To: RDA Steering Committee

From: Judith A. Kuhagen, Secretary, RSC

Subject: Revisions to RDA Reference and related instructions included in the August 2016 release of RDA Toolkit

This document lists revisions approved by the RSC to support the development of RDA Reference and the RDA Toolkit Glossary. Further information about the background to the revisions can be found in RSC/Chair/17.

The changes in this document will appear in the August 2016 release of RDA Toolkit. Generally, strikeout is used to show deletions and double underlining is used to show additions.

Fast Track entries and other revisions included in the August 2016 release of RDA Toolkit are listed in RSC/Sec/3.

Included in this document are marked-up and clean copies of revised instructions for these topics:

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Digital representation of cartographic content: marked-up copy

3.19.8 Digital Representation of Cartographic Content

3.19.8.1 Scope

Digital representation of cartographic content▼ is a set of technical details relating to the encoding of geospatial information in a cartographic resource.

3.19.8.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the digital representation of cartographic content. Take additional evidence from any source.

3.19.8.3 Recording Digital Representation of Cartographic Content

For digitally encoded cartographic content, record the following information if it can be readily ascertained and is considered important for identification or selection:

a) data type (see 3.19.8.5 ~~i.e., raster, vector, or point~~)
b) object type ~~(e.g., point, line, polygon, pixel)~~

EXAMPLE

pixel
Object type for cartographic content encoded as raster data

point
line
polygon
Object types for cartographic content encoded as vector data

c) number of objects used to represent spatial information.

EXAMPLE

5,000 x 5,000
Number of pixels

3,765,480
Number of points

7,464
841
841
4
Number of complete chains, entity points, GT-polygons composed of chains, and points for a geological map encoded as vector data

Record details of digital representation of cartographic content as instructed at 3.19.8.4.

3.19.8.4 Details of Digital Representation of Cartographic Content

Record details of digital representation of cartographic content▼ if considered important for identification or selection. For scope and sources of information, see 3.19.8.1 and 3.19.8.2.

3.19.8.5 Cartographic Data Type

3.19.8.5.1 Scope

Cartographic data type▼is a machine-readable representation of geospatial features.

3.19.8.5.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the digital representation of cartographic content. Take additional evidence from any source.

3.19.8.5.3 Recording Cartographic Data Types

For digitally encoded cartographic content, record the data type if it can be readily ascertained and is considered important for identification or selection. Use an appropriate term from the following list:

point
raster
vector

If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms to indicate the cartographic data type.

Record details of cartographic data type as instructed at 3.19.8.5.4.

3.19.8.5.4 Details of Cartographic Data Type

Record **details of cartographic data type▼** if considered important for identification or selection. For scope and sources of information, see 3.19.8.5.1 and 3.19.8.5.2.

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Digital representation of cartographic content: clean copy

3.19.8 Digital Representation of Cartographic Content

3.19.8.1 Scope

Digital representation of cartographic content▼ is a set of technical details relating to the encoding of geospatial information in a cartographic resource.

3.19.8.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the digital representation of cartographic content. Take additional evidence from any source.

3.19.8.3 Recording Digital Representation of Cartographic Content

For digitally encoded cartographic content, record the following information if it can be readily ascertained and is considered important for identification or selection:

a) data type (see 3.19.8.5)
b) object type

EXAMPLE

pixel
Object type for cartographic content encoded as raster data

point
line
polygon
Object types for cartographic content encoded as vector data

c) number of objects used to represent spatial information.

EXAMPLE

5,000 x 5,000
Number of pixels

3,765,480
Number of points

7,464
841
841
4
Number of complete chains, entity points, GT-polygons composed of chains, and points for a geological map encoded as vector data

Record details of digital representation of cartographic content as instructed at 3.19.8.4.

3.19.8.4 Details of Digital Representation of Cartographic Content

Record details of digital representation of cartographic content▼ if considered important for identification or selection. For scope and sources of information, see 3.19.8.1 and 3.19.8.2.

3.19.8.5 Cartographic Data Type

3.19.8.5.1 Scope

Cartographic data type▼is a machine-readable representation of geospatial features.

3.19.8.5.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the digital representation of cartographic content. Take additional evidence from any source.

3.19.8.5.3 Recording Cartographic Data Types

For digitally encoded cartographic content, record the data type if it can be readily ascertained and is considered important for identification or selection. Use an appropriate term from the following list:

point
raster
vector

If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms to indicate the cartographic data type.

Record details of cartographic data type as instructed at 3.19.8.5.4.

3.19.8.5.4 Details of Cartographic Data Type

Record **details of cartographic data type▼** if considered important for identification or selection. For scope and sources of information, see 3.19.8.5.1 and 3.19.8.5.2.

Encoding format: marked-up copy

3.19.3 Encoding Format

3.19.3.1 Scope

Encoding format▼ is a schema, standard, etc., used to encode the digital content of a resource.

3.19.3.2 Sources of Information

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

3.19.3.3 Recording Encoding Format

Record the encoding format if it can be readily ascertained and is considered important for identification or selection. ~~Some formats (e.g., XML) apply to more than one category.~~ Use one or more appropriate terms from a standard list, if available. ~~the following list:~~

~~**Audio encoding formats**~~

~~CD audio~~
~~DAISY~~
~~DVD audio~~
~~MP3~~
~~RealAudio~~
~~SACD~~
~~WAV~~

~~**Data encoding formats**~~

~~Access~~
~~Excel~~
~~Lotus~~
~~XML~~

~~**Image encoding formats**~~

~~BMP~~
~~GIF~~
~~JPEG~~
~~JPEG2000~~
~~PNG~~
~~TIFF~~

~~**Spatial data encoding formats**~~

~~ArcInfo~~
~~BIL~~
~~BSQ~~
~~CAD~~
~~DEM~~
~~E00~~
~~MID/MIF~~

~~**Text encoding formats**~~

~~ASCII~~
~~HTML~~
~~Megadots~~
~~MS Word~~
~~PDF~~
~~RTF~~
~~SGML~~
~~TeX~~
~~Word Perfect~~
~~XHTML~~
~~XML~~

~~**Video encoding formats**~~

~~Blu-ray~~
~~DVD video~~
~~HD-DVD~~
~~MPEG-4~~
~~QuickTime~~
~~RealVideo~~
~~SVCD~~
~~VCD~~
~~Windows media~~

EXAMPLE

TIFF
Encoding format of a digital image

HTML
GIF
Encoding formats of an online resource with text and images

Mozart
Encoding format of a digital file created with proprietary music notation software

PowerPoint
JPEG

WAV
QuickTime
Encoding formats of a digital file with text, images, audio, and video

~~If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms to indicate the encoding format.~~

~~EXAMPLE~~

~~Mozart~~

~~PowerPoint~~

Record the version of the encoding format if it affects or restricts the use of the resource.

EXAMPLE

DAISY 3.0

Record details of encoding format as instructed at 3.19.3.4.

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3.1.5 Online Resources

[*instruction unchanged except for deletion of 2nd and 3rd example boxes shown below*]

~~EXAMPLE~~

~~TIFF~~
~~**Encoding format for an online resource**~~

~~EXAMPLE~~

~~text file~~
~~RTF~~
~~73 KB~~
~~**File type, encoding format, and file size for a text file in an online resource**~~

~~audio file~~
~~WAV~~
~~18 MB~~
~~**File type, encoding format, and file size for an audio file in the same online resource**~~

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Encoding format: clean copy

3.19.3 Encoding Format

3.19.3.1 Scope

Encoding format▼ is a schema, standard, etc., used to encode the digital content of a resource.

3.19.3.2 Sources of Information

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

3.19.3.3 Recording Encoding Format

Record the encoding format if it can be readily ascertained and is considered important for identification or selection. Use one or more appropriate terms from a standard list, if available.

EXAMPLE

TIFF
Encoding format of a digital image

HTML
GIF
Encoding formats of an online resource with text and images

Mozart
Encoding format of a digital file created with proprietary music notation software

PowerPoint
JPEG
WAV
QuickTime
Encoding formats of a digital file with text, images, audio, and video

Record the version of the encoding format if it affects or restricts the use of the resource.

EXAMPLE

DAISY 3.0

Record details of encoding format as instructed at 3.19.3.4.

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3.1.5 Online Resources

[*instruction unchanged except for deletion of 2nd and 3rd example boxes as shown on p. 8 of this document*]

Extent: marked-up copy

3.4 Extent

CORE ELEMENT

Extent is a core element only if the resource is complete or if the total extent is known. Record subunits only if readily ascertainable and considered important for identification or selection.

3.4.1 Basic Instructions on Recording Extent

3.4.1.1 Scope

Extent▼ is a ~~the~~ number and type of unit~~s~~ and/or subunit~~s making up a resource~~of a manifestation.

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

A **subunit▼** is a physical or logical subdivision of a unit. A subunit includes ~~(e.g.,~~ a page of a volume, a frame of a microfiche, a record in a digital file~~)~~, etc.

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. Take additional evidence from any source.

3.4.1.3 Recording Extent

Record the extent of the resource by giving the number of units and the type of unit.

For the type of unit, use an appropriate term from the list of carrier types at 3.3.1.3. Record the term in the singular or plural, as applicable.

EXAMPLE

1 microfilm cassette

100 slides

2 audiotape reels

1 film reel

1 video cartridge

1 computer disc

1 online resource

3 microfiches

If:
the resource consists of more than one carrier type
and
information about the different carrier types is considered important for identification or selection
then:
record the extent by giving the number of units and the term for each carrier type.

EXAMPLE

50 slides
1 audiocassette
Extent of a resource containing a set of slides and an audiocassette

~~1 microfilm cassette~~

~~100 slides~~

~~2 audiotape reels~~

~~1 film reel~~

~~1 video cartridge~~

~~1 computer disc~~

~~1 online resource~~

~~3 microfiches~~

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

Alternative

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

a) if the carrier is not in the list at 3.3.1.3
or
b) as an alternative to a term listed at 3.3.1.3, if preferred by the agency preparing the description.

EXAMPLE

audio slide

USB flash drive

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

Exceptions

Cartographic resources. For a printed, manuscript, graphic, or three-dimensional resource consisting of cartographic content (with or without accompanying text and/or illustrations), use an appropriate term from the following list and apply the additional instructions at ~~see~~ 3.4.2.

Notated music. For a printed or manuscript resource consisting of notated music (with or without accompanying text and/or illustrations), see 3.4.3.

Still images. For drawings, paintings, prints, photographs, etc., use an appropriate term from the following list and apply the additional instructions at ~~see~~ 3.4.4.

Text. For resources consisting of printed or manuscript text (with or without illustrative content), use an appropriate term from the following list and apply the additional instructions at ~~see~~ 3.4.5.

Three-dimensional forms. For resources consisting of one or more three-dimensional forms, use an appropriate term from the following list and apply the additional instructions at ~~see~~ 3.4.6.

activity card
atlas
case
chart
coin
collage
column
diagram
diorama
drawing
exhibit
flash card
folded sheet
game
globe
icon
jigsaw puzzle
leaf
map
medal
mock-up
model
page

painting
photograph
picture
portfolio
postcard
poster
print
profile
radiograph
remote-sensing image
sculpture
section
specimen
study print
technical drawing
toy
view
wall chart

For a resource that is part of a larger resource, see 3.4.1.12.

For resources consisting of more than one type of carrier, see 3.1.4.

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3.4.2.2 Recording Extent of a Cartographic Resource

Record the extent of the resource by giving the number of units and an appropriate term from the list at 3.4.1.3. ~~following list.~~ Record the term in the singular or plural, as applicable.

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

EXAMPLE

1 map

3 diagrams

1 globe

1 model

If the resource consists of more than one type of unit, record the number of each applicable type.

EXAMPLE

5 maps
4 diagrams
Resource contains maps and diagrams on sheets

~~1 map~~

~~3 diagrams~~

~~1 globe~~

~~1 model~~

If the exact number of units is not readily ascertainable, record an estimated number preceded by *approximately*.

EXAMPLE

approximately 800 maps

If none of the terms in the list is appropriate, use another concise term or terms to indicate the type of unit. ~~Use terms from the lists for still images (3.4.4.2) or three-dimensional forms (3.4.6.2), if applicable.~~

EXAMPLE

7 wall charts

52 playing cards

Apply these additional basic instructions, as applicable:

units or sets of units with identical content (see 3.4.1.6)

incomplete resources (see 3.4.1.10)

comprehensive description of a collection (see 3.4.1.11)

analytical description of a part (see 3.4.1.12).

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3.4.4.2 Recording Extent of Still Images

Record the extent of a resource consisting of one or more still images by giving the number of units and an appropriate term from the list at 3.4.1.3. ~~following list.~~ Record the term in the singular or plural, as applicable.

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

EXAMPLE

1 drawing

3 wall charts

If the resource consists of more than one type of unit, record the number of each applicable type.

EXAMPLE

1 poster
40 flash cards
Resource contains a poster and flash cards

~~1 drawing~~

~~3 wall charts~~

If the exact number of units is not readily ascertainable, record an estimated number preceded by *approximately*.

EXAMPLE

approximately 1,000 photographs

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

EXAMPLE

7 flannel board pieces

Apply these additional basic instructions, as applicable:

units or sets of units with identical content (see 3.4.1.6)

incomplete resources (see 3.4.1.10)

comprehensive description of a collection (see 3.4.1.11)

analytical description of a part (see 3.4.1.12).

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3.4.4.5 Albums, Portfolios, Etc.

For a resource consisting of one or more albums, portfolios, cases, etc., containing drawings, prints, photographs, etc., record the extent by giving the number of units and an appropriate term for the type of unit.

EXAMPLE

1 portfolio

2 sketchbooks

Optional Addition

Specify the number of drawings, etc., and use one or more appropriate terms from the list at 3.4.1.3. ~~at 3.4.4.2.~~ Record this information in parentheses following the term for the container.

EXAMPLE

1 portfolio (40 prints)

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3.4.6.2 Recording Extent of Three-Dimensional Forms

Record the extent of a resource consisting of one or more three-dimensional forms by giving the number of units and an appropriate term from the list at 3.4.1.3.~~following list.~~ Record the term in the singular or plural, as applicable.

~~coin~~
~~diorama~~
~~exhibit~~
~~game~~
~~jigsaw puzzle~~
~~medal~~
~~mock-up~~

~~model~~
~~sculpture~~
~~specimen~~
~~toy~~

If the resource consists of more than one type of unit, record the number of each applicable type.

If the exact number of units is not readily ascertainable, record an estimated number preceded by *approximately*.

EXAMPLE

approximately 400 specimens

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

EXAMPLE

2 feather headbands
1 pair beaded moccasins

3 quilts

Apply these additional basic instructions, as applicable:

units or sets of units with identical content (see 3.4.1.6)

incomplete resources (see 3.4.1.10)

comprehensive description of a collection (see 3.4.1.11)

analytical description of a part (see 3.4.1.12).

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Extent: clean copy

3.4 Extent

CORE ELEMENT

Extent is a core element only if the resource is complete or if the total extent is known. Record subunits only if readily ascertainable and considered important for identification or selection.

3.4.1 Basic Instructions on Recording Extent

3.4.1.1 Scope

Extent▼ is a number and type of unit and/or subunit of a manifestation.

A **unit▼** is a physical or logical constituent of a resource. A unit includes a volume, audiocassette, film reel, a map, a digital file, etc.

A **subunit▼** is a physical or logical subdivision of a unit. A subunit includes a page of a volume, a frame of a microfiche, a record in a digital file, etc.

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. Take additional evidence from any source.

3.4.1.3 Recording Extent

Record the extent of the resource by giving the number of units and the type of unit.

For the type of unit, use an appropriate term from the list of carrier types at 3.3.1.3. Record the term in the singular or plural, as applicable.

EXAMPLE

1 microfilm cassette

100 slides

2 audiotape reels

1 film reel

1 video cartridge

1 computer disc

1 online resource

3 microfiches

If:
the resource consists of more than one carrier type
and
information about the different carrier types is considered important for identification or selection
then:
record the extent by giving the number of units and the term for each carrier type.

EXAMPLE

50 slides
1 audiocassette
Extent of a resource containing a set of slides and an audiocassette

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

Alternative

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

a) if the carrier is not in the list at 3.3.1.3
or
b) as an alternative to a term listed at 3.3.1.3, if preferred by the agency preparing the description.

EXAMPLE

audio slide

USB flash drive

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

Exceptions

Cartographic resources. For a printed, manuscript, graphic, or three-dimensional resource consisting of cartographic content (with or without accompanying text and/or illustrations), use an appropriate term from the following list and apply the additional instructions at 3.4.2.

Notated music. For a printed or manuscript resource consisting of notated music (with or without accompanying text and/or illustrations), see 3.4.3.

Still images. For drawings, paintings, prints, photographs, etc., use an appropriate term from the following list and apply the additional instructions at 3.4.4.

Text. For resources consisting of printed or manuscript text (with or without illustrative content), use an appropriate term from the following list and apply the additional instructions at 3.4.5.

Three-dimensional forms. For resources consisting of one or more three-dimensional forms, use an appropriate term from the following list and apply the additional instructions at 3.4.6.

activity card
atlas

case
chart
coin
collage
column
diagram
diorama
drawing
exhibit
flash card
folded sheet
game
globe
icon
jigsaw puzzle
leaf
map
medal
mock-up
model
page
painting
photograph
picture
portfolio
postcard
poster
print
profile
radiograph
remote-sensing image
sculpture
section
specimen
study print
technical drawing
toy
view
wall chart

For a resource that is part of a larger resource, see 3.4.1.12.

For resources consisting of more than one type of carrier, see 3.1.4.

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3.4.2.2 Recording Extent of a Cartographic Resource

Record the extent of the resource by giving the number of units and an appropriate term from the list at 3.4.1.3. Record the term in the singular or plural, as applicable.

EXAMPLE

1 map

3 diagrams

1 globe

1 model

If the resource consists of more than one type of unit, record the number of each applicable type.

EXAMPLE

5 maps
4 diagrams
Resource contains maps and diagrams on sheets

If the exact number of units is not readily ascertainable, record an estimated number preceded by *approximately*.

EXAMPLE

approximately 800 maps

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

EXAMPLE

7 wall charts

52 playing cards

Apply these additional basic instructions, as applicable:

units or sets of units with identical content (see 3.4.1.6)

incomplete resources (see 3.4.1.10)

comprehensive description of a collection (see 3.4.1.11)

analytical description of a part (see 3.4.1.12).

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3.4.4.2 Recording Extent of Still Images

Record the extent of a resource consisting of one or more still images by giving the number of units and an appropriate term from the list at 3.4.1.3. Record the term in the singular or plural, as applicable.

EXAMPLE

1 drawing

3 wall charts

If the resource consists of more than one type of unit, record the number of each applicable type.

EXAMPLE

1 poster
40 flash cards
Resource contains a poster and flash cards

If the exact number of units is not readily ascertainable, record an estimated number preceded by *approximately*.

EXAMPLE

approximately 1,000 photographs

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

EXAMPLE

7 flannel board pieces

Apply these additional basic instructions, as applicable:

units or sets of units with identical content (see 3.4.1.6)

incomplete resources (see 3.4.1.10)

comprehensive description of a collection (see 3.4.1.11)

analytical description of a part (see 3.4.1.12).

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3.4.4.5 Albums, Portfolios, Etc.

For a resource consisting of one or more albums, portfolios, cases, etc., containing drawings, prints, photographs, etc., record the extent by giving the number of units and an appropriate term for the type of unit.

EXAMPLE

1 portfolio

2 sketchbooks

Optional Addition

Specify the number of drawings, etc., and use one or more appropriate terms from the list at 3.4.1.3. Record this information in parentheses following the term for the container.

EXAMPLE

1 portfolio (40 prints)

= = = = =

3.4.6.2 Recording Extent of Three-Dimensional Forms

Record the extent of a resource consisting of one or more three-dimensional forms by giving the number of units and an appropriate term from the list at 3.4.1.3. Record the term in the singular or plural, as applicable.

If the resource consists of more than one type of unit, record the number of each applicable type.

If the exact number of units is not readily ascertainable, record an estimated number preceded by *approximately*.

EXAMPLE

approximately 400 specimens

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

EXAMPLE

2 feather headbands
1 pair beaded moccasins

3 quilts

Apply these additional basic instructions, as applicable:

units or sets of units with identical content (see 3.4.1.6)

incomplete resources (see 3.4.1.10)

comprehensive description of a collection (see 3.4.1.11)

analytical description of a part (see 3.4.1.12).

Generation: marked-up copy

3.10 Generation

3.10.1 Basic Instructions on Recording Generation

3.10.1.1 Scope

Generation▼ is ~~the~~ a relationship between an original carrier and the carrier of a reproduction made from the original ~~(e.g., a first generation camera master, a second generation printing master)~~.

3.10.1.2 Sources of Information

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

3.10.1.3 Recording Generation

Record the generation of the resource if considered important for identification or selection. Use an appropriate term from the following list.

derivative master
disc master
duplicate
first generation
master
master positive
master tape
mixed generation
mother
original
original negative
printing master
reference print
service copy
stamper
tape duplication master
test pressing
viewing copy

EXAMPLE

tape duplication master
Generation of an audiotape

printing master
Generation of a microfilm

viewing copy
Generation of a motion picture film

If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the generation of the resource.

EXAMPLE

master copy
Generation of a videotape

third generation
Generation of a videotape

Record details of generation as instructed at 3.10.1.4.

~~Record the generation of the resource by applying these instructions, as applicable:~~

~~audio recordings (see 3.10.2)~~
~~digital resources (see 3.10.3)~~
~~microforms (see 3.10.4)~~
~~motion picture films (see 3.10.5)~~
~~videotapes (see 3.10.6).~~

3.10.1.4 Details of Generation

Record **details of generation▼** if considered important for identification or selection. For scope and sources of information, see 3.10.1.1 and 3.10.1.2.

3.10.2 Generation of Audio Recording

3.10.2.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~**Generation of audio recording▼** is the relationship between an original audio carrier and the carrier of a reproduction made from the original (e.g., a tape duplication master, a test pressing).~~

3.10.2.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the generation of an audio recording. Take additional evidence from any source.~~

3.10.2.3 Recording Generation of Audio Recordings

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record the generation of an audio recording if considered important for identification or selection. Use an appropriate term from the following list:~~

~~master tape~~
~~tape duplication master~~
~~disc master~~
~~mother~~
~~stamper~~
~~test pressing~~

~~EXAMPLE~~

~~tape duplication master~~
~~**Generation of an audiotape**~~

~~If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the generation of an audio recording.~~

~~Record details of generation of audio recording as instructed at 3.10.2.4.~~

3.10.2.4 Details of Generation of Audio Recording

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

Record ~~**details of generation of audio recording▼** if considered important for identification or selection. For scope and sources of information, see 3.10.2.1 and 3.10.2.2.~~

3.10.3 Generation of Digital Resource

3.10.3.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~**Generation of digital resource▼** is the relationship between an original carrier of a digital resource and the carrier of a reproduction from the original (e.g., a derivative master).~~

3.10.3.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the generation of a digital resource. Take additional evidence from any source.~~

3.10.3.3 Recording Generation of Digital Resources

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record the generation of a digital resource if considered important for identification or selection. Use an appropriate term from the following list:~~

~~original~~
~~master~~
~~derivative master~~

~~If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the generation of a digital resource.~~

~~Record details of generation of digital resource as instructed at 3.10.3.4.~~

3.10.3.4 Details of Generation of Digital Resource

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record **details of generation of digital resource▼** if considered important for identification or selection. For scope and sources of information, see 3.10.3.1 and 3.10.3.2.~~

3.10.4 Generation of Microform

3.10.4.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~**Generation of microform▼** is the relationship between an original microform carrier and the carrier of a reproduction made from the original (e.g., a printing master).~~

3.10.4.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the generation of a microform. Take additional evidence from any source.~~

3.10.4.3 Recording Generation of Microforms

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record the generation of a microform if considered important for identification or selection. Use an appropriate term from the list:~~

~~first generation~~
~~printing master~~
~~service copy~~
~~mixed generation~~

~~EXAMPLE~~

~~printing master~~
~~**Generation of a microfilm**~~

~~If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the generation of a microform.~~

~~Record details of generation of microform as instructed at 3.10.4.4.~~

3.10.4.4 Details of Generation of Microform

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record **details of generation of microform**▼ if considered important for identification or selection. For scope and sources of information, see 3.10.4.1 and 3.10.4.2.~~

3.10.5 Generation of Motion Picture Film

3.10.5.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~**Generation of motion picture film**▼ is the relationship between an original carrier of a motion picture film resource and the carrier of a reproduction made from the original (e.g., a reference print).~~

3.10.5.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the generation of a motion picture film. Take additional evidence from any source.~~

3.10.5.3 Recording Generation of Motion Picture Films

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record the generation of a motion picture film if considered important for identification or selection. Use an appropriate term from the following list~~

~~original~~
~~master~~
~~duplicate~~
~~reference print~~
~~viewing copy~~

~~EXAMPLE~~

~~original~~
~~**Generation of a motion picture film**~~

~~If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the generation of a motion picture film.~~

~~Record details of generation of motion picture film as instructed at 3.10.5.4.~~

3.10.5.4 Details of Generation of Motion Picture Film

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record **details of generation of motion picture film▼** if considered important for identification or selection. For scope and sources of information, see 3.10.5.1 and 3.10.5.2.~~

3.10.6 Generation of Videotape

3.10.6.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~**Generation of videotape▼** is the relationship between an original carrier of a videotape resource and the carrier of a reproduction made from the original (e.g., a show copy).~~

3.10.6.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the generation of a videotape. Take additional evidence from any source.~~

3.10.6.3 Recording Generation of Videotapes

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record the generation of a videotape if considered important for identification or selection. Use an appropriate term from the list:~~

~~first generation~~
~~second generation, master copy~~
~~second generation, show copy~~

~~EXAMPLE~~

~~second generation, master copy~~
~~**Generation of a videotape**~~

~~If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the generation of a videotape.~~

~~Record details of generation of videotape as instructed at 3.10.6.4.~~

3.10.6.4 Details of Generation of Videotape

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record **details of generation of videotape▼** if considered important for identification or selection. For scope and sources of information, see 3.10.6.1 and 3.10.6.2.~~

= = = = =

Generation: clean copy

3.10 Generation

3.10.1 Basic Instructions on Recording Generation

3.10.1.1 Scope

Generation▼ is a relationship between an original carrier and the carrier of a reproduction made from the original.

3.10.1.2 Sources of Information

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

3.10.1.3 Recording Generation

Record the generation of the resource if considered important for identification or selection. Use an appropriate term from the following list.

derivative master
disc master
duplicate
first generation
master
master positive
master tape
mixed generation
mother
original
original negative
printing master
reference print
service copy
stamper
tape duplication master
test pressing
viewing copy

EXAMPLE

tape duplication master
Generation of an audiotape

printing master
Generation of a microfilm

viewing copy
Generation of a motion picture film

If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the generation of the resource.

EXAMPLE

master copy
Generation of a videotape

third generation
Generation of a videotape

Record details of generation as instructed at 3.10.1.4.

3.10.1.4 Details of Generation

Record **details of generation▼** if considered important for identification or selection. For scope and sources of information, see 3.10.1.1 and 3.10.1.2.

3.10.2 Generation of Audio Recording

3.10.2.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.2.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.2.3 Recording Generation of Audio Recordings

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.2.4 Details of Generation of Audio Recording

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.3 Generation of Digital Resource

3.10.3.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.3.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.3.3 Recording Generation of Digital Resources

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.3.4 Details of Generation of Digital Resource

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.4 Generation of Microform

3.10.4.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.4.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.4.3 Recording Generation of Microforms

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.4.4 Details of Generation of Microform

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.5 Generation of Motion Picture Film

3.10.5.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.5.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.5.3 Recording Generation of Motion Picture Films

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.5.4 Details of Generation of Motion Picture Film

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.6 Generation of Videotape

3.10.6.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.6.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.6.3 Recording Generation of Videotapes

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.10.6.4 Details of Generation of Videotape

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

Illustrative content: marked-up copy

7.15 Illustrative Content

7.15.1 Basic Instructions on Recording Illustrative Content

7.15.1.1 Scope

Illustrative content▼ is a presence of one or more still images that accompany ~~content intended to illustrate~~ the primary content of a resource.

Tables containing only words and/or numerical data are not considered as illustrative content. Disregard illustrated title pages, etc., and minor illustrations.

For instructions on recording the nature of the primary content of a resource, see 7.2.

For instructions on recording colour content of a resource, see 7.17.

7.15.1.2 Sources of Information

Take information on illustrative content from any source.

7.15.1.3 Recording Illustrative Content

~~If the resource contains illustrative content, record illustration or illustrations, as appropriate. Tables containing only words and/or numerical data are not considered as illustrative content. Disregard illustrated title pages, etc., and minor illustrations.~~

~~EXAMPLE~~

~~illustrations~~
~~**Resource contains illustrations**~~

~~Alternative~~

Record the ~~type of~~ illustrative content if considered important for identification or selection. Use one or more appropriate terms from the following list. Record the type of illustrative content in place of or in addition to the general term *illustration*. ~~or illustrations if considered important for identification or selection. Use one or more appropriate terms from the following list:~~

~~charts~~
~~coats of arms~~ coat of arms
~~facsimiles~~ facsimile
~~forms~~ form
~~genealogical tables~~ genealogical table
~~graphs~~ graph
~~illuminations~~ illumination
~~maps~~ map

~~music~~
~~photographs~~ photograph
~~plans~~ plan
~~portraits~~ portrait
~~samples~~ sample

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

EXAMPLE

illustrations
Resource contains various types of illustrative content

maps
Resource contains only one type of illustrative content

coats of arms
facsimiles
portraits
Resource contains all three types of illustrative content

If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms to indicate the type of ~~illustration~~ illustrative content. ~~record details of illustrative content (see 7.15.1.4).~~

Optional Addition

Record the number of illustrations if the number can be readily ascertained (e.g., when the illustrations are numbered).

EXAMPLE

48 illustrations

100 maps

1 form
2 maps
10 photographs
15 plans
Resource contains all four types of ~~illustrations~~ illustrative content with numbers stated

Record details of illustrative content as instructed at 7.15.1.4.

7.15.1.4 Details of Illustrative Content

Record **details of illustrative content▼** if considered important for identification or selection. For scope and sources of information, see 7.15.1.1 and 7.15.1.2.

EXAMPLE

Computer drawings

Map of Australia on endpapers

= = = = =

Illustrative content: clean copy

7.15 Illustrative Content

7.15.1 Basic Instructions on Recording Illustrative Content

7.15.1.1 Scope

Illustrative content▼ is a presence of one or more still images that accompany the primary content of a resource.

Tables containing only words and/or numerical data are not considered as illustrative content. Disregard illustrated title pages, etc., and minor illustrations.

For instructions on recording the nature of the primary content of a resource, see 7.2.

For instructions on recording colour content of a resource, see 7.17.

7.15.1.2 Sources of Information

Take information on illustrative content from any source.

7.15.1.3 Recording Illustrative Content

Record the illustrative content if considered important for identification or selection. Use one or more appropriate terms from the following list. Record the type of illustrative content in place of or in addition to the general term *illustration*.

coat of arms
facsimile
form
genealogical table
graph
illumination
map
photograph
plan
portrait
sample

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

EXAMPLE

illustrations
Resource contains various types of illustrative content

maps
Resource contains only one type of illustrative content

coats of arms
facsimiles
portraits
Resource contains all three types of illustrative content

If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms to indicate the type of illustrative content.

Optional Addition

Record the number of illustrations if the number can be readily ascertained (e.g., when the illustrations are numbered).

EXAMPLE

48 illustrations

100 maps

1 form
2 maps
10 photographs
15 plans
Resource contains all four types of illustrative content with numbers stated

Record details of illustrative content as instructed at 7.15.1.4.

7.15.1.4 Details of Illustrative Content

Record **details of illustrative content▼** if considered important for identification or selection. For scope and sources of information, see 7.15.1.1 and 7.15.1.2.

EXAMPLE

Computer drawings

Map of Australia on endpapers

Layout: marked-up copy

3.11.1.3 Recording Layout

Record the layout of the resource if considered important for identification or selection. Use one or more terms from the following list:

back to back
bar by bar
bar over bar
both sides
double line spacing
double sided
line by line
line over line
melody chord system
open score
outline
paragraph
section by section
short form scoring
single line
single sided
vertical score

~~**Cartographic images**~~

~~both sides~~
~~back to back~~

~~**Sheets**~~

~~double sided~~
~~single sided~~

~~**Tactile music notation**~~

~~bar by bar~~
~~bar over bar~~
~~line by line~~
~~line over line~~
~~melody chord system~~
~~open score~~
~~outline~~
~~paragraph~~
~~section by section~~
~~short form scoring~~
~~single line~~

~~vertical score~~

~~**Tactile text**~~

~~double sided~~
~~single sided~~
~~double line spacing~~

EXAMPLE

both sides
Layout of a single manuscript map on both sides of ~~the~~ a ~~a~~ sheet

both sides
Layout of ~~3~~ three maps printed on both sides of a single sheet

back to back
Layout of the same map printed on each side of a single sheet in a different language

double sided
Layout of a ~~flip-chart on~~ flipchart with double-sided sheets

~~double sided~~
~~**Layout of a double-sided chart**~~

bar by bar
Layout of a ~~tactile~~ piano score in tactile music notation ~~music for four hands~~

bar over bar
open score
Layout of a ~~tactile~~ vocal score in tactile music notation

single sided
Layout of a ~~tactile activity~~ card of tactile text

double sided
double line spacing
Layout of a volume of braille text printed double sided with ~~showing~~ double line spacing ~~and double sided~~

single sided
Layout of a volume of braille text

If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the layout.

Record details of layout as instructed at 3.11.1.4.

= = = = =

Layout: clean copy

3.11.1.3 Recording Layout

Record the layout of the resource if considered important for identification or selection. Use one or more terms from the following list:

back to back
bar by bar
bar over bar
both sides
double line spacing
double sided
line by line
line over line
melody chord system
open score
outline
paragraph
section by section
short form scoring
single line
single sided
vertical score

EXAMPLE

both sides
Layout of a single manuscript map on both sides of a sheet

both sides
Layout of three maps printed on both sides of a single sheet

back to back
Layout of the same map printed on each side of a single sheet in a different language

double sided
Layout of a flipchart with double-sided sheets

bar by bar
Layout of a piano score in tactile music notation

bar over bar
open score
Layout of a vocal score in tactile music notation

single sided
Layout of a card of tactile text

double sided
double line spacing
Layout of a volume of braille text printed double sided with double line spacing

single sided
Layout of a volume of braille text

If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the layout.

Record details of layout as instructed at 3.11.1.4.

Material: marked-up copy

3.6.1.3 Recording Base Materials

Record the base material of the resource if considered important for identification or selection. Use one or more appropriate terms from the following list:

acetate
acrylic paint
aluminium
Bristol board
canvas
cardboard
ceramic
chalk
charcoal
diacetate
diazo emulsion
dye
glass
gouache
graphite
hardboard
illustration board
ink
ivory
lacquer
leather
magnetic particles
metal
nitrate
oil paint
paper
parchment
pastel
plaster
plastic
polyester
porcelain
rubber
safety base
shellac
silver halide emulsion
skin
stone
synthetic
tempera
textile

triacetate
vellum
vesicular emulsion
vinyl
watercolour
wax
wood

If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms to indicate the base material.

EXAMPLE

silk
Base material for a map

papier mâché
Base material for a model

If the specific safety base material for a microfilm, microfiche, photographic film, or motion picture film cannot be determined, use *safety base*.

Record details of base material as instructed at 3.6.1.4.

= = = = =

3.7.1.3 Recording Applied Materials

Record the applied material used in the resource if considered important for identification or selection. If there is more than one applied material and one material predominates, record the term for the predominant material first. Use one or more appropriate terms from the ~~following~~ list~~:~~ at 3.6.1.3.

~~acrylic paint~~
~~chalk~~
~~charcoal~~
~~dye~~
~~gouache~~
~~graphite~~
~~ink~~
~~lacquer~~
~~magnetic particles~~
~~nitrate~~
~~oil paint~~
~~pastel~~
~~plaster~~
~~plastic~~
~~tempera~~
~~watercolour~~

~~wax~~

EXAMPLE

ink
Applied material for a hand-drawn map

oil paint
Applied material for a painting

watercolour
gouache
ink
pencil
Applied materials for a mixed media artwork

~~Exception~~

~~Microfilm and microfiche.~~ ~~Record the emulsion on the film for microfilm and microfiche as instructed at 3.7.2.~~

If none of the terms in the list at 3.6.1.3 is appropriate or sufficiently specific, use another concise term or terms to indicate the applied material.

EXAMPLE

mother of pearl
Applied material for a sewing box

~~If multiple materials are known to have been applied, but not all can be readily identified, record *mixed materials*.~~

Record details of applied material as instructed at 3.7.1.4.

3.7.1.4 Details of Applied Material

Record **details of applied material▼** if considered important for identification or selection. For scope and sources of information, see 3.7.1.1 and 3.7.1.2.

EXAMPLE

Egg tempera paint with tooled gold-leaf halos

Silverpoint with white chalk highlighting

Collage of photographic prints, newspaper clippings, and paint

Watercolour, gouache, and pen and brown ink over pencil with gum arabic and scraping out

If multiple materials are known to have been applied, but not all can be readily identified, record *mixed materials.*

= = = = =

3.7.2 Emulsion on Microfilm and Microfiche

3.7.2.1 Scope

Emulsion on microfilm and microfiche▼ is a suspension of light-sensitive chemicals used as a coating on a microfilm or microfiche ~~(e.g., silver halide)~~.

3.7.2.2 Sources of Information

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

3.7.2.3 Recording Emulsion on Microfilm and Microfiche

For a microfilm or microfiche, record the emulsion using one or more appropriate terms from the ~~following~~ list~~:~~ at 3.6.1.3.

~~diazo~~
~~mixed~~
~~silver halide~~
~~vesicular~~

EXAMPLE

diazo emulsion
Emulsion on a microfiche

If none of the terms in the list at 3.6.1.3 is appropriate or sufficiently specific, use another concise term or terms to indicate the emulsion.

Record details of emulsion on microfilm and microfiche as instructed at 3.7.2.4.

3.7.2.4 Details of Emulsion on Microfilm and Microf~~orm~~fiche

Record **details of emulsion on microfilm and microfiche▼** if considered important for identification or selection. For scope and sources of information, see 3.7.2.1 and 3.7.2.2.

EXAMPLE

mixed emulsion
Emulsion on a microfiche

= = = = =

Material: clean copy

3.6.1.3 Recording Base Materials

Record the base material of the resource if considered important for identification or selection. Use one or more appropriate terms from the following list:

acetate
acrylic paint
aluminium
Bristol board
canvas
cardboard
ceramic
chalk
charcoal
diacetate
diazo emulsion
dye
glass
gouache
graphite
hardboard
illustration board
ink
ivory
lacquer
leather
magnetic particles
metal
nitrate
oil paint
paper
parchment
pastel
plaster
plastic
polyester
porcelain
rubber
safety base
shellac
silver halide emulsion
skin
stone
synthetic
tempera
textile
triacetate
vellum

vesicular emulsion
vinyl
watercolour
wax
wood

If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms to indicate the base material.

EXAMPLE

silk
Base material for a map

papier mâché
Base material for a model

If the specific safety base material for a microfilm, microfiche, photographic film, or motion picture film cannot be determined, use *safety base*.

Record details of base material as instructed at 3.6.1.4.

= = = = =

3.7.1.3 Recording Applied Materials

Record the applied material used in the resource if considered important for identification or selection. If there is more than one applied material and one material predominates, record the term for the predominant material first. Use one or more appropriate terms from the list at 3.6.1.3.

EXAMPLE

ink
Applied material for a hand-drawn map

oil paint
Applied material for a painting

watercolour
gouache
ink
pencil
Applied materials for a mixed media artwork

If none of the terms in the list at 3.6.1.3 is appropriate or sufficiently specific, use another concise term or terms to indicate the applied material.

EXAMPLE

mother of pearl
Applied material for a sewing box

Record details of applied material as instructed at 3.7.1.4.

3.7.1.4 Details of Applied Material

Record **details of applied material▼** if considered important for identification or selection. For scope and sources of information, see 3.7.1.1 and 3.7.1.2.

EXAMPLE

Egg tempera paint with tooled gold-leaf halos

Silverpoint with white chalk highlighting

Collage of photographic prints, newspaper clippings, and paint

Watercolour, gouache, and pen and brown ink over pencil with gum arabic and scraping out

If multiple materials are known to have been applied, but not all can be readily identified, record *mixed materials*.

= = = = =

3.7.2 Emulsion on Microfilm and Microfiche

3.7.2.1 Scope

Emulsion on microfilm and microfiche▼ is a suspension of light-sensitive chemicals used as a coating on a microfilm or microfiche.

3.7.2.2 Sources of Information

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

3.7.2.3 Recording Emulsion on Microfilm and Microfiche

For a microfilm or microfiche, record the emulsion using one or more appropriate terms from the list at 3.6.1.3.

EXAMPLE

diazo emulsion
Emulsion on a microfiche

If none of the terms in the list at 3.6.1.3 is appropriate or sufficiently specific, use another concise term or terms to indicate the emulsion.

Record details of emulsion on microfilm and microfiche as instructed at 3.7.2.4.

3.7.2.4 Details of Emulsion on Microfilm and Microfiche

Record **details of emulsion on microfilm and microfiche▼** if considered important for identification or selection. For scope and sources of information, see 3.7.2.1 and 3.7.2.2.

EXAMPLE

mixed emulsion
Emulsion on a microfiche

Production method: marked-up copy

3.9 Production Method

3.9.1 Basic Instructions on Recording Production Methods

3.9.1.1 Scope

Production method▼ is a ~~the~~ process used to produce a resource.

3.9.1.2 Sources of Information

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

3.9.1.3 Recording Production Methods

Record the production method if considered important for identification or selection. Use one or more appropriate terms from the following list:

blueline process
blueprint process
burning
collotype
daguerreotype process
embossing ~~embossed~~
engraving
etching
inscribing
lithography
photocopying
photoengraving
photogravure process
printing
solid dot
stamping
swell paper
thermoform
white print process
woodcut making

EXAMPLE

engraving
Production method for an art print

~~Exceptions~~

Manuscripts. ~~For the method of production for manuscripts, see 3.9.2.~~

~~***Tactile resources.*** For the method of production for tactile resources, see 3.9.3.~~

If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms to indicate the production method.

EXAMPLE

chromolithography
Production method for a print

tactile silk screen print
Production method for a tactile plan

collage, wood on wood
Production method for a tactile plan

raised ceramic outline
Production method for a tactile plan

Exception

Manuscripts. Apply the following instructions, as applicable:

a) Record *holograph* for a resource handwritten by the person or persons responsible for the work or works contained in that resource.
b) Record *manuscript* for any handwritten resource other than a holograph.
c) Record *typescript* for a resource typewritten by the person or persons responsible for the work or works contained in that resource.

EXAMPLE

holograph
Production method for a letter

manuscript
Production method for a score

typescript
Production method for a thesis

If the manuscript or manuscripts are copies, add, in parentheses, *carbon copy*, *photocopy*, or *transcript*. Add *handwritten*, *typewritten*, or *printout* to *transcript*. If none of those terms is appropriate, use another concise term to indicate the type of copy.

EXAMPLE

holograph (carbon copy)

manuscript (photocopy)

manuscript (transcript, handwritten)

typescript (photocopy)

If the manuscripts are not all of the same type, add wording in parentheses to indicate this.

EXAMPLE

manuscript (some photocopy)

manuscript (transcript, handwritten, and photocopy)

Record details of production method as instructed at 3.9.1.4.

3.9.1.4 Details of Production Method

Record **details of production method▼** if considered important for identification or selection. For scope and sources of information, see 3.9.1.1 and 3.9.1.2.

EXAMPLE

Finished using a gray wash technique

3.9.2 Production Method for Manuscript

3.9.2.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~**Production method for manuscript▼** is the process used to produce an original manuscript or a copy.~~

3.9.2.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the method used to produce a manuscript. Take additional evidence from any source.~~

3.9.2.3 Recording Production Method for Manuscript

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~For a manuscript, record the production method using an appropriate term from the following list:~~

~~holograph~~

~~manuscript~~
~~printout~~
~~typescript~~

~~Apply the terms listed as follows:~~

~~a) Record *holograph* for a manuscript handwritten by the person or persons responsible for the work or works contained in that manuscript.~~

~~b) Record *manuscript* for any handwritten manuscript other than a holograph.~~

~~EXAMPLE~~

~~holograph~~
~~**Production method for a letter**~~

~~manuscript~~
~~**Production method for a score**~~

~~typescript~~
~~**Production method for a thesis**~~

~~If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the production method for the manuscript.~~

~~If the manuscript or manuscripts are copies, add, in parentheses, *carbon copy* *process*, *photocopy*, or *transcript*. Add *handwritten*, *typewritten*, or *printout* to transcript. If none of those terms is appropriate, use another concise term to indicate the type of copy.~~

~~EXAMPLE~~

~~holograph (carbon copy)~~

~~manuscript (photocopy)~~

~~manuscript (transcript, handwritten)~~

~~typescript (photocopy)~~

~~If the manuscripts are not all of the same type, add wording in parentheses to indicate this.~~

~~EXAMPLE~~

~~manuscript (some photocopy)~~

~~manuscript (transcript, handwritten, and photocopy)~~

~~Record details of production method for manuscript as instructed at 3.9.2.4.~~

3.9.2.4 Details of Production Method for Manuscript

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record **details of production method for manuscript▼** if considered important for identification or selection. For scope and sources of information, see 3.9.2.1 and 3.9.2.2.~~

3.9.3 Production Method for Tactile Resource

3.9.3.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~**Production method for tactile resource▼** is the process used to produce a tactile resource (e.g., embossing, thermoform).~~

3.9.3.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the method used to produce a tactile resource. Take additional evidence from any source.~~

3.9.3.3 Recording Production Method for Tactile Resources

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~For a tactile resource, record the production method using an appropriate term from the following list:~~

~~embossed~~
~~solid dot~~
~~swell paper~~
~~thermoform~~

~~If none of the terms in the list is appropriate or sufficiently specific, use another concise term to indicate the production method for a tactile resource.~~

~~EXAMPLE~~

~~tactile silk-screen print~~
~~**Production method for a tactile plan**~~

~~collage, wood-on-wood~~
~~**Production method for a tactile plan**~~

~~raised ceramic outline~~
~~**Production method for a tactile plan**~~

~~Record details of production method for tactile resource as instructed at 3.9.3.4.~~

3.9.3.4 Details of Production Method for Tactile Resource

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record **details of production method for tactile resource▼** if considered important for identification or selection. For scope and sources of information, see 3.9.3.1 and 3.9.3.2.~~

= = = = =

Production method: clean copy

3.9 Production Method

3.9.1 Basic Instructions on Recording Production Methods

3.9.1.1 Scope

Production method▼ is a process used to produce a resource.

3.9.1.2 Sources of Information

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

3.9.1.3 Recording Production Methods

Record the production method if considered important for identification or selection. Use one or more appropriate terms from the following list:

blueline process
blueprint process
burning
collotype
daguerreotype process
embossing
engraving
etching
inscribing
lithography
photocopying
photoengraving
photogravure process
printing

solid dot
stamping
swell paper
thermoform
white print process
woodcut making

EXAMPLE

engraving
Production method for an art print

If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms to indicate the production method.

EXAMPLE

chromolithography
Production method for a print

tactile silk screen print
Production method for a tactile plan

collage, wood on wood
Production method for a tactile plan

raised ceramic outline
Production method for a tactile plan

Exception

Manuscripts. Apply the following instructions, as applicable:

a) Record *holograph* for a resource handwritten by the person or persons responsible for the work or works contained in that resource.
b) Record *manuscript* for any handwritten resource other than a holograph.
c) Record *typescript* for a resource typewritten by the person or persons responsible for the work or works contained in that resource.

EXAMPLE

holograph
Production method for a letter

manuscript
Production method for a score

typescript
Production method for a thesis

If the manuscript or manuscripts are copies, add, in parentheses, *carbon copy*, *photocopy*, or *transcript*. Add *handwritten*, *typewritten*, or *printout* to *transcript*. If

none of those terms is appropriate, use another concise term to indicate the type of copy.

EXAMPLE

holograph (carbon copy)

manuscript (photocopy)

manuscript (transcript, handwritten)

typescript (photocopy)

If the manuscripts are not all of the same type, add wording in parentheses to indicate this.

EXAMPLE

manuscript (some photocopy)

manuscript (transcript, handwritten, and photocopy)

Record details of production method as instructed at 3.9.1.4.

3.9.1.4 Details of Production Method

Record **details of production method▼** if considered important for identification or selection. For scope and sources of information, see 3.9.1.1 and 3.9.1.2.

EXAMPLE

Finished using a gray wash technique

3.9.2 Production Method for Manuscript

3.9.2.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.9.2.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.9.2.3 Recording Production Method for Manuscript

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.9.2.4 Details of Production Method for Manuscript

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.9.3 Production Method for Tactile Resource

3.9.3.1 Scope

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.9.3.2 Sources of Information

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.9.3.3 Recording Production Method for Tactile Resources

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.9.3.4 Details of Production Method for Tactile Resource

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

Ratio: marked-up copy

7.19 Aspect Ratio

7.19.1 Basic Instructions on Recording Aspect Ratio

7.19.1.1 Scope

Aspect ratio▼ is ~~the~~ a numerical ratio of the width to the height of a moving image.

For recording a general designation of the ratio of the width to the height of a moving image, see 7.19.1.4.

7.19.1.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the aspect ratio of a moving image. Take additional evidence from any source.

7.19.1.3 Recording Aspect Ratio

~~Record the aspect ratio of the resource using one or more terms from the following list, as appropriate:~~

~~full screen~~
~~wide screen~~
~~mixed~~

~~Apply the terms listed as follows:~~

~~a) Record *full screen* for ratios of less than 1.5:1.~~
~~b) Record *wide screen* for ratios of 1.5:1 or greater.~~
~~c) Record *mixed* for resources that include multiple aspect ratios within the same work.~~

~~In addition, r~~Record the aspect ratio of the resource as a numerical ratio in standard format with a denominator of 1~~, if known~~.

EXAMPLE

~~wide screen (~~2.35:1~~)~~

~~full screen (~~1.33:1~~)~~

~~wide screen (1.85:1)~~
~~full screen (1.33:1)~~
~~**Resource includes both versions**~~

1.37:1
1.85:1

2.35:1
A motion picture film with multiple aspect ratios

~~Record other information about aspect ratio as details of aspect ratio (see 7.19.1.4).~~

7.19.1.4 Aspect Ratio Designation

7.19.1.4.1 Basic Instructions on Recording Aspect Ratio Designation

7.19.1.4.1.1 Scope

Aspect ratio designation▼ is a general designation of the ratio of the width to the height of a moving image.

7.19.1.4.1.2 Sources of Information

Take information on aspect ratio designation from any source.

7.19.1.4.1.3 Recording Aspect Ratio Designations

Record the aspect ratio designation of the resource using one or more terms from the following list, as appropriate:

full screen
wide screen
mixed

Apply the terms listed as follows:

a) Record *full screen* for ratios of less than 1.5:1.
b) Record *wide screen* for ratios of 1.5:1 or greater.
c) Record *mixed* for resources that include multiple aspect ratios within the same work.

EXAMPLE

full screen
A video recording with 1.33:1 aspect ratio

wide screen
A motion picture film with 2.35:1 aspect ratio

mixed
A motion picture film with 1.78:1 and 2.40:1 aspect ratios

Record other information about aspect ratio designation as details of aspect ratio designation (see 7.19.1.4.1.4).

7.19.1.4.1.4 Details of Aspect Ratio Designation

Record **details of aspect ratio designation▼** if considered important for identification or selection. For scope and sources of information, see 7.19.1.4.1.1 and 7.19.1.4.1.2.

EXAMPLE

Pan-and-scan

Letterboxed

Anamorphic widescreen

= = = = =

3.15 Reduction Ratio

3.15.1 Basic Instructions on Recording Reduction Ratio

3.15.1.1 Scope

Reduction ratio▼ is a numerical ratio of the size of a micro-image in relation to the original from which it was produced.

For recording a general designation of the size of a micro-image in relation to the original from which it was produced, see 3.15.1.5.

3.15.1.2 Sources of Information

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

3.15.1.3 Recording Reduction Ratios

~~For a microform, record the reduction ratio if considered important for identification or selection. Use one or more appropriate terms from the following list:~~

~~low reduction~~
~~normal reduction~~
~~high reduction~~
~~very high reduction~~
~~ultra high reduction~~

~~Apply the terms listed as follows:~~

~~a) Record *low reduction* for ratios of less than 16×.~~
~~b) Record *normal reduction* for ratios between 16× and 30×.~~
~~c) Record *high reduction* for ratios between 31× and 60×.~~
~~d) Record *very high reduction* for ratios between 61× and 90×.~~

~~e) Record *ultra high reduction* for ratios over 90×.~~

~~EXAMPLE~~

~~low reduction~~
~~**Reduction ratio of a microfilm**~~

~~very high reduction~~
~~**Reduction ratio of a microfiche**~~

~~If the reduction ratio is ultra high (i.e., greater than 90×), specify the ratio, in parentheses, following *ultra high reduction*.~~

Record the reduction ratio of the resource as a numerical ratio in standard format with a denominator of 1.

EXAMPLE

~~ultra high reduction (150×)~~

24:1
Reduction ratio of a microfiche

14:1
Reduction ratio of a microfilm

~~Record details of reduction ratio as instructed at 3.15.1.4.~~

3.15.1.4 Details of Reduction Ratio

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record **details of reduction ratio**▼ if considered important for identification or selection. For scope and sources of information, see 3.15.1.1 and 3.15.1.2.~~

~~EXAMPLE~~

~~Reduction ratio varies~~

3.15.1.5 Reduction Ratio Designation

3.15.1.5.1 Basic Instructions on Recording Reduction Ratio Designations

3.15.1.5.1.1 Scope

Reduction ratio designation▼ is a general designation of the size of a micro-image in relation to the original from which it was produced.

3.15.1.5.1.2 Sources of Information

Take information on reduction ratio designation from any source.

3.15.1.5.1.3 Recording Reduction Ratio Designations

For a microform, record the reduction ratio designation if considered important for identification or selection. Use one or more appropriate terms from the following list:

low reduction
normal reduction
high reduction
very high reduction
ultra high reduction

Apply the terms listed as follows:

a) Record *low reduction* for ratios of less than 16×.
b) Record *normal reduction* for ratios between 16× and 30×.
c) Record *high reduction* for ratios between 31× and 60×.
d) Record *very high reduction* for ratios between 61× and 90×.
e) Record *ultra high reduction* for ratios over 90×.

EXAMPLE

low reduction
Reduction ratio of a microfilm

very high reduction
Reduction ratio of a microfiche

Record other information about reduction ratio designation as details of reduction ratio designation (see 3.15.1.5.1.4).

3.15.1.5.1.4 Details of Reduction Ratio Designation

Record **details of reduction ratio designation▼** if considered important for identification or selection. For scope and sources of information, see 3.15.1.5.1.1 and 3.15.1.5.1.2.

EXAMPLE

Reduction ratio varies

= = = = =

7.25 Scale

CORE ELEMENT

Scale is required only for cartographic content.

7.25.1 Basic Instructions on Recording Scale

7.25.1.1 Scope

Scale▼ is ~~the~~ a ratio of the dimensions of the content of an image or three-dimensional form ~~contained or embodied in a resource~~ to the dimensions of the thing it represents.

Scale applies to:

still images or three dimensional forms (see 7.25.2)
cartographic content (see 7.25.3–7.25.4).

Scale can apply to horizontal, vertical, angular, and/or other measurements represented in the resource.

Record a nonlinear scale designation as additional scale information (see 7.25.5).

Record a scale designation (see 7.25.6) if:

a) the scale is not found in a scale statement or as part of the title proper or other title information
b) the scale cannot be determined or estimated by the means outlined in this instruction
c) the cartographic content is not drawn to scale
d) the scale within one image, map, etc., varies and the values are not known
e) the resource consists of more than one image, map, etc., and the main images, maps, etc., are of more than one scale.

7.25.1.2 Sources of Information

Take information on scale from any source.

7.25.1.3 Recording Scale

Record the scale of the resource as a representative fraction expressed as a ratio.

EXAMPLE

1:2,500,000
Scale of a map

4:1
Scale of a model of a human ear four times the actual size

Alternative

For content that is not cartographic, record a scale designation (see 7.25.6) instead of or in addition to a ratio ~~the scale using a term such as *full size*, *life size*, etc., as appropriate~~.

Record the scale even if it is already recorded as part of the title proper or other title information.

EXAMPLE

1:800,000
Title proper recorded as: Italy 1:800 000

If the scale statement that appears in the resource is not expressed as a representative fraction, convert the scale statement into a representative fraction.

EXAMPLE

1:475,200
Scale statement reads: 7.5 miles to 1 inch

If no scale statement is found in the resource, take a scale statement from a source outside the resource. If this scale statement is not expressed as a representative fraction, convert the scale statement into a representative fraction.

EXAMPLE

1:72
Scale taken from a source outside the resource

If no scale statement is found in the resource or in another source, estimate a representative fraction from a bar scale or a grid. Record *approximately* preceding the estimated representative fraction.

EXAMPLE

approximately 1:1,200
Estimated scale

~~If the scale cannot be determined or estimated by the means outlined in this instruction, record *Scale not given.*~~

Alternative

Estimate a scale by comparison with a resource of known scale. Record *approximately* preceding the estimated scale. ~~If the scale cannot be determined by comparison, record *Scale not given.*~~

~~If the cartographic content is not drawn to scale, record *Not drawn to scale.*~~

For digital resources, record the scale if:

a) the resource has a scale statement
or
b) the scale is already recorded as part of the title proper or other title information.

~~If scale information for a digital resource is not found in a scale statement or as part of the title proper or other title information, record *Scale not given*.~~

EXAMPLE

1:250,000
Other title information recorded as: 1:250,000 scale topographic maps of Australia. **Raster maps**

If the content is not drawn to scale, see 7.25.6.3.a).

If the scale cannot be determined, see 7.25.6.3.b).

7.25.1.4 More Than One Scale

If the scale within one image, map, etc., varies and the largest and smallest values are known, record both scales separated by a hyphen. ~~If the values are not known, record *Scale varies*.~~

EXAMPLE

1:15,000–1:25,000

~~If the resource consists of more than one image, map, etc., and the main images, maps, etc., are of more than one scale, record *Scales differ*.~~

~~***Alternative***~~

~~Record each scale separately.~~

~~EXAMPLE~~

~~1:50,000~~
~~1:250,000~~

~~1:7,819,000~~
~~approximately 1:15,000,000~~

If the values are not known, see 7.25.6.3.c).

If the resource consists of more than one image, map, etc., and the main images, maps, etc., are of more than one scale, see 7.25.6.3.d).

7.25.1.5 Nonlinear Scale

For instructions on recording nonlinear scale, see 7.25.5

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

~~Record a statement of scale for an image, map, etc., with a nonlinear scale only if the information appears on the resource (e.g., celestial charts; some maps of imaginary places). If no scale statement appears on the resource, record *Scale not given*. Do not estimate a scale.~~

~~EXAMPLE~~

~~1° per 2 cm~~

7.25.2 Scale of Still Image or Three-Dimensional Form

7.25.2.1 Scope

Scale of still image or three-dimensional form▼ is ~~the~~ a ratio of the dimensions of a still image or three-dimensional form contained or embodied in a resource to the dimensions of the thing it represents.

7.25.2.2 Sources of Information

Take information on ~~the~~ scale of ~~a~~ still image or three-dimensional form from any source.

7.25.2.3 Recording Scale of Still Image or Three-Dimensional Form

Record the scale of ~~the~~ still image or three-dimensional form by applying the basic instructions on recording scale at 7.25.1.

EXAMPLE

1:100

1:2
Scale statement reads: Half the scale of the original

If the still image or three-dimensional form is not to scale, and this fact is considered important for identification or selection, see 7.25.6.3.a). ~~record *Not drawn to scale*.~~

7.25.3 Horizontal Scale of Cartographic Content

CORE ELEMENT

7.25.3.1 Scope

Horizontal scale of cartographic content▼ is ~~the~~ a ratio of horizontal distances in the cartographic content of a resource to the actual distances they represent.

7.25.3.2 Sources of Information

Take information on the horizontal scale of cartographic content from any source within the resource.

If there is no horizontal scale provided within the resource itself, take the scale of the cartographic content from a source outside the resource.

7.25.3.3 Recording Horizontal Scale of Cartographic Content

Record the horizontal scale of cartographic content by applying the basic instructions on recording scale at 7.25.1.

EXAMPLE

~~1:36,000,000~~

1:7,500,000

1:63,360
Title proper recorded as: Bartholomew one inch map of the Lake District

1:253,440
Scale statement reads: 1 inch to 4 miles

1:21,600
Scale taken from a source outside the resource

approximately 1:220,000
Estimated scale

1:3,000,000
Title proper recorded as ~~Scale appears in title~~: ArcWorld 1:3M

If the cartographic content is not drawn to scale, see 7.25.6.3.a). ~~record *Not drawn to scale*. Do not estimate a scale~~.

7.25.4 Vertical Scale of Cartographic Content

CORE ELEMENT

7.25.4.1 Scope

Vertical scale of cartographic content▼ is ~~the~~ a scale of elevation or vertical dimension of the cartographic content of a resource.

7.25.4.2 Sources of Information

Take information on vertical scale for cartographic content from any source within the resource.

7.25.4.3 Recording Vertical Scale of Cartographic Content

Record the vertical scale in addition to the horizontal scale (see 7.25.3) when describing a relief model, other three-dimensional cartographic resource, or a two-dimensional

cartographic representation of a three-dimensional feature (e.g., block diagram, profile). Indicate that it is the vertical scale.

EXAMPLE

Vertical scale 1:96,000

Vertical scale 1:5

If the cartographic content is not drawn to scale, see 7.25.6.3.a).

7.25.5 Additional Scale Information

7.25.5.1 Scope

Additional scale information▼ is ~~supplemental information about scale such as a statement of comparative measurements or limitation of the scale to particular parts of the content of a resource~~ an indication of supplemental information about scale.

Statement of comparative measurements or limitation of the scale to particular parts of the content of a resource are included.

7.25.5.2 Sources of Information

Take additional scale information from any source within the resource.

7.25.5.3 Recording Additional Scale Information

Record additional scale information that appears on the resource. Capitalize words as instructed in appendix A. Use abbreviations or symbols for units of measurement as instructed in appendix B (B.5.7) and numerals in place of words (see 1.8.3).

EXAMPLE

1 in. to 3.95 miles
1 cm to 2.5 km
Scale recorded as: 1:250,000

Record a statement of scale for an image, map, etc., with a nonlinear scale only if the information appears on the resource (e.g., celestial charts; some maps of imaginary places). Do not estimate a scale.

EXAMPLE

1° per 2 cm

Enclose the additional scale information in quotation marks if:

a) the statement presents unusual information that cannot be verified
or
b) a direct quotation is more precise than a statement in conventional form

or

c) the statement on the resource is in error or contains errors.

EXAMPLE

"Along meridians only, 1 inch = 936 statute miles"
Scale recorded as: 1:59,403,960

not "1 inch to the mile"
Scale recorded as: approximately 1:90,000

7.25.6 Scale Designation

7.25.6.1 Scope

Scale designation▼is a general designation of the lack of a ratio of the dimensions of the content of an image or three-dimensional form to the dimensions of the thing it represents.

7.25.6.2 Sources of Information

Take information on scale designation from any source.

7.25.6.3 Recording Scale Designations

For cartographic content, if recording the scale is not possible according to the instructions at 7.25.1.3-7.25.5, record a term from the following list.

not drawn to scale
scale not given
scale varies
scales differ

Apply the terms listed as follows:

a) Record "not drawn to scale" if the content is not drawn to scale.

b) Record "scale not given" if the scale cannot be determined or estimated (see 7.25.1.3).

c) Record "scale varies" if the scale within one image, map, etc., varies and the scale values are not known.

d) Record "scales differ" if the resource consists of more than one image, map, etc., and the main images, maps, etc., are of more than one scale.

Alternative

Record each scale separately.

EXAMPLE

1:50,000
1:250,000
Scales for a resource containing maps of different scales

approximately 1:37,000
approximately 1:750,000
Estimated scales for a resource containing maps of different scales

For content that is not cartographic, record the scale using *full size, life size,* etc., instead of or in addition to giving the scale information as a ratio.

= = = = =

Ratio: clean copy

7.19 Aspect Ratio

7.19.1 Basic Instructions on Recording Aspect Ratio

7.19.1.1 Scope

Aspect ratio▼ is a numerical ratio of the width to the height of a moving image.

For recording a general designation of the ratio of the width to the height of a moving image, see 7.19.1.4.

7.19.1.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the aspect ratio of a moving image. Take additional evidence from any source.

7.19.1.3 Recording Aspect Ratio

Record the aspect ratio of the resource as a numerical ratio in standard format with a denominator of 1.

EXAMPLE

2.35:1

1.33:1

1.37:1
1.85:1
2.35:1
A motion picture film with multiple aspect ratios

7.19.1.4 Aspect Ratio Designation

7.19.1.4.1 Basic Instructions on Recording Aspect Ratio Designation

7.19.1.4.1.1 Scope

Aspect ratio designation▼ is a general designation of the ratio of the width to the height of a moving image.

7.19.1.4.1.2 Sources of Information

Take information on aspect ratio designation from any source.

7.19.1.4.1.3 Recording Aspect Ratio Designations

Record the aspect ratio designation of the resource using one or more terms from the following list, as appropriate:

full screen
wide screen
mixed

Apply the terms listed as follows:

a) Record *full screen* for ratios of less than 1.5:1.
b) Record *wide screen* for ratios of 1.5:1 or greater.
c) Record *mixed* for resources that include multiple aspect ratios within the same work.

EXAMPLE

full screen
A video recording with 1.33:1 aspect ratio

wide screen
A motion picture film with 2.35:1 aspect ratio

mixed
A motion picture film with 1.78:1 and 2.40:1 aspect ratios

Record other information about aspect ratio designation as details of aspect ratio designation (see 7.19.1.4.1.4).

7.19.1.4.1.4 Details of Aspect Ratio Designation

Record **details of aspect ratio designation▼** if considered important for identification or selection. For scope and sources of information, see 7.19.1.4.1.1 and 7.19.1.4.1.2.

EXAMPLE

Pan-and-scan

Letterboxed

Anamorphic widescreen

= = = = =

3.15 Reduction Ratio

3.15.1 Basic Instructions on Recording Reduction Ratio

3.15.1.1 Scope

Reduction ratio▼ is a numerical ratio of the size of a micro-image in relation to the original from which it was produced.

For recording a general designation of the size of a micro-image in relation to the original from which it was produced, see 3.15.1.5.

3.15.1.2 Sources of Information

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

3.15.1.3 Recording Reduction Ratios

Record the reduction ratio of the resource as a numerical ratio in standard format with a denominator of 1.

EXAMPLE

24:1
Reduction ratio of a microfiche

14:1
Reduction ratio of a microfilm

3.15.1.4 Details of Reduction Ratio

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

3.15.1.5 Reduction Ratio Designation

3.15.1.5.1 Basic Instructions on Recording Reduction Ratio Designations

3.15.1.5.1.1 Scope

Reduction ratio designation▼ is a general designation of the size of a micro-image in relation to the original from which it was produced.

3.15.1.5.1.2 Sources of Information

Take information on reduction ratio designation from any source.

3.15.1.5.1.3 Recording Reduction Ratio Designations

For a microform, record the reduction ratio designation if considered important for identification or selection. Use one or more appropriate terms from the following list:

low reduction
normal reduction
high reduction
very high reduction
ultra high reduction

Apply the terms listed as follows:

a) Record *low reduction* for ratios of less than 16×.
b) Record *normal reduction* for ratios between 16× and 30×.
c) Record *high reduction* for ratios between 31× and 60×.
d) Record *very high reduction* for ratios between 61× and 90×.
e) Record *ultra high reduction* for ratios over 90×.

EXAMPLE

low reduction
Reduction ratio of a microfilm

very high reduction
Reduction ratio of a microfiche

Record other information about reduction ratio designation as details of reduction ratio designation (see 3.15.1.5.1.4).

3.15.1.5.1.4 Details of Reduction Ratio Designation

Record **details of reduction ratio designation▼** if considered important for identification or selection. For scope and sources of information, see 3.15.1.5.1.1 and 3.15.1.5.1.2.

EXAMPLE

Reduction ratio varies

= = = = =

7.25 Scale

CORE ELEMENT

Scale is required only for cartographic content.

7.25.1 Basic Instructions on Recording Scale

7.25.1.1 Scope

Scale▼ is a ratio of the dimensions of the content of an image or three-dimensional form to the dimensions of the thing it represents.

Scale applies to:

still images or three dimensional forms (see 7.25.2)
cartographic content (see 7.25.3–7.25.4).

Scale can apply to horizontal, vertical, angular, and/or other measurements represented in the resource.

Record a nonlinear scale designation as additional scale information (see 7.25.5).

Record a scale designation (see 7.25.6) if:

a) the scale is not found in a scale statement or as part of the title proper or other title information
b) the scale cannot be determined or estimated by the means outlined in this instruction
c) the cartographic content is not drawn to scale
d) the scale within one image, map, etc., varies and the values are not known
e) the resource consists of more than one image, map, etc., and the main images, maps, etc., are of more than one scale.

7.25.1.2 Sources of Information

Take information on scale from any source.

7.25.1.3 Recording Scale

Record the scale of the resource as a representative fraction expressed as a ratio.

EXAMPLE

1:2,500,000
Scale of a map

4:1
Scale of a model of a human ear four times the actual size

Alternative

For content that is not cartographic, record a scale designation (see 7.25.6) instead of or in addition to a ratio.

Record the scale even if it is already recorded as part of the title proper or other title information.

EXAMPLE

1:800,000
Title proper recorded as: Italy 1:800 000

If the scale statement that appears in the resource is not expressed as a representative fraction, convert the scale statement into a representative fraction.

EXAMPLE

1:475,200
Scale statement reads: 7.5 miles to 1 inch

If no scale statement is found in the resource, take a scale statement from a source outside the resource. If this scale statement is not expressed as a representative fraction, convert the scale statement into a representative fraction.

EXAMPLE

1:72
Scale taken from a source outside the resource

If no scale statement is found in the resource or in another source, estimate a representative fraction from a bar scale or a grid. Record *approximately* preceding the estimated representative fraction.

EXAMPLE

approximately 1:1,200
Estimated scale

Alternative

Estimate a scale by comparison with a resource of known scale. Record *approximately* preceding the estimated scale.

For digital resources, record the scale if:

a) the resource has a scale statement
or

b) the scale is already recorded as part of the title proper or other title information.

EXAMPLE

1:250,000
Other title information recorded as: 1:250,000 scale topographic maps of Australia. **Raster maps**

If the content is not drawn to scale, see 7.25.6.3.a).

If the scale cannot be determined, see 7.25.6.3.b).

7.25.1.4 More Than One Scale

If the scale within one image, map, etc., varies and the largest and smallest values are known, record both scales separated by a hyphen.

EXAMPLE

1:15,000–1:25,000

If the values are not known, see 7.25.6.3.c).

If the resource consists of more than one image, map, etc., and the main images, maps, etc., are of more than one scale, see 7.25.6.3.d).

7.25.1.5 Nonlinear Scale

For instructions on recording nonlinear scale, see 7.25.5

[This instruction has been deleted as a revision to RDA. For further information, see RSC/Sec/4.]

7.25.2 Scale of Still Image or Three-Dimensional Form

7.25.2.1 Scope

Scale of still image or three-dimensional form▼ is a ratio of the dimensions of a still image or three-dimensional form contained or embodied in a resource to the dimensions of the thing it represents.

7.25.2.2 Sources of Information

Take information on scale of still image or three-dimensional form from any source.

7.25.2.3 Recording Scale of Still Image or Three-Dimensional Form

Record the scale of still image or three-dimensional form by applying the basic instructions on recording scale at 7.25.1.

EXAMPLE

1:100

1:2
Scale statement reads: Half the scale of the original

If the still image or three-dimensional form is not to scale, and this fact is considered important for identification or selection, see 7.25.6.3.a).

7.25.3 Horizontal Scale of Cartographic Content

CORE ELEMENT

7.25.3.1 Scope

Horizontal scale of cartographic content▼ is a ratio of horizontal distances in the cartographic content of a resource to the actual distances they represent.

7.25.3.2 Sources of Information

Take information on the horizontal scale of cartographic content from any source within the resource.

If there is no horizontal scale provided within the resource itself, take the scale of the cartographic content from a source outside the resource.

7.25.3.3 Recording Horizontal Scale of Cartographic Content

Record the horizontal scale of cartographic content by applying the basic instructions on recording scale at 7.25.1.

EXAMPLE

1:7,500,000

1:63,360
Title proper recorded as: Bartholomew one inch map of the Lake District

1:253,440
Scale statement reads: 1 inch to 4 miles

1:21,600
Scale taken from a source outside the resource

approximately 1:220,000
Estimated scale

1:3,000,000
Title proper recorded as: ArcWorld 1:3M

If the cartographic content is not drawn to scale, see 7.25.6.3.a).

7.25.4 Vertical Scale of Cartographic Content

CORE ELEMENT

7.25.4.1 Scope

Vertical scale of cartographic content▼ is a scale of elevation or vertical dimension of the cartographic content of a resource.

7.25.4.2 Sources of Information

Take information on vertical scale for cartographic content from any source within the resource.

7.25.4.3 Recording Vertical Scale of Cartographic Content

Record the vertical scale in addition to the horizontal scale (see 7.25.3) when describing a relief model, other three-dimensional cartographic resource, or a two-dimensional cartographic representation of a three-dimensional feature (e.g., block diagram, profile). Indicate that it is the vertical scale.

EXAMPLE

Vertical scale 1:96,000

Vertical scale 1:5

If the cartographic content is not drawn to scale, see 7.25.6.3.a).

7.25.5 Additional Scale Information

7.25.5.1 Scope

Additional scale information▼ is an indication of supplemental information about scale.

Statement of comparative measurements or limitation of the scale to particular parts of the content of a resource are included.

7.25.5.2 Sources of Information

Take additional scale information from any source within the resource.

7.25.5.3 Recording Additional Scale Information

Record additional scale information that appears on the resource. Capitalize words as instructed in appendix A. Use abbreviations or symbols for units of measurement as instructed in appendix B (B.5.7) and numerals in place of words (see 1.8.3).

EXAMPLE

1 in. to 3.95 miles
1 cm to 2.5 km
Scale recorded as: 1:250,000

Record a statement of scale for an image, map, etc., with a nonlinear scale only if the information appears on the resource (e.g., celestial charts; some maps of imaginary places). Do not estimate a scale.

EXAMPLE

1° per 2 cm

Enclose the additional scale information in quotation marks if:

a) the statement presents unusual information that cannot be verified
or
b) a direct quotation is more precise than a statement in conventional form
or
c) the statement on the resource is in error or contains errors.

EXAMPLE

"Along meridians only, 1 inch = 936 statute miles"
Scale recorded as: 1:59,403,960

not "1 inch to the mile"
Scale recorded as: approximately 1:90,000

7.25.6 Scale Designation

7.25.6.1 Scope

Scale designation▼ is a general designation of the lack of a ratio of the dimensions of the content of an image or three-dimensional form to the dimensions of the thing it represents.

7.25.6.2 Sources of Information

Take information on scale designation from any source.

7.25.6.3 Recording Scale Designations

For cartographic content, if recording the scale is not possible according to the instructions at 7.25.1.3-7.25.5, record a term from the following list.

not drawn to scale
scale not given
scale varies

scales differ

Apply the terms listed as follows:

a) Record “not drawn to scale” if the content is not drawn to scale.

b) Record “scale not given” if the scale cannot be determined or estimated (see 7.25.1.3).

c) Record “scale varies” if the scale within one image, map, etc., varies and the scale values are not known.

d) Record “scales differ” if the resource consists of more than one image, map, etc., and the main images, maps, etc., are of more than one scale.

Alternative

Record each scale separately.

EXAMPLE

1:50,000
1:250,000
Scales for a resource containing maps of different scales

approximately 1:37,000
approximately 1:750,000
Estimated scales for a resource containing maps of different scales

For content that is not cartographic, record the scale using *full size*, *life size,* etc., instead of or in addition to giving the scale information as a ratio.

Sound content: marked-up copy

7.18 Sound Content

7.18.1 Basic Instructions on Recording Sound Content

7.18.1.1 Scope

Sound content▼ is the presence or absence of sound in a resource ~~other than one that consists primarily of recorded sound~~.

7.18.1.2 Sources of Information

Use evidence presented by the resource itself as the basis for recording the sound content of the resource. Take additional evidence from any source.

7.18.1.3 Recording Sound Content

~~Record *sound* to indicate the presence of sound in a resource that does not consist primarily of recorded sound.~~

Record the sound content of the resource if considered important for identification or selection. Use a term from the following list:

silent
sound

EXAMPLE

sound
A set of slides with integral sound

sound
A computer chip cartridge with integral sound

~~***Exception***~~

~~***Moving image resources.*** For motion pictures and video recordings, record *sound* or *silent* to indicate the presence or absence of a sound track.~~

~~EXAMPLE~~

silent
A silent motion picture film

sound
A board book with an embedded sound chip

If the sound content is in a separate carrier from the primary content, see also 3.1.4.

= = = = =

Sound content: clean copy

7.18 Sound Content

7.18.1 Basic Instructions on Recording Sound Content

7.18.1.1 Scope

Sound content▼ is the presence or absence of sound in a resource.

7.18.1.2 Sources of Information

Use evidence presented by the resource itself as the basis for recording the sound content of the resource. Take additional evidence from any source.

7.18.1.3 Recording Sound Content

Record the sound content of the resource if considered important for identification or selection. Use a term from the following list:

silent
sound

EXAMPLE

sound
A set of slides with integral sound

sound
A computer chip cartridge with integral sound

silent
A silent motion picture film

sound
A board book with an embedded sound chip

If the sound content is in a separate carrier from the primary content, see also 3.1.4.