To:　　　　RDA Steering Committee

From:　　　Kathy Glennan, ALA Representative

Subject:　　Revision to RDA 3.12 Book Format and related terms

ALA thanks the Rare Materials Working Group for this proposal to revise RDA 3.12. We generally support the proposal but offer the following comments and recommendations.

Issue #1: Definition of "book format"

Comments

ALA agrees to change the terminology associated with this instruction. However, we prefer "bibliographic format" over the Working Group's suggestion of "bibliographical format". We see no reason to be concerned that the MARC Formats use this term to mean something else. If the RSC agrees, this wording change would also need to be made in all of the new and revised Glossary definitions suggested in this proposal. In addition, we do not concur with the Working Group's statement that the existing phrase, "book format" does not encompass serials; the meaning of the current term must be considered in light of the RDA Glossary definition.

We think that the definition can be simplified and generalized. For example, there appears to be no reason to limit the application to folded paper or vellum, and because this instruction applies to both printed and manuscript resources that particular detail can be omitted. We observe that some formats are cut and folded, not just folded, so the term "or" should be changed to "and/or". Finally, in the e.g., we question the presence of the term "gathering", since the gathering is simply the sheet folded in half.

Recommended changes

　　Marked-up copy
　　(base text: Working Group proposal):

3.12.1.1 Scope

Bibliographic format ▼ is the proportional relationship between a whole sheet ~~of paper or vellum~~ in a ~~printed or manuscript~~ resource, and the individual leaves that result when that sheet is cut <u>and/</u>or folded (e.g., a leaf ~~or gathering~~ in folio occupies half the original whole sheet, in 4to a quarter of the sheet, in 8vo an eighth).

[Note: If the RSC agrees to this suggestion, similar changes would need to be made in the Glossary definitions for "bibliographic format" and "details of bibliographic format".]

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3.12.1.1 Scope

Bibliographic format ▼ is the proportional relationship between a whole sheet in a resource, and the individual leaves that result when that sheet is cut and/or folded (e.g., a leaf in folio occupies half the original whole sheet, in 4to a quarter of the sheet, in 8vo an eighth).

Issue #2: Recording bibliographic format

Comment

ALA agrees with the Working Group's statement, "Format should be recorded when it can be readily ascertained and is considered important for identification or selection." Thus, we see no reason to restrict the application of 3.12.1.3 to early printed resources.

Recommended changes

Marked-up copy
(base text: Working Group proposal):

3.12.1.3 Recording Bibliographic Formats

~~For early printed resources, etc., r~~Record the bibliographic format if it can be readily ascertained and is considered important for identification or selection. Use an appropriate term from the following list:

[no further changes recommended to this instruction from the Working Group's proposal]

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3.12.1.3 Recording Bibliographic Formats

Record the bibliographic format if it can be readily ascertained and is considered important for identification or selection. Use an appropriate term from the following list:

[no further changes recommended to this instruction from the Working Group's proposal]

Issue #3: Adding additional bibliographic formats to the Glossary

Comment

ALA agrees with the addition of the new terms to the Glossary. However, we note that 18mo was added to the list in 3.12.1.3, but no definition appears in the proposed additions to the Glossary.

Recommended change

Add the following definition to the Glossary:

> 18mo A bibliographic format consisting of one or more leaves that are 1/18 of the whole sheet.

Issue #4: Addition of boilerplate language and examples in 3.12.1.3

Comment: Agree.

Issue #5: Addition of examples in 3.12.1.4

Comment: Agree.