10

### EXAMPLE

**As a string**

7 × 10 cm

***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 measurement 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

### EXAMPLE

**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

**Microfiche cassettes.** For microfiche cassettes, record the height and width ~~length × height~~ of the face of the cassette.

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

#### EXAMPLE

##### *As a set of measurement sub-elements*

MEASUREMENT TYPE: width

MEASUREMENT UNIT: mm

MEASUREMENT QUANTITY: 16

Width of film in a microfilm cassette

#### EXAMPLE

##### *As a string*

16 mm

Width of film in a microfilm cassette

### 3.5.1.4.4 Discs

Record the diameter of the disc.

#### EXAMPLE

##### *As a set of measurement 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

### EXAMPLE

#### *As a string*

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

### 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 measurement sub-elements*

MEASUREMENT TYPE:      gauge

MEASUREMENT UNIT:      mm

MEASUREMENT QUANTITY:      35

### EXAMPLE

#### *As a string*

35 mm

### 3.5.1.4.6 Flipcharts

Record the height × and width of the flipchart.

### EXAMPLE

#### *As a set of measurement sub-elements*

MEASUREMENT TYPE:      height

MEASUREMENT UNIT:      cm

MEASUREMENT QUANTITY:      23

MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 18

#### EXAMPLE

**As a string**

23 × 18 cm

### 3.5.1.4.7 Microfiches

Record the height × and width of the fiche.

#### EXAMPLE

**As a set of measurement sub-elements**

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 11

MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 15

#### EXAMPLE

**As a string**

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](#)).

#### EXAMPLE

**As a set of measurement sub-elements**

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 26

MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 22

**EXAMPLE****As a string**

26 × 22 cm

**3.5.1.4.9 Reels**

**Audiotape reels.** For audiotape reels, record the diameter of the reel in centimetres followed by and 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 measurement sub-elements**MEASUREMENT TYPE: diameterMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 18MEASUREMENT TYPE: widthMEASUREMENT UNIT: mmMEASUREMENT QUANTITY: 13PART MEASURED: tape**EXAMPLE****As a string**

18 cm, 13 mm tape

**Computer tape reels.** For computer tape reels, record the diameter of the reel in centimetres followed by and 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 measurement sub-elements**MEASUREMENT TYPE: diameterMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 31MEASUREMENT TYPE: widthMEASUREMENT UNIT: mmMEASUREMENT QUANTITY: 13PART MEASURED: tape



**EXAMPLE****As a string**

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 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 measurement sub-elements**MEASUREMENT TYPE: diameterMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 18MEASUREMENT TYPE: gaugeMEASUREMENT UNIT: mmMEASUREMENT QUANTITY: 25.4PART MEASURED: tapeVideotape reel**EXAMPLE****As a string**

18 cm, 25.4 mm

Videotape reel

**Microfilm reels.** For microfilm reels, record the diameter of the reel in centimetres followed by and 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 measurement sub-elements**MEASUREMENT TYPE: diameterMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 11

MEASUREMENT TYPE:      width  
MEASUREMENT UNIT:      mm  
MEASUREMENT QUANTITY: 25.4  
PART MEASURED:          film

**EXAMPLE****As a string**

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 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 if considered important for identification or selection (see 3.21.3.3)

**EXAMPLE****As a set of measurement 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

**EXAMPLE****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

### 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 measurement 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

#### EXAMPLE

##### *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 ~~extended~~ unfolded followed by the height ~~×~~ width and when folded.

#### EXAMPLE

##### *As a set of measurement sub-elements*

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 48

MEASUREMENT QUALIFIER: unfolded

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

### EXAMPLE

**As a string**

48 × 30 cm, folded to 24 × 15 cm

Dimensions of a manuscript sheet

For scrolls, record the height × and width of the unrolled scroll, ~~followed by~~ and the height × and diameter of the rolled scroll. Indicate that the dimensions are for an unrolled and rolled scroll.

### EXAMPLE

**As a set of measurement 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

**EXAMPLE****As a string**

27 × 471 cm, rolled to 27 × 7 cm in diameter

Dimensions of a manuscript scroll

**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.

**EXAMPLE****As a set of measurement 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

**EXAMPLE****As a string**

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.

#### EXAMPLE

##### *As a set of measurement sub-elements*

MEASUREMENT TYPE:      diameter

MEASUREMENT UNIT:      cm

MEASUREMENT QUANTITY:      12

#### EXAMPLE

##### *As a string*

12 cm in diameter

*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. Always indicate which dimension or dimensions are being given.

#### EXAMPLE

##### *As a set of measurement sub-elements*

MEASUREMENT TYPE:      height

MEASUREMENT UNIT:      cm

MEASUREMENT QUANTITY:      110

Dimensions of a sculpture

#### EXAMPLE

##### *As a string*

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).

### 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*.

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](#)).

### EXAMPLE

#### *As a set of measurement sub-elements*

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 22

MEASUREMENT TYPE: height

MEASUREMENT UNIT: mm

MEASUREMENT QUANTITY: 75

### EXAMPLE

#### *As a string*

22 cm

75 mm

### *Exceptions*

If the width of the volume is either less than half the height or greater than the height, record the height ~~×~~ and width.

### EXAMPLE

#### *As a set of measurement 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

**EXAMPLE****As a string**

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:

- a) as a set of measurement sub-elements (see x.y)

**EXAMPLE**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 22PART MEASURED: text blockMEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 24PART MEASURED: bindingMEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 20PART MEASURED: text blockMEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 8PART MEASURED: text blockMEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 22PART MEASURED: bindingMEASUREMENT TYPE: widthMEASUREMENT UNIT: cm



MEASUREMENT QUANTITY: 12  
PART MEASURED: binding

- b) as a string, record in this order:  
a1) the height (or height × width) of the text block  
b2) the height (or height × width) of the binding.

#### 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 tactile text and is smaller or larger than the standard A3 size, record the height × and 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](#)).~~

### 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 measurement sub-elements*

MEASUREMENT TYPE: height  
MEASUREMENT UNIT: cm  
MEASUREMENT QUANTITY: 16  
MEASUREMENT TYPE: width  
MEASUREMENT UNIT: cm  
MEASUREMENT QUANTITY: 32

MEASUREMENT TYPE: depthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 3MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 17PART MEASURED: caseMEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 34PART MEASURED: caseMEASUREMENT TYPE: depthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 6PART MEASURED: caseDimensions of a model and its containerMEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 30PART MEASURED: boxMEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 25PART MEASURED: boxMEASUREMENT TYPE: depthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 13PART MEASURED: boxDimensions of the container for a diorama; dimensions of the diorama not recorded**EXAMPLE****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

### 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).

#### EXAMPLE

##### *As a set of measurement 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

#### EXAMPLE

##### *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

#### *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.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 20MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 10MEASUREMENT QUALIFIER: foldedMEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 12MEASUREMENT QUALIFIER: foldedMEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 35MEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 66MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 10MEASUREMENT QUALIFIER: foldedMEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 19MEASUREMENT QUALIFIER: folded**EXAMPLE****As a string**

20 cm, folded to 10 × 12 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.

### EXAMPLE

#### *As a set of measurement 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

## EXAMPLE

### As a string

24–28 cm

Dimensions of the smallest and largest volumes in a resource consisting of 6 volumes of differing height

150-210 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*.

Record dimensions using one or both of the following methods:

- a) as a set of measurement sub-elements (see x.y)

## 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

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 measurement sub-elements (see [x.y](#))

**EXAMPLE**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 20PART MEASURED: scoreMEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 32PART MEASURED: partsScore measures 20 cm; parts measure 32 cm

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

**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**.

### 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 measurement sub-elements**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 27PART MEASURED: boxesMEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 40PART 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

## **EXAMPLE**

### **As a string**

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.

## **EXAMPLE**

### **As a set of measurement 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 containers of more than two sizes

### EXAMPLE

#### *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

### 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](#)).

#### 3.5.1.8.1 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 measurement sub-elements*

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 27

MEASUREMENT QUALIFIER: smallest volume

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 32

MEASUREMENT QUALIFIER: largest volume

Dimensions of the smallest and largest volumes of a serial

**EXAMPLE****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).

**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).

**3.5.2 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.

**3.5.2.2 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 appropriate. When recording diameter, indicate that it is the diameter.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 25MEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 35MEASUREMENT TYPE: diameterMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 45

**EXAMPLE****As a string**

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*.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 123.5MEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 154.2**EXAMPLE****As a string**

123.5 × 152.4 cm

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 ~~and~~ and width of the sheet. Indicate that the dimensions are for the sheet.

**EXAMPLE*****As a set of measurement sub-elements***MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 45PART MEASURED: sheetMEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 33PART MEASURED: sheet**EXAMPLE*****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. ~~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.

**EXAMPLE*****As a set of measurement sub-elements***MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 25PART MEASURED: sheet 1MEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 35PART MEASURED: sheet 1MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 30PART MEASURED: sheet 2

<u>MEASUREMENT TYPE:</u>	<u>width</u>
<u>MEASUREMENT UNIT:</u>	<u>cm</u>
<u>MEASUREMENT QUANTITY:</u>	<u>35</u>
<u>PART MEASURED:</u>	<u>sheet 2</u>

**EXAMPLE****As a string**

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; ~~followed by~~ use the qualifier *or smaller*.

**EXAMPLE****As a set of measurement sub-elements**

<u>MEASUREMENT TYPE:</u>	<u>height</u>
<u>MEASUREMENT UNIT:</u>	<u>cm</u>
<u>MEASUREMENT QUANTITY:</u>	<u>30</u>
<u>PART MEASURED:</u>	<u>sheets</u>
<u>MEASUREMENT QUALIFIER:</u>	<u>or smaller</u>
<u>MEASUREMENT TYPE:</u>	<u>width</u>
<u>MEASUREMENT UNIT:</u>	<u>cm</u>
<u>MEASUREMENT QUANTITY:</u>	<u>40</u>
<u>PART MEASURED:</u>	<u>sheets</u>
<u>MEASUREMENT QUALIFIER:</u>	<u>or smaller</u>

**EXAMPLE****As a string**

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.

*then:*

record the dimensions of the complete map, etc. ~~followed by~~ and 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 measurement 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

1 map on 9 sheets



**EXAMPLE****As a string**

10 × 60 cm, on sheet 25 × 35 cm

264 × 375 cm, sheets 96 × 142 cm

1 map on 9 sheets

If the segments have been assembled and mounted together, record the dimensions of the whole map, etc., alone.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 120MEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 276Mounted map created from several segments**EXAMPLE****As a string**

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, 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.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 30PART MEASURED: sheets

<u>MEASUREMENT TYPE:</u>	<u>width</u>
<u>MEASUREMENT UNIT:</u>	<u>cm</u>
<u>MEASUREMENT QUANTITY:</u>	<u>40</u>
<u>PART MEASURED:</u>	<u>sheets</u>
<u>MEASUREMENT TYPE:</u>	<u>height</u>
<u>MEASUREMENT UNIT:</u>	<u>cm</u>
<u>MEASUREMENT QUANTITY:</u>	<u>60</u>
<u>PART MEASURED:</u>	<u>sheets</u>
<u>MEASUREMENT QUALIFIER:</u>	<u>or smaller</u>
<u>MEASUREMENT TYPE:</u>	<u>width</u>
<u>MEASUREMENT UNIT:</u>	<u>cm</u>
<u>MEASUREMENT QUANTITY:</u>	<u>60</u>
<u>PART MEASURED:</u>	<u>sheets</u>
<u>MEASUREMENT QUALIFIER:</u>	<u>or smaller</u>

**EXAMPLE****As a string**

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., ~~followed by~~ and the dimensions of the sheet.

~~Separate the dimensions by a comma and precede the dimensions of the sheet by on sheet.~~

**EXAMPLE****As a set of measurement sub-elements**

<u>MEASUREMENT TYPE:</u>	<u>height</u>
<u>MEASUREMENT UNIT:</u>	<u>cm</u>
<u>MEASUREMENT QUANTITY:</u>	<u>20</u>

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

#### **EXAMPLE**

##### **As a string**

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, preceded by a comma.

#### **EXAMPLE**

##### **As a set of measurement 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

**EXAMPLE****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

**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, ~~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.

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 45MEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 80MEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 50PART MEASURED: sheetMEASUREMENT TYPE: widthMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 44PART MEASURED: sheetPrinted on both sides of sheet with line for joining indicatedMEASUREMENT TYPE: heightMEASUREMENT UNIT: cmMEASUREMENT QUANTITY: 45PART MEASURED: sheetMEASUREMENT TYPE: widthMEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 30

PART MEASURED: sheet

Printed on both sides of sheet

### EXAMPLE

#### *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

## 3.5.3 Dimensions of Still Image

### 3.5.3.1 Application *[no changes]*

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.

### EXAMPLE

#### *As a set of measurement 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  
 Dimensions of a wall chart

**EXAMPLE****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

***Alternative***

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

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE:            heightMEASUREMENT UNIT:            cmMEASUREMENT QUANTITY:    32.2MEASUREMENT TYPE:            widthMEASUREMENT UNIT:            cmMEASUREMENT QUANTITY:    22.4**EXAMPLE****As a string**

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. ~~Separate each set of dimensions by a comma.~~



**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE:      diameterMEASUREMENT UNIT:      cmMEASUREMENT QUANTITY:      6MEASUREMENT TYPE:      heightMEASUREMENT UNIT:      cmMEASUREMENT QUANTITY:      8PART MEASURED:      plate markMEASUREMENT TYPE:      widthMEASUREMENT UNIT:      cmMEASUREMENT QUANTITY:      7PART MEASURED:      plate mark**EXAMPLE****As a string**

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). ~~Separate the dimensions by a comma and precede the dimensions of the sheet by on sheet.~~

**EXAMPLE****As a set of measurement sub-elements**MEASUREMENT TYPE:      heightMEASUREMENT UNIT:      cmMEASUREMENT 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

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

## EXAMPLE

### *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

---

*Clean copy:*

## 3.5.1 Basic Instructions on Recording Dimensions

### 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

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](#).

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*

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 measurement sub-elements (see [x.y](#))
- 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**

height × width

height × width × depth

primary dimensions, additional dimensions

height × width unfolded, height × width folded

height × width unrolled, height × diameter rolled

dimensions of first carrier *and* dimensions of second carrier

dimensions of smallest carrier–dimensions of largest carrier

*or*

dimensions of largest carrier *or smaller*

### 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

Record the height and width of the card.

#### EXAMPLE

*As a set of measurement 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**

**EXAMPLE**

***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**

### 3.5.1.4.2 Cartridges

***Audio cartridges.*** For audio cartridges, record the height and width of the face of the cartridge in

centimetres and the width of the tape in millimetres.

#### EXAMPLE

*As a set of measurement sub-elements*

MEASUREMENT TYPE:	height
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	10
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	14
MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	mm
MEASUREMENT QUANTITY:	7
PART MEASURED:	tape

#### EXAMPLE

*As a string*

10 × 14 cm, 7 mm tape

**Computer cartridges.** For computer cartridges, record the width of the side of the cartridge that is to be inserted into the machine.

#### EXAMPLE

*As a set of measurement sub-elements*

MEASUREMENT TYPE:	width
MEASUREMENT UNIT:	cm
MEASUREMENT QUANTITY:	10
<b>Dimensions of a computer chip cartridge</b>	

#### EXAMPLE

*As a string*

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](#)).

### EXAMPLE

#### *As a set of measurement 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

### EXAMPLE

#### *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

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

### EXAMPLE

#### *As a set of measurement sub-elements*

MEASUREMENT TYPE: width  
 MEASUREMENT UNIT: mm  
 MEASUREMENT QUANTITY: 35  
 Width of film in a microfilm cartridge

**EXAMPLE*****As a string***

35 mm

Width of film in a microfilm cartridge

**3.5.1.4.3 Cassettes**

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

**EXAMPLE*****As a set of measurement sub-elements***

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 7

MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 10

MEASUREMENT TYPE: width

MEASUREMENT UNIT: mm

MEASUREMENT QUANTITY: 4

PART MEASURED: tape

**EXAMPLE*****As a string***

7 × 10 cm, 4 mm tape

***Computer cassettes.*** For computer cassettes, record the height and width of the face of the cassette.

**EXAMPLE*****As a set of measurement sub-elements***

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 7



MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 10

#### EXAMPLE

##### *As a string*

7 × 10 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](#)).

#### EXAMPLE

##### *As a set of measurement 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*

#### EXAMPLE

##### *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*

**Microfiche cassettes.** For microfiche cassettes, record the height and width of the face of the cassette.

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

#### EXAMPLE

***As a set of measurement sub-elements***

MEASUREMENT TYPE: width

MEASUREMENT UNIT: mm

MEASUREMENT QUANTITY: 16

Width of film in a microfilm cassette

#### EXAMPLE

***As a string***

16 mm

Width of film in a microfilm cassette

### 3.5.1.4.4 Discs

Record the diameter of the disc.

#### EXAMPLE

***As a set of measurement 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

**EXAMPLE*****As a string***

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

**3.5.1.4.5 Filmstrips and Filmslips**

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

**EXAMPLE*****As a set of measurement sub-elements***

MEASUREMENT TYPE: gauge

MEASUREMENT UNIT: mm

MEASUREMENT QUANTITY: 35

**EXAMPLE*****As a string***

35 mm

**3.5.1.4.6 Flipcharts**

Record the height and width of the flipchart.

**EXAMPLE*****As a set of measurement sub-elements***

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 23

MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 18

**EXAMPLE***As a string*

23 × 18 cm

**3.5.1.4.7 Microfiches**

Record the height and width of the fiche.

**EXAMPLE***As a set of measurement sub-elements*

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 11

MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 15

**EXAMPLE***As a string*

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](#)).

**EXAMPLE***As a set of measurement sub-elements*

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 26

MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 22

**EXAMPLE***As a string*

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.

#### EXAMPLE

***As a set of measurement sub-elements***

MEASUREMENT TYPE: diameter  
MEASUREMENT UNIT: cm  
MEASUREMENT QUANTITY: 18  
  
MEASUREMENT TYPE: width  
MEASUREMENT UNIT: mm  
MEASUREMENT QUANTITY: 13  
PART MEASURED: tape

#### EXAMPLE

***As a string***

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.

#### EXAMPLE

***As a set of measurement sub-elements***

MEASUREMENT TYPE: diameter  
MEASUREMENT UNIT: cm  
MEASUREMENT QUANTITY: 31  
  
MEASUREMENT TYPE: width  
MEASUREMENT UNIT: mm  
MEASUREMENT QUANTITY: 13  
PART MEASURED: tape

#### EXAMPLE

***As a string***

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 . 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 measurement 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

**EXAMPLE*****As a string***

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.

**EXAMPLE*****As a set of measurement sub-elements***

MEASUREMENT TYPE: diameter

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 11

MEASUREMENT TYPE: width

MEASUREMENT UNIT: mm

MEASUREMENT QUANTITY: 25.4

PART MEASURED: film

**EXAMPLE*****As a string***

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 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 measurement 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*

#### EXAMPLE

##### *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*

### 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 measurement 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

**EXAMPLE*****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 measurement sub-elements***

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 48

MEASUREMENT QUALIFIER: unfolded

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**

## EXAMPLE

### *As a string*

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.

## EXAMPLE

### *As a set of measurement 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**

**EXAMPLE*****As a string***

27 × 471 cm, rolled to 27 × 7 cm in diameter

Dimensions of a manuscript scroll

***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.

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

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.

#### EXAMPLE

***As a set of measurement sub-elements***

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

#### EXAMPLE

***As a string***

12 cm in diameter

***Other three-dimensional forms.*** For other three-dimensional forms, record the dimensions of the form itself. Always indicate which dimension or dimensions are being given.

#### EXAMPLE

***As a set of measurement sub-elements***

MEASUREMENT TYPE: height  
MEASUREMENT UNIT: cm  
MEASUREMENT QUANTITY: 110

**Dimensions of a sculpture**

#### EXAMPLE

***As a string***

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](#)).

### 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 .

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](#)).

**EXAMPLE*****As a set of measurement sub-elements***

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 22

MEASUREMENT TYPE: height

MEASUREMENT UNIT: mm

MEASUREMENT QUANTITY: 75

**EXAMPLE*****As a string***

22 cm

75 mm

***Exceptions***

If the width of the volume is either less than half the height or greater than the height, record the height and width.

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

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:

- a) as a set of measurement sub-elements (see **x.y**)

**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: width  
 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

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 tactile text and is smaller or larger than the standard A3 size, record the height and width.

### 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 measurement 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

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**

**EXAMPLE**

***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

### 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](#)).

#### EXAMPLE

##### *As a set of measurement 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

#### EXAMPLE

##### *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

#### *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.



**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

20 cm, folded to 10 × 12 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.

## EXAMPLE

### *As a set of measurement 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

## EXAMPLE

### *As a string*

24–28 cm

Dimensions of the smallest and largest volumes in a resource consisting of 6 volumes of differing height

150-210 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*.

Record dimensions using one or both of the following methods:

- a) as a set of measurement sub-elements (see **x.y**)

## 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

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 measurement sub-elements (see **x.y**)

#### 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

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

#### 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**.

### 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 measurement 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

**EXAMPLE*****As a string***

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.

**EXAMPLE*****As a set of measurement 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 containers of more than two sizes

#### EXAMPLE

*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

### 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

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 measurement sub-elements*

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 27

MEASUREMENT QUALIFIER: smallest volume

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 32

MEASUREMENT QUALIFIER: largest volume

Dimensions of the smallest and largest volumes of a serial



**EXAMPLE**

***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).

### 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).

## 3.5.2 Dimensions of Map, Etc.

### 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 appropriate. When recording diameter, indicate that it is the diameter.

**EXAMPLE**

***As a set of measurement 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

**EXAMPLE*****As a string***

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 .

**EXAMPLE*****As a set of measurement sub-elements***

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 123.5

MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 154.2

**EXAMPLE*****As a string***

123.5 × 152.4 cm

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 and width of the sheet. Indicate that the dimensions are for the sheet.

**EXAMPLE*****As a set of measurement 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*****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.

### 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 measurement 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

**EXAMPLE*****As a string***

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*.

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

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.

*then:*

record the dimensions of the complete map, etc. and the dimensions of the sheet or sheets.

**EXAMPLE*****As a set of measurement 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

**1 map on 9 sheets**

**EXAMPLE*****As a string***

10 × 60 cm, on sheet 25 × 35 cm

264 × 375 cm, sheets 96 × 142 cm

**1 map on 9 sheets**

If the segments have been assembled and mounted together, record the dimensions of the whole map, etc., alone.

**EXAMPLE*****As a set of measurement 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**

**EXAMPLE*****As a string***

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, 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.

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

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 measurement 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

**EXAMPLE*****As a string***

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.

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****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

**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 measurement 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

### EXAMPLE

#### *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

## 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](#).

### 3.5.3.2 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.

### EXAMPLE

#### *As a set of measurement 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

**Dimensions of a wall chart**

### EXAMPLE

***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**

### *Alternative*

Record the dimensions to the next tenth of a centimeter .

### EXAMPLE

***As a set of measurement sub-elements***

MEASUREMENT TYPE: height

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 32.2

MEASUREMENT TYPE: width

MEASUREMENT UNIT: cm

MEASUREMENT QUANTITY: 22.4

### EXAMPLE

***As a string***

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.

**EXAMPLE*****As a set of measurement 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

**EXAMPLE*****As a string***

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 measurement 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

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

## EXAMPLE

### *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

---

## Section 5: Extent of the Content – *New instruction*

### 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 total 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 a vocal score).

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.

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 of the content 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 measurement 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

**EXAMPLE*****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 measurement 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

**EXAMPLE*****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.1.11](#).

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 measurement sub-elements***

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

**EXAMPLE*****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 of the content:

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

**EXAMPLE**

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

- b) as a string. Omit the measurement quantity.

**EXAMPLE**

views

### 7.x.1.5 Units Cannot Be Named Concisely

If the units cannot be named concisely, record the number of content units and record the measurement unit as *items of varied content*. Record details in a note if considered important for identification or selection (see [\[Details on Extent of the Content\]](#)).

**EXAMPLE*****As a set of measurement sub-elements***

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

**EXAMPLE*****As a string***

48 items of varied content

For instructions on recording the extent of the content if the number of units cannot be readily

ascertained or approximated, see 7.4.1.4.

### 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 measurement sub-elements***

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

#### EXAMPLE

***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 measurement sub-elements (see x.y). Record *content extent subunits* as the measurement type.

#### EXAMPLE

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.

**EXAMPLE**

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 measurement sub-elements***

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

**EXAMPLE*****As a string***

1 sketchbook (approximately 100 drawings)

**7.x.1.9 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 measurement sub-elements (see **x.y**). 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 measurement 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 [\[Details on Extent of the Content\]](#)).

**7.x.1.10 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.1.10.1](#))

*or*



- b) number and type of unit (see [7.x.1.10.2](#)).

### 7.x.1.10.1 Number of Items

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

- a) as a set of measurement sub-elements (see [x.y](#)). Record *items (content)* as the measurement unit.

#### EXAMPLE

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.

#### EXAMPLE

19 items

approximately 400 items

### 7.x.1.10.2 Number and Type of Unit

Record the extent of the content of each type of resource in the collection, as instructed at

#### 7.x.1.3.

#### EXAMPLE

##### *As a set of measurement 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

**EXAMPLE*****As a string***

35 models

21 mock-ups

**7.x.1.11 Analytical Description of a Part**

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

a) number of units and/or subunits in the part (see **7.x.1.11.1**)

***or***

b) location of the part within the larger resource (see **7.x.1.11.2**)

**7.x.1.11.1 Number of Units and/or Subunits in the Part**

Record the extent of the content of the part by giving the number of units and/or number of subunits, as appropriate. Apply the instructions at **7.x.1.3–7.1.x.9**.

**EXAMPLE*****As a set of measurement sub-elements***

MEASUREMENT TYPE: content extent units

MEASUREMENT UNIT: map

MEASUREMENT QUANTITY: 1

MEASUREMENT TYPE: content extent units

MEASUREMENT UNIT: view

MEASUREMENT QUANTITY: 1

**EXAMPLE*****As a string***

1 map

1 view

## Section 6: Duration – Revision of RDA 7.22

### 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.

#### 7.22.1.2 Sources of Information *[no changes]*

Take information on duration from any source.

#### 7.22.1.3 Recording Duration

Record the duration in the form preferred by the agency creating the data, 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, in the form preferred by the agency creating the data.

Record the measurement type by giving an appropriate term from the following list:

duration  
intended duration

#### 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, ~~When including terms designating units of time,~~ record the terms as instructed in appendix B (B.5.3).

a)–

Record the exact ~~time~~ duration if readily ascertainable.

#### EXAMPLE

##### *As a set of measurement sub-elements*

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: minutes

MEASUREMENT QUANTITY: 40

Duration of a speech

MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: hours

MEASUREMENT QUANTITY: 0.75

Intended duration indicated on a piano score

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: minutes / seconds

MEASUREMENT QUANTITY: 3:23

Duration of an interview

MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: muhūrta

MEASUREMENT QUANTITY: 1

Intended duration indicated on a choreographic resource

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: hours / minutes / seconds

MEASUREMENT QUANTITY: 2:30:04

Duration of a documentary film

## EXAMPLE

### **As a string**

40 min.

Duration of an audiocassette a speech

0.75 hr.

Intended duration indicated on of-a piano score

3 min., 23 sec.

Duration of a film-cartridge an interview

1 muhūrta

Intended duration indicated on of-a choreographic resource

2:30:04

Duration of an audio-dise a documentary film

b)

### 7.22.1.4 Exact Duration Not Readily Ascertainable

If the exact time duration is not readily ascertainable, but an approximate time duration is stated or can be readily estimated, record ~~that~~ the approximate time duration preceded by ~~approximately~~. Record *approximately* as the measurement qualifier.

**EXAMPLE****As a set of measurement sub-elements**

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: hours

MEASUREMENT QUANTITY: 3

MEASUREMENT QUALIFIER: approximately

Duration of an opera

MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: minutes

MEASUREMENT QUANTITY: 15

MEASUREMENT QUALIFIER: approximately

Intended duration indicated on a monologue

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: minutes / seconds

MEASUREMENT QUANTITY: 01:30

MEASUREMENT QUALIFIER: approximately

Duration of a jingle

**EXAMPLE****As a string**

approximately 3 hr.

Duration of a videocassette an opera

approximately 15 min.

Intended duration indicated on of a monologue

approximately 01:30

Duration of an audio cartridge a jingle

e)

**Optional Omission**

If the duration cannot be readily ascertained or ~~estimated~~ approximated, omit it.

For instructions on recording the duration of component parts, see [7.22.1.45](#).

Record details of duration as instructed at [7.22.1.56](#).

### 7.22.1.45 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 measurement sub-elements*

MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: minutes

MEASUREMENT QUANTITY: 17

MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: minutes

MEASUREMENT QUANTITY: 23

MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: minutes

MEASUREMENT QUANTITY: 9

Intended duration indicated for each act of a play

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: .beats

MEASUREMENT QUANTITY: 25

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: .beats

MEASUREMENT QUANTITY: 83

MEASUREMENT QUALIFIER: approximately

Duration of each chapter of a recorded reading

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: minutes / seconds MEASUREMENT QUANTITY: 17:46

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: minutes / seconds

MEASUREMENT QUANTITY: 15:12

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: minutes / seconds

MEASUREMENT QUANTITY: 18:54

Duration of each dance in a choreographic resource

**EXAMPLE**

**As a string**

17 min.

23 min.

9 min.

Intended duration indicated of each act of a play

25 .beats

approximately 83 .beats

Duration of each video-file chapter in an online resource a recorded reading

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.

---

*Clean copy:*

## 7.22.1. Basic Instructions on Recording Duration

### 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

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:

- 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:

duration  
intended duration

#### *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.

#### **EXAMPLE**

##### *As a set of measurement sub-elements*

MEASUREMENT TYPE:	duration
MEASUREMENT UNIT:	minutes
MEASUREMENT QUANTITY:	40
<b>Duration of a speech</b>	



MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: hours

MEASUREMENT QUANTITY: 0.75

*Intended duration indicated on a piano score*

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: minutes / seconds

MEASUREMENT QUANTITY: 3:23

*Duration of an interview*

MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: muhūrta

MEASUREMENT QUANTITY: 1

*Intended duration indicated on a choreographic resource*

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: hours / minutes / seconds

MEASUREMENT QUANTITY: 2:30:04

*Duration of a documentary film*

## EXAMPLE

### ***As a string***

40 min.

*Duration of a speech*

0.75 hr.

*Intended duration indicated on a piano score*

3 min., 23 sec.

*Duration of an interview*

1 muhūrta

*Intended duration indicated on a choreographic resource*

2:30:04

*Duration of a documentary film*

### 7.22.1.4 Exact Duration Not Readily Ascertainable

If the exact duration is not readily ascertainable, but an approximate duration is stated or can be readily estimated, record the approximate duration . Record *approximately* as the measurement qualifier.

**EXAMPLE*****As a set of measurement sub-elements***

MEASUREMENT TYPE: duration  
 MEASUREMENT UNIT: hours  
 MEASUREMENT QUANTITY: 3  
 MEASUREMENT QUALIFIER: approximately  
**Duration of an opera**

MEASUREMENT TYPE: intended duration  
 MEASUREMENT UNIT: minutes  
 MEASUREMENT QUANTITY: 15  
 MEASUREMENT QUALIFIER: approximately  
**Intended duration indicated on a monologue**

MEASUREMENT TYPE: duration  
 MEASUREMENT UNIT: minutes / seconds  
 MEASUREMENT QUANTITY: 01:30  
 MEASUREMENT QUALIFIER: approximately  
**Duration of a jingle**

**EXAMPLE*****As a string***

approximately 3 hr.  
**Duration of an opera**

approximately 15 min.  
**Intended duration indicated on a monologue**

approximately 01:30  
**Duration of a jingle**

***Optional Omission***

If the duration cannot be readily ascertained or approximated, omit it.

For instructions on recording the duration of component parts, see [7.22.1.5](#).

Record details of duration as instructed at [7.22.1.6](#).

### 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](#).

#### EXAMPLE

##### *As a set of measurement sub-elements*

MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: minutes

MEASUREMENT QUANTITY: 17

MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: minutes

MEASUREMENT QUANTITY: 23

MEASUREMENT TYPE: intended duration

MEASUREMENT UNIT: minutes

MEASUREMENT QUANTITY: 9

*Intended duration indicated for each act of a play*

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: .beats

MEASUREMENT QUANTITY: 25

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: .beats

MEASUREMENT QUANTITY: 83

MEASUREMENT QUALIFIER: approximately

*Duration of each chapter of a recorded reading*

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: minutes / seconds MEASUREMENT QUANTITY: 17:46

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: minutes / seconds

MEASUREMENT QUANTITY: 15:12

MEASUREMENT TYPE: duration

MEASUREMENT UNIT: minutes / seconds

MEASUREMENT QUANTITY: 18:54

*Duration of each dance in a choreographic resource*

## EXAMPLE

### *As a string*

17 min.

23 min.

9 min.

Intended duration indicated 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

### *Alternative*

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

## Section 7: Additions to the Glossary

**carrier subunit**▼ A physical subdivision of a carrier unit (e.g., a page of a volume, a sheet of a flipchart, a frame of a microfiche).

**carrier unit**▼ A physical constituent of a resource (e.g., a volume, an audiocassette, a digital file).

**content subunit**▼ An intellectual subdivision of a content unit (e.g., a word in a poem, a map in an atlas, a song in a vocal score).

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

**extent of the carrier**▼ A measurement of the number and type of carrier units and/or subunits making up a resource.

**extent of the content**▼ A measurement of the number and type of content units and/or subunits making up a resource.

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

**measurement quantity**▼ The numerical value of the measurement.

**measurement type**▼ A categorization reflecting the aspect of the resource being measured (e.g., carrier extent units, height, duration).

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

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

**pagination and foliation**▼ An identification of the numbering of pages, leaves, or columns, as presented by the resource.

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