

**To:** ALA/ALCTS/CCS Committee on Cataloging: Description and Access

**From:** Task Force on Consistency across Part I of AACR2

**RE:** Prototype of Area 5 for AACR3

### **Status of the proposal and some broad recommendations**

The Task Force on Consistency Across Part I of AACR2 was asked to work with Tom Delsey to develop a prototype for the Area 5 rules in AACR3. Delsey created a strawman proposal that formed the basis for the Task Force's work. The Task Force discussed the proposal, paying particular attention to the scope of the proposed chapters dealing with technical description; based on their comments, Delsey produced successive refinements of the strawman proposal. As the deadline for the proposal approached, a prototype of the Area 5 rules was created based on the current state of the discussions.

The Task Force feels that it has not yet completed its task and that significant issues remain to be decided. On the other hand, the prototype represents a significant refinement of the original strawman proposal and can usefully serve as the basis for discussion and decisions by JSC members and for further work by the editor.

The Task Force makes the following broad recommendations:

1. The attached prototype should be still considered by JSC as a strawman proposal. A number of significant issues are still unresolved (see "Unresolved Issues" below), and much of the details need editorial attention. The prototype can be used to illustrate the broad strokes (the division into separate sections containing carrier-based and media-based supplementary rules; the scope of the chapters; the distinction between carrier and component and the terms to be used for each), although it is probably not safe to rely on all of the details.
2. JSC should consider resuming the dialogue between the editor and the Task Force. The Task Force will be refreshed in August to make sure that its membership represents a broad spectrum of cataloging expertise; the Task Force will play a major role in the development of the ALA response to the draft of Part I. JSC should consider asking the Task Force to continue its work with the editor, either after decisions have been made at the October meeting or after constituency responses have been received next year. We sympathize with the desire to turn attention away from Part I as quickly as possible, but work on Area 5 has turned out to be unexpectedly complex and may well require further work. Asking the Task Force to assist in this work could lighten the burden on the editor.
3. JSC should decide whether the revision of Part I will be limited to the rearrangement of rules or whether substantive new revisions should be entertained. ALA sees at least two areas in which revisions would be useful. (a) The rules and examples for digital media have more than a whiff of obsolescence. It would be highly desirable to take this opportunity to revise the rules for digital media to deal explicitly with the type of

resources currently being cataloged. (b) An ALA Task Force on Cataloging Rules for Early Printed Monographs will shortly be recommending that rules 2.12–2.18 in AACR2 be substantively revised for AACR3.

If JSC would entertain such revisions, ALA would be willing to develop the proposals, working within the framework established in the forthcoming draft of Part I of AACR3. Such revisions would take some time to prepare, but could be ready in time for the editor to integrate into the complete draft of AACR3.

4. JSC should decide how to deal with the examples in AACR3. The rearrangement of the rules has resulted in the need to revise many examples and to find still others. Although the editor can readily make extant examples consistent, it might be more effective for others (format experts, in particular) to find new examples and check existing ones for accuracy and currency.

### History of the prototype: How we got to this point

The following information is given as background, so that JSC members may understand what refinements have been made to the strawman proposal and why this was done.

- On May 5, 2004, Tom Delsey presented the first strawman proposal, consisting of a framework for separating the current Area 5 rules into 8 chapters based on media categories, plus drafts of the general rules for Area 5 and the supplementary rules for print media, and a set of notes. These notes contained the following general questions:
  1. Should the general rule on recording the number of physical units (as currently stated in 1.5B1) be applied across all categories of media? If so, the rules on extent in chapters 2, 3, 4, and 5 will need to be realigned as shown in the draft chapter on print media to differentiate more systematically between “physical units” and “components”. Physical units would include only physically separate entities (volumes, sheets, discs, cartridges, etc.). Components would include “presentation units” associated with infixion such as pages, leaves, frames, double frames, images (maps, segments, etc.), as well as logical aggregates of such units (“bibliographic” volumes, scores, parts, etc.). Note that while the draft supplementary rules and examples for print media reflect a logical realignment of physical units and components, there are two options noted in rule 10.5B1 [now C1.5B1] that, if applied, would effectively allow a continuation of current practice with respect to single-volume print resources, maps, etc., and scores. Those options could be made part of the rule *per se*, but that would mean the rule itself would contradict the general rule.
  2. Should terms currently included in the statement of extent that pertain to other attributes (e.g., braille, large print, thermoform) be realigned and placed under a rule pertaining to the appropriate attribute (e.g., special format characteristic, production method)?

3. Is the uniform order proposed for other technical details in rule 1.5C1 acceptable? The order has been worked out so as to maintain the order prescribed currently in chapters 2 through 11 as closely as possible, but there would be some differences from current practice. Each chapter of supplementary rules will identify technical details to be recorded for that particular medium, and would list the order of those details, but each of the individual lists would conform with the overall order set out in 1.5C1. Attributes of recorded sound media have been placed after “sound characteristic” so that, optionally, those details could be given for graphic, moving image and digital resources.
4. Should the general rule for illustrative matter (1.5C9) include the details given under 1.5C9.1-1.5C9.5, or should it be given simply as a general rule with references to supplementary rules in the chapters for specific media? Currently rules 2.5C1-2.5C5 function as quasi-general rules (i.e., they are referred to from chapters 4, 5, and 11). In principle, however, they would apply to virtually all media (with the exception of recorded sound). For that reason, the details of the rules have been included in chapter 1. The alternative would be to give only a general instruction in 1.5C9, and include the details given in 1.5C9.1-1.5C9.5 as supplementary rules in each applicable media chapter.

All of these questions are still relevant. The Task Force has generally accepted Delsey’s provisional answers to #2–4 (although with some concerns about the generality of general rules for other technical details). Question #1 remains central to our discussions of the strawman proposals; while we have been impressed by the elegance of Delsey’s efforts to create a set of consistent general rules using the distinction between physical unit (carrier) and component, we are not yet satisfied with the way in which it has been implemented in the prototype (see “Unresolved Issues” below).

- Shortly after receiving the original proposal, the Chair of the Task Force prepared a document consisting of scope statements for the 8 supplementary chapters. The scope of the various chapters has constituted the primary focus of our dialogue throughout our work. [The Chair also prepared drafts of the remaining supplementary chapters, as well as rules for notes related to the technical description. Note that the chapters at this point were renumbered T1-T8 to make a clear distinction between these drafts and the current AACR2 rules.]
- The first point of discussion was the distinction between the chapters on recorded sound (T6) and moving image (T7) media on the one hand and the chapter on digital media (T8) on the other. The Task Force suggested that placing all digital material in T8 and limiting T6 and T7 to analog media would do considerable violence to the thought patterns of catalogers and users. Delsey agreed and presented a revised proposal (distributed to JSC on June 12) which distinguished between sound and moving image media designed for playback on playback equipment designed for such media and media designed for computer manipulation. The Task Force felt that this change in scope was a significant improvement and solved this issue.

- The second point of discussion was the distinction between the chapters on print (T1) and graphic (T3) media. The distinction is difficult because many graphics are in fact printed, although using a technology distinct from letterpress printing. However, both cartographic materials and music are typically also printed from engraved plates. Delsey agreed that this was a difficult distinction and revised the scope notes to add clarity, in the process moving engraved or etched graphics to the chapter on print media. The Task Force felt this was an improvement, but both chapters were highly complex because they had to deal with many types of content and many conventions for recording extent information. They were also highly redundant because the division between print and nonprint/graphic runs directly across content categories such as text, music, and cartographic material. While elegant in its vision of logically-structured general rules, the proposed solution was too distant from current practice and current understanding.

It was suggested that our conventions for physical description in fact contain an unexpected number of content-based concepts. It was further suggested that the major breakdown in the current rules is between the conventions for bound volumes of printed paper (books, atlases, scores, etc.) and everything else.

- Based on this discussion, Delsey prepared a revised outline for the rules for technical description. He proposed separate sets of supplementary chapters based on form of carrier (section C) and type of media (section D). The chapters in section C would cover extent (X.5B) and dimensions (X.5D), while those in section D would cover other technical details (X.5C). With the removal of the rules for extent and dimensions from the chapters based on media categories, it was possible to merge print and graphic media into a single chapter (D1) and to separate opaque graphics (D1) and transparent graphics (merged with moving image or “cinemagraphic” media in D6). Finally, he introduced a chapter in section C for items without a carrier (i.e., Remote Access Resources).

The Task Force agreed that this was an improvement and that it made for better groupings of supplementary rules in a number of chapters. They noted that it will take some effort to become accustomed to using the rules, given that rules for extent are in section C, rules for other technical details are in section D, and rules for dimensions are back in section C; however, the general chapter preserves the structure of the description and catalogers will get used to moving between chapters to find the appropriate supplementary rules. This is definitely a different approach and not necessarily easier to use.

- In his revised outline (previous bullet), Delsey has created two chapters which treated specific types of content as separate categories of carrier — i.e., scores, parts, etc. and sheet maps, charts, etc. The Task Force pointed out that this was inconsistent and that the former were specific instances of bound volumes, etc., and the latter were specific instances of unbound sheets. Delsey suggested merging those chapters as indicated, resulting in the 10 chapters in the present prototype. This version of the strawman proposal is generally that presented in this prototype.

At this point, the Task Force is mostly satisfied with the scope of chapters, although they do have some general concerns about the additional complexity that results from the division between sections C and D. On the other hand, our attention is now focused on some lingering details about the scope of the chapters and also on the distinction between carrier (SMD) and components in the rules on extent.

## Unresolved issues:

The Task Force was unable to resolve the following issues in time to be included in the prototype. JSC may want to consider them or to ask the editor (perhaps continuing to work with the Task Force) to deal with them.

1. **Scope.** There are a few unresolved issues concerning the scope rules, either in substance or wording. These include:
  - Flipcharts are an anomaly in C2.0A. Although they are bound in a different way from books, they do seem to fit better into C1.
  - Both C2 (unbound sheets) and C3 (photographs, etc.) deal with paper; the wording of the scope rule could make the distinction clearer. Or is there really a distinction between the *carriers* in these two chapters?
  - The scope of D1 includes transparent media. It isn't sufficiently clear why this is the case.
  - D7.0A uses "fixed images" in one place and "still images" in another. Are these equivalent terms (in which case, the latter should be used in both cases) or are they not?
2. **Carrier/component issues**
  - In the supplementary chapters in section C, it is not always clear that the SMDs are actually carriers. In many cases, they seem to be components and the carrier is something more generic such as "1 sheet" (for photographs, cards, etc.) or "1 disc" (instead of "1 sound disc"). It is also unclear why "atlas" is an SMD in chapter C1. Although the prototype represents a pragmatic solution, it might be appropriate to consider this further.
  - It has long been the practice of map catalogers to describe units of content, even in Area 5. For example, the item described is a map which may only occupy part of the physical sheet; anything else on that sheet is considered either ancillary or a separately titled resource and is not included in the description. Therefore, map catalogers conventionally include terms reflecting both extent of content and extent of carrier (e.g., 3 maps on 1 sheet); this convention was also added to chapter 9 in the 2004 amendments. Map catalogers (a) prefer this convention to the "carrier (component)" format and (b) want it to be clear that the entire description is limited to the map being described and does *not* cover the entire content of the sheet(s). [This

is the basis, for example, of the practice of giving dimensions of the map and only secondarily of the sheet(s) it is printed on, but it also affects other rules such as the treatment of illustrative matter that is not part of the map.] There are some issues here that need further discussion.

- **C1.5B2.9.** The proposal treats loose-leaf as a component (at least that's what the rule number implies). This isn't really correct and causes some difficulties — for example in applying the option at C1.5B1. The Task Force would like to consider what terminology should be used for a loose-leaf carrier: loose-leaf, updating loose-leaf, loose-leaf volume, and whether this feature should be dealt with in the statement of extent or in other technical details.
  - **Definitions.** Some rules, such as C1.5B1 (portfolio) contain definitions that differ from the current Glossary definitions. If the Glossary definitions were revised, these rules would not be necessary. In general, AACR prefers to have definitions in the Glossary rather than the rules.
3. **Generality of the general rules.** There continue to be rules in A1.5C (in particular) that do not apply to all types of material, although they may apply to more than one type. A good example is the rules for illustrative matter, which is widely but not universally applicable. Even when the rules are not general at all (i.e., they exist as supplementary rules in a single chapter), there is probably too much redundancy. This was Delsey's original question #4 and guidance is still needed.
  4. **"Supplementary" rules.** It is not always clear in what sense some of the rules in sections C and D are supplementary, particularly when they give instructions that differ from the general rule. Consideration should be given to removing "supplementary instructions on" from some of the references in chapter A1.
  5. **FRBR terminology:** Although an effort has been made to implement the guidelines for use of *manifestation*, *item*, and *resource* agreed to by JSC, this has not yet been done consistently, and needs to be reviewed.
  6. **Options.** There are some chapters (and even rules) with too many options. Alternative wording needs to be found to simplify these cases.
  7. **"Considered to be important" vs. "considered to be significant".** The term "significant" in many of the Area 5 rules has little to do with the cataloger's judgment about the significance of the information, but rather with whether the information is typical for the type of manifestation. For example, a technical drawing on paper is not significant, but one on Mylar might be. This seems to be a real distinction and "considered to be important" cannot cover all cases.
  8. **Collections and single manuscripts.** Delsey notes that he has excluded, for the time being, rules pertaining to extent and dimensions for collections of material, noting that more analysis is needed to determine whether a separate chapter is needed in section C or if the relevant rules can be covered by general rules. Likewise, he has not made a definite decision about how to present the rules for single manuscripts (now C1.5B2.23).

- 9. Local notes.** In one case (C1.7B36), the prototype includes a rule for local notes on the copy being described. ALA strongly recommends that care be taken to distinguish between information that applies to all copies of a manifestation and information that applies to only one or some copies. The general practice should be stated in the introduction to Part I that the description is of the resource as issued and that variations from that (e.g., binding or rebinding, imperfections, etc.) should be given in local notes. The rules for notes in all chapters should be checked and all copy-specific instructions and examples (e.g., bound-with) should be moved to the rule on local notes. Finally, a decision needs to be made about how to handle manuscripts and other unpublished manifestations that consist of only one copy.
- 10. A1.5B5.** The prototype includes a new general rule for giving the extent for content parts (analytics). There are a number of chapters with supplementary rules and it seemed like a good idea to make a general rule. The text proposed needs further work, to bring in the rules now in Chapter 13 and to cover all the variations.
- 11. A1.5C9.5/A1.5E2:** These two rules for dealing with material issued in a pocket are very similar, and it is not clear that they are not contradictory. However, they have been left separate for now. Both call for a note, and therefore instructions and examples need to appear in both A1.7B18 and A1.7B19. The example currently in 2.5C6 has been moved to A1.7B18.
- 12. A1.7B21. Other formats.** It is unclear whether this is a note relating to the technical description. It is included in the prototype because of the reference at A1.5A2, but perhaps it should be moved to a different place in the sequence of notes.
- 13. C1.5B1.** The option to omit the carrier from the extent statement when there is only one physical unit is likely to be an important one. The Task Force has some tentative suggestions that merit further consideration. First, the rule talks about components before this concept has been introduced at C1.5B2; the option might be better in the latter rule, combining it with the instruction about omitting parentheses. Second, it might be wise to add the condition “and the number of components is specified” in order to avoid extent statements such as “unpaged” or “loose-leaf”. The resulting rule (as the second paragraph of C1.5B2) might read:
- Optionally, if the manifestation comprises only one physical unit and the number of components is given, omit the arabic numeral 1 and the specific material designation from the statement of extent, and give only the number of components without parentheses.*
- 14. C1.5B2.17.** The strawman proposal treats bibliographic volumes as components. The Task Force feels that it is preferable to treat them as alternative units rather than components and suggests moving the rule to C1.5B1. We also feel that the “carrier (component)” convention is not sufficiently clear to users in this case — “5 v. (8 v.)” could reasonably be interpreted as either “5 v. in 8” or “8 v. in 5”. We suggest restoring the “8 v. in 5” format. In this case, the principle of user convenience is more important than the principle of standardization. In the prototype the change of format has been made, but the rule has not been moved.

15. **C2.0A.** The definition of “sheet” has been extended from paper to any opaque material; the Glossary will need to be revised. It is also not clear how to describe a sheet of transparent material such as Mylar.
16. **C2.5B2.3.** Delsey asked the Task Force to clarify the intent of the final paragraph in rule 3.5B2. The rule is used in describing a set of maps, such as a publication that consists of 10 separate complete maps on 10 sheets and published together. This is distinguished from the more typical case in which the sheets of the set collectively comprise a map or maps. Rather than stating “10 maps on 10 sheets” — which would be the result of applying the first paragraph of 3.5B2, the set would be described simply as “10 maps”. If rule C2.5B2.1 in the prototype were applied, the result would be “10 sheets (10 maps)”; if this is acceptable, C2.5B2.3 should be deleted.
17. **C8.5B1** contains the option to omit certain terms if GMDs are used. This option no longer occurs in Chapter 9, but should perhaps be included for the sake of consistency. This option should probably also be added to other chapters that have SMDs that include “computer.” Likewise the optional rule for “new physical carriers” (C9.5B1) should probably be added to other chapters dealing with carriers of digital media.
18. **DX.5C10.** Colour applies not just to illustration but to manifestations that may be coloured (e.g., cartographic, graphic or cinemagraphic manifestations). Chapters D1 and D7 deal with both cases, and have been revised accordingly.
19. **D5.7B20, D6.7B20.** A rule for a system requirements note for sound and video has been added, with references at A1.7B20. The rules themselves are not different, only the examples. This is also the case in some other rules (e.g., D2.5C9). A decision is needed about whether this is sufficient reason for a supplementary rule. This will be particularly significant for note rules.
20. **D6.5C2.** The strawman proposal suggests (through a reference in A1.5C2) that closed captioning should be treated as a special format characteristic rather than a language note. We have not yet confirmed this with audiovisual cataloging experts.
21. **C10.5B1, D7.5A1, D7.5C21.** The new instructions in the 2004 amendments that add the option to record a technical description for remote access resources has been added to the prototype, but not elegantly. This affects not only the statement of extent in chapter C10, but also the inclusion of other technical details in chapter D7. In the latter case, the rule has simply been added as a subrule to D7.5C21. All of these rules need to be given further thought.

### Conventions employed in this document:

The prototype consists of a single clean copy of the proposed chapters. Changes from the current text of AACR2 were to be highlighted in yellow. Over the past months, highlighting has been used for other purposes and the present document is not completely consistent. However, the highlighting gives some indication of changes.

No concordance of AACR2 and AACR3 rules has been provided. Instead, the number of the corresponding AACR2 rules is given in brackets at the end of each rule — in some cases. This too has not been done consistently.

*Note:* The chapter and rule numbering are an arbitrary construct for this draft, designed primarily to avoid confusion with any existing rule numbers in AACR2. Parallels between chapters have not been preserved down to the decimal number (i.e., all X.5B2 rules are related to description of components, but C1.5B2.3 and C7.5B2.3 are unlikely to deal with the same aspect of components).

# AACR3

## PART I – DESCRIPTION

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# Section A

## General Rules for Description

### CHAPTER

# A1

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## General Rules

### A1.5. TECHNICAL DESCRIPTION AREA

Contents:

- A1.5A. Preliminary rule
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#### A1.5A. Preliminary rule

**A1.5A1. Sources of information.** Take information for this area from any source. Take explicitly or implicitly stated information from the item itself. Enclose information in square brackets only when specifically instructed by the chapter dealing with the carrier or medium in which the manifestation is conveyed.

**A1.5A2.** If manifestations of a work are available in different formats (e.g., as text and microfilm; as sound disc and sound tape reel), give the technical description of the format at hand. *Optionally*, make a note describing other formats available (see A1.7B21).

**A1.5A3. Multimedia resources.** For instructions on recording technical details for a manifestation made up of two or more components, two or more of which are conveyed through different types of media, see A1.10.

#### A1.5A4. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see A1.0C. Precede this area by a full stop, space, dash, space *or* start a new paragraph.

## GENERAL RULES FOR DESCRIPTION

Precede other **technical** details (i.e., other than extent or dimensions) by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose **technical** details of accompanying material in parentheses.

### **A1.5B. Statement of extent (including specific material designation)**

**A1.5B1.** Record the extent of the **manifestation** by giving the number of physical units in arabic numerals and the specific material designation as instructed in subrule .5B1 in the chapter **in section C** dealing with the **carrier on which the manifestation is conveyed**.

3 microscope slides

1 jigsaw puzzle

3 v.

1 hand puppet

If the units of the **manifestation** are identical, add *identical* before the specific material designation.

50 identical sets of 10 slides

**A1.5B2.** Specify the number of components as instructed in **subrule .5B2** of the **chapter in section C** dealing with the **carrier on which the manifestation is conveyed**.

1 microfiche (150 fr.)

3 v. (1397 p.)

**A1.5B3.** If the **manifestation** being described has a playing time, give that playing time as follows.

a) If the playing time is stated on the item, give the playing time as stated.

1 sound cassette (40 min.)

1 film loop (3 min., 23 sec.)

2 sound discs (1 hr., 30 min.)

b) If the playing time is not stated on the item but is readily ascertainable, give it.

1 videoreel (30 min.)

c) *Optionally*, if the playing time is neither stated on the item nor readily ascertainable, give an approximate time.

1 piano roll (ca. 7 min.)

## GENERAL RULES FOR DESCRIPTION

2 film reels (ca. 90 min.)

- d) *Optionally*, if the manifestation is issued in more than one part, and the parts have a stated uniform playing time or an approximate uniform playing time, give the playing time of each part followed by *each*. Otherwise, give the total duration.

31 sound cassettes (60 min. each)

11 sound cassettes (ca. 30 min. each)

2 videoreels (50 min.)

For a supplementary rule for *videodiscs*, see C7.5B3.

**A1.5B4.** In describing a manifestation released in a succession of physical units that is not yet complete, give the specific material designation.

microscope slides

v.

*Optionally*, when the manifestation is complete, add the number of physical units.

**A1.5B5.** In describing a separately titled part of a manifestation lacking a collective title (see A1.1G), express the fractional extent in the form *on* [number and designation of part(s)] *of* [number and specific material designation]. Include the numbering of the separately titled part if the parts are numbered or lettered in a single sequence.

on no. 3 of 4 microfilm cassettes

on reel 1 of 2 film reels

on 1 side of 1 sound disc

### **A1.5C. Other technical details**

**A1.5C1.** Give the following details, as applicable to the manifestation and in the order set out in A1.5C2-A1.5C22:

**A1.5C2. Special format characteristics.** If the manifestation is in a format specially designed for persons with perceptual disabilities (e.g., large print, braille, closed captioning) give an indication of the format.

For supplementary instructions on recording special format characteristics for *print media* see D1.5C2.

For supplementary instructions on recording special format characteristics for *tactile media* see D3.5C2.

For supplementary instructions on recording special format characteristics for *cinemagraphic media* see D6.5C2.

3 v. : large print

## GENERAL RULES FOR DESCRIPTION

1 sheet (1 map) : print and tactile

1 videodisc (ca. 50 min.) : closed captioning

**A1.5C3. Layout.** Describe any significant characteristics pertaining to the layout of the manifestation.

For supplementary instructions on recording characteristics pertaining to layout for *print and opaque graphic media* see D1.5C3.

1 sheet (3 maps) : both sides

1 sheet (2 maps) : back to back

**A1.5C4. Production method.** Give the method of production or reproduction, if considered significant.

For supplementary instructions on recording details pertaining to method of production for *print and opaque graphic media* see D1.5C4.

For supplementary instructions on recording details pertaining to method of production for *tactile media* see D3.5C4.

1 v. (64 leaves) : braille, thermoform

1 sheet (1 map) : blueline

1 art print : sugar lift aquatint

**A1.5C5. Polarity.** Give an indication of the polarity of the manifestation, if considered significant.

For supplementary instructions on polarity for *micrographic media* see D2.5C5.

For supplementary instructions on polarity for *projected graphic media* see D6.5C5.

3 photographs : negative

1 microfilm reel : negative

**A1.5C6. Medium.** Give the medium (e.g., pencil, ink) used to draw and/or colour a manifestation produced or enhanced by hand.

For supplementary instructions on recording details pertaining to medium for *print and opaque graphic media* see D1.5C6.

1 sheet (1 map) : hand col. in pencil

**A1.5C7. Material.** Give the material of which the manifestation is made, if considered to be significant.

For supplementary instructions on recording details pertaining to material for *print and opaque graphic media* see D1.5C7.

For supplementary instructions on recording details pertaining to material for *three-dimensional media* see D4.5C7.

1 sheet (1 map) : silk

## GENERAL RULES FOR DESCRIPTION

1 art original : oil on canvas

2 models (various pieces) : polystyrene

**A1.5C8. Mounting.** Give details pertaining to the mounting of the manifestation, if considered significant.

For supplementary instructions on recording details pertaining to mounting for *print and opaque graphic media* see D1.5C8.

For supplementary instructions on recording details pertaining to mounting for *three-dimensional media* see D4.5C8.

1 sheet (1 map) : mounted on linen

**A1.5C9. Illustrative matter.** If the manifestation contains illustrative matter, give *ill.*

Tables containing only words and/or numbers are not considered as illustrative matter. Disregard illustrated title pages, *etc.* and minor illustrations.

1 v. (2 scores) : *ill.*

**A1.5C9.1.** *Optionally*, if the illustrations are all of one or more of the following types, and are considered to be important, give the appropriate term(s) or abbreviation(s) in alphabetical order: coats of arms, facsimiles, forms, genealogical tables, maps, music, plans, portraits (use for both single and group portraits), samples. If none of these terms adequately describes the illustrations, use another term as appropriate.

: coats of arms, facsims., ports.

: computer drawings

If only some of the illustrations are of types considered to be important, give *ill.* followed by the appropriate term(s) or abbreviation(s) in alphabetical order.

: *ill.*, maps, music, ports.

For *early published manifestations*, add woodcuts, metal cuts, etc., as appropriate, if considered to be important.

: *ill.* (woodcuts)

: ports. (engravings)

**A1.5C9.2.** Describe coloured illustrations (i.e., those in two or more colours) as such (see A1.5C10).

If the item is illustrated by hand or if the illustrations are hand coloured, make a note (see A1.7B18).

**A1.5C9.3.** Give the number of illustrations if their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

: 48 *ill.*

## GENERAL RULES FOR DESCRIPTION

: ill., 12 maps

**A1.5C9.4.** If the **manifestation** consists wholly or predominantly of illustrations, give *all ill.* or *chiefly ill.*, as appropriate. *Optionally*, if those illustrations are all of one type, give *all [name of type]* or *chiefly [name of type]*.

: all ill.

: chiefly maps

**A1.5C9.5.** Describe illustrative matter issued **within another part of the manifestation (e.g., in a pocket inside the cover of a book) or in a container**, in the **technical** description. Specify the number of such **illustrative matter** and its location in a note (see A1.7B18).

For supplementary instructions on recording details pertaining to illustrative matter for **print media** see D1.5C9.

**A1.5C10. Colour.** Give details of colour of the manifestation or its illustrations as instructed in rule X.5C10 in the chapter in section D dealing with the medium in which the **manifestation is conveyed**.

1 film reel (10 min.) : col.

1 photograph : sepia

**A1.5C11. Type of recording.** Give the type of recording **of a sound recording as instructed in D5.5C11**.

1 sound disc (45 min.) : analog

1 sound cassette (60 min.) : digital

1 sound track film reel (10 min.) : magnetic

**A1.5C12. Playing speed.** Give the playing speed **of a sound recording as instructed in D5.5C12**.

1 sound disc (45 min.) : analog,  $33\frac{1}{3}$  rpm

1 sound cassette (120 min.) : analog,  $1\frac{5}{16}$  ips

**A1.5C13. Groove characteristic.** Give the groove characteristic **of a sound recording as instructed in D5.5C13**.

1 sound disc (7 min.) : analog, 78 rpm, microgroove

**A1.5C14. Track configuration.** Give the track configuration **of a sound recording as instructed in D5.5C14**.

1 sound track film reel (10 min.) : magnetic, 25 fps, centre track

## GENERAL RULES FOR DESCRIPTION

**A1.5C15. Number of tracks.** Give the number of tracks of a sound recording as instructed in D5.5C15.

**A1.5C16. Number of sound channels.** Give the number of sound channels of a sound recording as instructed in D5.5C16.

1 sound disc (56 min.) : digital, stereo.

**A1.5C17. Recording and reproduction characteristics.** *Optionally*, give the recording and reproduction characteristics (e.g., *Dolby processed*, *NAB standard*) of a sound recording as instructed in D5.5C17.

1 sound cassette (60 min.) : analog, stereo., Dolby processed

**A1.5C18. Aspect ratio and special projection characteristics.** Give information about aspect ratio and projection requirements for a manifestation in the form of a moving image as instructed in D6.5C18.

14 film reels (157 min.) : Panavision

**A1.5C19. Projection speed.** Give the projection speed of a manifestation in the form of a motion picture as instructed in D6.5C19.

1 film reel (1 min., 17 sec.) : col., 25 fps

**A1.5C20. Sound characteristics.** Give *sd.* (sound) to indicate the presence of sound in a manifestation other than a sound recording.

For supplementary instructions on recording details pertaining to sound for *opaque graphic media* see D1.5C20.

For supplementary instructions on recording details pertaining to sound for *projected graphic and cinemagraphic media* see D6.5C20.

For supplementary instructions on recording details pertaining to sound for *digital media* see D7.5C20.

1 videoreel (15 min.) : sd.

**A1.5C21. Other characteristics.** *Optionally*, give other characteristics of *digital media*, as instruction in D7.5C21 if readily available and if considered to be important.

1 computer disk : col., sd., double sided, double density  
[from 9.5C2]

### A1.5D. Dimensions

**A1.5D1.** Give the dimensions.

1 wall chart : col. ; 24 × 48 cm

1 v. (321 p.) : ill. (some col.) ; 23 cm

## GENERAL RULES FOR DESCRIPTION

6 microfilm reels ; 35 mm

1 sound disc (56 min.) : digital, stereo. ; 4¾ in.

2 sound discs (1 hr., 15 min.) : analog, 33<sup>1</sup>/<sub>3</sub> rpm, stereo. ; 10-12 in.

For supplementary instructions on recording dimensions see subrule .5D in the chapter in section C dealing with the carrier on which the manifestation is conveyed.

**A1.5D2.** *Optionally*, if the **manifestation** is in a container, name the container and give its dimensions *either* after the dimensions of the **manifestation** *or* as the only dimensions.

1 model (10 pieces) : col. ; 16 × 32 × 3 cm, in case 17 × 34 × 6 cm [from Chapter 10]

1 diorama (various pieces) : col. ; in box 30 × 25 × 13 cm [from Chapter 10]

1 jigsaw puzzle : wood, col. ; in box 25 × 32 × 5 cm [from Chapter 10]

**A1.5D3.** If the **materials** in a multipart **manifestation** differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen. [generalized from 2.5D3, etc]

6 v. ; 24-28 cm

3 technical drawings : blueprint ; 100 × 40 cm-120 × 60 cm

3 sculptures : marble ; 150-210 cm high

2 jigsaw puzzles : cardboard, col. ; in boxes 20 × 30 × 5 cm-26 × 35 × 6 cm [from 10.5D2]

For a supplementary rule for *scores, parts, etc.* see C1.5D3.

For a supplementary rule for *maps, etc.* see C2.5D3.

### A1.5E. Accompanying material

**A1.5E1.** Give details of accompanying material (see Glossary, appendix D) in one of the following ways:

- a) make a separate entry
- or* b) make a multilevel description (see XX.X)
- or* c) make a note (see A1.7B11)

Accompanied by: A demographic atlas of north-west Ireland. 39 p. : col. maps ; 36 cm. Previously published separately in 1956

Teacher's guide / by Robert Garry Shirts. 24 p.

Accompanied by filmstrip entitled: Mexico and Central America

## GENERAL RULES FOR DESCRIPTION

- or d) give the number of physical units in arabic numerals and the name of the accompanying material (using, when appropriate, a specific material designation) at the end of the **technical** description.

1 v. (387 p.) : ill. ; 27 cm + 1 set of teacher's notes

1 v. (32 p.) : col. ill. ; 28 cm + 7 sheets (7 maps)

1 v. (200 p.) : ill. ; 25 cm + 2 computer disks

1 v. (271 p.) : ill. ; 21 cm + 1 atlas

1 v. (1 score, 32 p.) ; 26 cm + 3 sound cassettes

1 stereograph reel (12 pairs of fr.) : col. + 1 pamphlet

1 computer disk ; 5¼ in. + 1 demonstration disk + 1 set of user's notes

*Optional addition.* If method d) is used and if more detail is desired, give the **technical** description of the accompanying material as instructed in the **chapter dealing with the medium applicable to the accompanying material.**

1 v. (271 p.) : ill. ; 21 cm + 1 atlas (95 p. : 85 col. maps ; 32 cm)

17 sheets (17 maps) ; 90 × 96 cm + 1 v. (xvii, 272 p. ; 25 cm)

**[from Chapter 3]**

1 stereograph reel (12 pairs of fr.) : col. + 1 v. (12 p. : ill. ; 18 cm)

1 filmstrip (70 fr.) : col. ; 35 mm + 1 v. (39 p. ; 22 cm)

5 models : col. ; in box 20 × 20 × 12 cm + 1 teacher's guide (3 v. ; 30 cm) **[from Chapter 10]**

1 hand puppet : red and blue ; 20 cm long + 1 sound disc (20 min. : analog, 33<sup>1</sup>/<sub>3</sub> rpm, mono. ; 12 in.) **[from Chapter 10]**

**A1.5E2.** If the accompanying material is issued within another part of the resource (e.g., in a pocket inside the cover of a book) or in a container, give its location in a note (see A1.7B19) if considered to be important. **[generalized from 2.5E2]**

**A1.5E3.** Give details of integral sound systems as part of "other technical details" (see A1.5C20).

**A1.5E4.** For supplementary instructions on the recording of accompanying material for **moving image media**, see D6.5E1.

For supplementary instructions on the recording of accompanying material for **remote-access resources**, see C10.5E1.

*Notes Relating to the Technical Description*

**A1.7. NOTE AREA**

**A1.7B18. Technical description.** Make notes on important details of extent and dimensions that are not included in the technical description area as instructed in subrule .7B18 in the chapter in section C dealing with the carrier on which the manifestation is conveyed, especially if these affect the use of the resource.

Printed area measures 30 × 46 cm

Make notes on important technical details that are not included in the technical description area as instructed in subrule .7B18 in the chapter in section D dealing with the medium in which the manifestation is conveyed, especially if these affect the use of the resource. [generalized from X.7B10 in chapters 2, etc.]

Consists of head and torso made of clear plastic,  $\frac{1}{8}$  life size

Magnetic sound track

**A1.7B18.1.** Give the duration of each part contained in a resource without a collective title and described as a unit (see A1.1G). [generalized from 6.7B10]

Durations: 17 min.; 23 min.; 9 min.

Make notes on the number and location of illustrative matter issued within another part of the manifestation (e.g., in a pocket inside the cover of a book) or in a container (see A1.5C9.5).

: ill., col. maps

*Note:* Four maps on 2 folded leaves in pocket

**A1.7B19. Accompanying material.** Give details of accompanying material neither mentioned in the technical description area nor given a separate description (see A1.5E1). [generalized from X.7B10 in chapters 2, etc.]

Set includes booklet: New mathematics guide. 16 p.

Every 3rd issue includes supplement: EEC facts and statistics

Slides with every 7th issue

Accompanied by 1 tutorial, 1 installation and performance guide, 1 AutoLISP programmer's reference, 1 IGES interface specifications, 1 addendum, 1 plastic template [from 9.7B11, 2004 rev.]

Make notes on the location of accompanying material as issued if considered to be important (see A1.5E2). [generalized from X.7B10 in chapters 2, etc.]

## GENERAL RULES FOR DESCRIPTION

Three photos. of first performance in pocket inside each cover  
[from 5.7B11]

Lyrics on sheets in container [from 6.7B11]

For a supplementary rule for *manuscripts* and *manuscript collections*, see C2.7B19.

**A1.7B20. System requirements.** Make a note on the system requirements of the resource if applicable and if the information is readily available. Begin the note with *System requirements*:. Precede each characteristic, other than the first, by a semicolon.

System requirements: Apple II, II+, or IIe; 48K; DOS 3.3;  
Applesoft in ROM

System requirements: IBM PC or 100% compatible; 128K; DOS 1.1 to  
DOS 2.1

System requirements: RTI Series 500 CD-ROM DataDrive

For supplementary instructions regarding system requirements for *recorded sound media*, see D5.7B20.

For supplementary instructions regarding system requirements for *projected graphic and cinemagraphic media*, see D6.7B20.

For supplementary instructions regarding system requirements for *digital media*, see D7.7B20.

**A1.7B21. Other formats.** Give the details of other formats in which the content or partial content of the resource has been issued (see A1.5A2).

Issued also on CD-ROM [from 2.7B16]

Also issued electronically via World Wide Web in PDF format [from 2.7B16]

Issued also on cassette (VHS or Sony U-Matic) [from 7.7B16]

Issued also in 16 mm format

Database and other associated documentation available in a Mac version and in four PC-compatible formats: tab-delimited ASCII file; SPSS portable file; Excel file; SAS formatted file [from 9.7B16]

Latest tables of contents and other information about the journal available online [from 12.7B16]

Also issued in printed form, 1997-1999 [from 12.7B16]

For details of other formats available in the library, see A1.7B36. [rule for local notes]

# Section C

## Supplementary Rules for Specific Forms of Carrier

### CHAPTER

# C1

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## Books, Atlases, Albums, etc.

### C1.0. PRELIMINARY RULES

**C1.0A. Scope.** The rules in this chapter apply specifically to carriers in the form of books, atlases, albums, pamphlets, etc., and supplement the general rules in Chapter A1 that pertain to extent, dimensions, and notes relating to those elements.

This chapter covers all carriers in which leaves or sheets of paper, parchment, or other opaque material are *either* (a) physically attached to one another in a fixed order *or* (b) contained within a binder, portfolio, case, etc. *and* are numbered or otherwise marked to indicate their sequential ordering.

### C1.5. TECHNICAL DESCRIPTION AREA

#### C1.5B. Statement of extent (including specific material designation)

**C1.5B1.** Record the number of physical units by giving the number of units in arabic numerals and one of the following terms as appropriate: **[1.5B1]**

volume	<b>[from 2.5B16]</b>
atlas	<b>[from 3.5B2]</b>
part	<b>[from 2.5B17]</b>
pamphlet	<b>[from 2.5B17]</b>
piece	<b>[from 2.5B17]</b>
case	<b>[from 2.5B17]</b>
portfolio	<b>[from 2.5B17]</b>

3 v. [from 2.5B16]

1 portfolio

Use *part* for a **physical** unit intended to be bound several to a volume, especially if so designated by the publisher.

Use *pamphlet* for a physical unit consisting of a few leaves fastened together but not bound.

Use *pieces* for **manifestations** of varying character (e.g., pamphlets, broadsides, clippings, maps) **issued**, or assembled for cataloguing, as a collection. [? To be relocated to rules covering collections]

Use *case* for a box containing bound or unbound material or a container of fascicles.

Use *portfolio* for a container holding loose papers, illustrative materials, etc. A portfolio usually consists of two covers joined together at the back and tied at the front, top, and/or bottom. [from 2.5B17]

*Optionally*, if the manifestation comprises only one physical unit, omit the arabic numeral 1 and the specific material designation from the statement of extent, and give only the number of components as instructed in C1.5B2. [new]

**C1.5B2.** Specify the number of components in parentheses following the number of physical units.

If the content of the book, etc. comprises primarily *text* and/or *graphics*, give the number of pages, leaves, plates, etc. as instructed in C1.5B2.1-C1.5B2.19.

If the content of the book, etc. comprises primarily *music*, give the number of scores, parts, etc. as instructed in C1.5B2.20-C1.5B2.21.

For *early published books*, etc., give the components as instructed in C1.5B2.22.

For *manuscript books*, etc., give the components as instructed in C1.5B2.23.

If the number of physical units is omitted from the statement of extent (see C1.5B1 option), omit the parentheses when giving the number of components. [new]

**C1.5B2.1.** Give the number of pages or leaves in the **manifestation** in accordance with the terminology suggested by the volume, **etc.** That is, describe a volume, **etc.** with leaves bearing text, images, etc. on both sides in terms of pages; describe a volume, **etc.** with leaves bearing text, images, etc. on only one side in terms of leaves; and describe a volume, **etc.** that has more than one column to a page and is numbered in columns in terms of columns.

If the **manifestation** contains sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.<sup>1</sup> Describe a **volume, etc.** without numbering in terms of leaves or pages, but not of both. For the treatment of plates, see C1.5B2.10. [2.5B1]

**C1.5B2.2.** Give the number of pages, leaves, or columns in terms of the numbered or lettered sequences in the volume, **etc.** Give the last numbered page, leaf, or column in each sequence and follow it with the appropriate term or abbreviation. [2.5B2]

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<sup>1</sup> A sequence of pages or leaves is: (1) a separately numbered group of pages, leaves, etc.; (2) an unnumbered group of pages, etc., that stands apart from other groups in the publication; or (3) a number of pages or leaves of plates distributed throughout the publication.

BOOKS, ATLASES, ALBUMS, ETC.

1 v. (327 p.)

1 portfolio (321 leaves)

1 v. (381 columns)

1 v. (xvii, 323 p.)

1 portfolio (27 p., 300 leaves)

1 atlas (xvii, 37 p., 74 leaves of plates) [from 3.5B3]

Give pages, etc., that are lettered inclusively in the form *A-K p.*, *a-d leaves*, etc. Give pages, etc., that are numbered in words or characters other than arabic or roman in arabic figures. [2.5B2]

1 v. (A-Z p.)

(Pages lettered: A-Z)

1 pamphlet (32 p.)

(Pages numbered in words)

**C1.5B2.3.** Disregard unnumbered sequences, unless such a sequence constitutes the whole (see C1.5B2.7) or a substantial part (see also C1.5B2.8) of the **manifestation**, or unless an unnumbered sequence includes pages, etc., that are referred to in a note. When recording the number of unnumbered pages, etc., either give the estimated number preceded by *ca.*, without square brackets, or enclose the exact number in square brackets. [2.5B3]

1 part (8, vii, ca. 300, 73 p.)

1 portfolio (33, [31] leaves)

1 v. ([8], 155 p.)

Note: Bibliography: 6th prelim. page

Disregard unnumbered sequences of inessential matter (advertising, blank pages, etc.). [2.5B3]

**C1.5B2.4.** If the **number on** the last page or leaf of a sequence does not represent the total number of pages or leaves in that sequence, let it stand uncorrected unless it gives a completely false impression of the extent of the **manifestation**, as, for instance, when only alternate pages are numbered or when the number on the last page or leaf of the sequence is misprinted. Supply corrections in such cases in square brackets. [2.5B4]

1 v. (48 [i.e. 96] p.)

1 v. (329 [i.e. 392] p.)

**C1.5B2.5.** If the numbering within a sequence changes (e.g., from roman to arabic numerals), ignore the numbering of the first part of the sequence. [2.5B5]

BOOKS, ATLASES, ALBUMS, ETC.

1 v. (176 p.)  
(Pages numbered: i-xii, 13-176)

**C1.5B2.6.** If the pages, etc., are numbered as part of a larger sequence (e.g., one volume of a multivolume **manifestation**) or if the **manifestation** appears to be incomplete (see also **C1.5B2.16**), give the first and last numbers of the pages or leaves, preceded by the appropriate term or abbreviation. **[2.5B6]**

1 portfolio (leaves 81-149)

1 part (p. 713-797)

**C1.5B2.7.** If the pages or leaves of a volume, **etc.** are unnumbered and the number of pages or leaves is readily ascertainable, give the number in square brackets. If the number is not readily ascertainable, estimate the number of pages or leaves and give that estimated number without square brackets and preceded by *ca.* **[2.5B7]**

1 v. ([93] p.)

1 portfolio ([55] leaves)

1 v. (ca. 600 p.)

1 v. (ca. 300 leaves)

**C1.5B2.8.** If the volume has complicated or irregular paging, give the pagination using one of the following methods:

- a) Give the total number of pages or leaves (excluding those **that** are blank or contain advertising or other inessential matter) followed by ***in various pagings*** or ***in various foliations***.

1 v. (1000 p. in various pagings)

1 portfolio (256 leaves in various foliations)

- b) Give the number of pages or leaves in the main sequences of the pagination and add the total number, in square brackets, of the remaining variously paged sequences.

1 v. (226, [44] p.)

1 v. (366, 98, [99] p.)

- c) Give ***1 v. (various pagings)***, ***1 case***, or ***1 portfolio***, as appropriate. **[2.5B8]**

**C1.5B2.9.** For loose-leaf **manifestations** that are designed to receive additions, give ***loose-leaf*** in parentheses following the number of volumes. **[2.5B9 modified]**

1 v. (loose-leaf)

3 v. (loose-leaf)

**C1.5B2.10. Leaves or pages of plates.** Give the number of leaves or pages of plates (see **Glossary**) at the end of the sequence(s) of pagination, whether the plates are found together or distributed throughout the **manifestation**, or even if there is only one plate. If the numbering of the leaves or pages of plates is complex or irregular, follow the instructions in **C1.5B2.8. [2.5B9]**

1 v. (246 p., 32 p. of plates)

1 v. (xvi, 249 p., [12] leaves of plates)

1 part (x, 32, 73 p., [1] leaf of plates)

1 v. (xii, 24 p., 212, [43] leaves of plates)

If the volume, **etc.** contains both leaves and pages of plates, give the number in terms of whichever is predominant. **[2.5B9]**

1 v. (323 p., [19] p. of plates)  
*(Contains 16 pages and 3 leaves of plates)*

**C1.5B2.11.** Describe folded leaves as such. **[2.5B10]**

1 portfolio (122 folded leaves)

1 v. (230 p., 25 leaves of plates (some folded))

1 case (25 folded leaves of plates)

**C1.5B2.12.** If numbered pages or leaves are **presented** on a double leaf (e.g., books in the traditional oriental format), give them as pages or leaves according to their numbering. If they are unnumbered, count each double leaf as two pages. **[2.5B11]**

**C1.5B2.13.** If the paging is duplicated, as is sometimes the case with books having parallel texts, give both pagings and make an explanatory note (see **C1.7B18**). **[2.5B12]**

1 v. (xii, 35, 35 p.)  
**Note:** Opposite pages bear duplicate numbering

**C1.5B2.14.** If a volume, **etc.** has a pagination of its own and also bears the pagination of a larger work of which it is a part, give the paging of the individual volume, **etc.** in this area and give the continuous paging in a note (see **C1.7B18**). **[2.5B13]**

1 part (328 p.)  
**Note:** Pages also numbered 501-828

**C1.5B2.15.** If the volume, **etc.** has groups of pages numbered in opposite directions, as is sometimes the case with books having texts in two languages, give the pagings of the various sections in order, starting from the title page selected for cataloguing. **[2.5B14]**

1 v. (ix, 155, 127, x p.)

**C1.5B2.16.** If the last part of **the item** is missing and the paging of a complete copy cannot be ascertained, give the number of the last numbered page followed by **+ p.** Make a note of the imperfection (see **C1.7B36**). **[2.5B15]**

1 v. (xxiv, 179 + p.)

**Note:** Library's copy imperfect: all after p. 179 wanting

**C1.5B2.17.** If the number of bibliographic volumes differs from the number of physical volumes, give the number of bibliographic volumes followed by *in* and the number of physical volumes. **[2.5B18]** **[Move this rule to precede C1.5B2.1?]**

8 v. in 5

**C1.5B2.18.** If a set of volumes is continuously paged, give the pagination in parentheses after the number of volumes. Ignore separately paged sequences of preliminary matter in volumes other than the first. **[2.5B19]**

2 v. (xxxxi, 999 p.)

3 v. (xx, 800 p.)

(Pages numbered: xx, 1-201; xx, 202-513; xxi, 514-800)

**C1.5B2.19.** If the volumes, **etc.** in a **multipart** set are individually paged, give the pagination of each volume, **etc.** in parentheses after the number of volumes, **etc.** **[2.5B20]**

2 v. (xvi, 329; xx, 412 p.)

*Optionally, omit the pagination of individually paged volumes, etc.* **[new]**

**C1.5B2.20. Scores, parts, etc.** Record the number of components in a book, etc. comprising primarily **music** by giving the number of scores or parts in arabic numerals and one of the following terms as appropriate: **[5.5B1]**

score  
condensed score  
close score  
miniature score<sup>2</sup>  
piano [violin, etc.] conductor part  
vocal score  
piano score  
chorus score  
part

2 v. (1 score)

1 v. (1 vocal score)

1 v. (4 parts)

<sup>2</sup> Use for scores reduced in size and not intended primarily for performance.

## BOOKS, ATLASES, ALBUMS, ETC.

For special types of music, use an appropriate specific term (e.g., *choir book*, *table book*).  
[5.5B1]

1 v. (1 choir book)

If none of the terms above is appropriate, use *v. of music*, *p. of music*, or *leaves of music*.  
If a general material designation (see A1.1C1) is used, *optionally* omit *of music*. [5.5B1]

1 v. (xx p., 55 p. of music)

**C1.5B2.21.** Give the number of scores and/or parts issued by the publisher. [5.5B2]

1 v. (1 score and part)

Note: Part printed on p. 5 of the score

If the manifestation consists of different types of score, or a score and parts separately, or different types of score and parts, give the details of each in the order of the list in C1.5B20, separated from each other by a space, plus sign, space. [5.5B2]

*Optionally*, add the pagination as instructed in C1.5B2.1-C1.5B2.19. [5.5B2]

1 v. (1 score, vi, 27 p.)

1 v. (2 scores, 20 p. each)

25 v. (1 score, viii, 278 p. + 24 parts)

18 v. (1 score, 23 p. + 1 piano conductor part, 8 p. + 16 parts)

**C1.5B2.22. Early printed books, etc.** In recording the pagination of a single volume or multivolume early printed book, etc., give each sequence of leaves, pages, or columns in the terms and form presented in the item. If the volume is printed in pages but numbered as leaves, give the numbering as leaves. If required, give more precise information about pagination, blank leaves, or other aspects of collation, by *either* expanding the statement of extent (if this can be done succinctly) *or* making a note. [2.17A1]

1 v. (xi, 31 p.)

1 v. (XII, 120 leaves)

1 v. (x, 32 p., 90 leaves)

1 v. (xi, [79] leaves)

1 v. ([160] p.)

1 portfolio (40 leaves, [8] p.)

**C1.5B2.23. Manuscripts.** Record the number of leaves or pages as instructed in C1.5B2.1-C1.5B2.19. [4.5B1]

1 sheet ([2] p.)

## BOOKS, ATLASES, ALBUMS, ETC.

3 sheets ([5] p.)

1 portfolio (23 leaves)

1 case (iv, 103 leaves)

1 portfolio ([63] leaves)

1 sheet ([4] p.)

1 portfolio ([4], 103 p.)

leaves 51-71 **[Need a general rule for extent of content parts? Or leave in section on analytics?]**

If the manuscript has been bound, add bound at the end of the statement of extent. **[4.5B1]**

1 v. ([70] leaves, bound)

1 v. (4, [20], 30 p., bound)

Add, to the pagination, etc., of ancient, medieval, and Renaissance manuscripts, the number of columns (if more than one) and the average number of lines to the page. **[4.5B1]**

1 v. ([208] leaves (41 lines))

1 v. ([26] leaves (2 columns, 45-47 lines)) **[from 4.5B1]**

**Optionally,** if a pagination is given, add the number of leaves.

**C1.5B2.24.** If a publication was planned to be in more than one volume, but not all have been published and it appears that publication will not be continued, describe the incomplete set as appropriate (i.e., give paging for a single volume or number of volumes for multiple volumes). Make a note (see **C1.7B18**) to the effect that no more volumes have been published. **[2.5B21; to be relocated to the chapter on successively issued resources]**

### C1.5D. Dimensions

**C1.5D1.** Give the dimensions as instructed in **C1.5D1.1-C1.5D1.4.**

**C1.5D1.1.** Give the height of the item in centimetres, to the next whole centimetre up (e.g., if an item measures 17.2 centimetres, give *18 cm*). Measure the height of the binding if the volume is bound. Otherwise, measure the height of the item itself. If the item measures less than 10 centimetres, give the height in millimetres. **[2.5D1]**

**C1.5D1.2.** If the width of the volume, **etc.** is either less than half the height or greater than the height, give the height × width. **[2.5D2]**

; 20 × 8 cm

; 20 × 32 cm

**C1.5D1.3.** If the item consists of separate physical units of varying height bound together, give the height of the binding only. **[2.5D5]**

**C1.5D1.4. Early printed books, etc.** Give the dimensions of an **early printed book**, etc. as instructed in **C1.5D1.1-C1.5D1.3.** Give the format in an abbreviated form (e.g., fol., 4to, 8vo, 12mo) **in parentheses following the dimensions.** **[2.17C1]**

; 23 cm (4to)

; 20 cm (8vo)

; 33 cm (fol.)

; 23 cm (4to)

**C1.5D3. Scores, parts, etc.** If the item consists of score(s) and part(s), give the dimensions after all the details of the score(s) and part(s). If the dimensions of the score(s) and part(s) differ, give the dimensions of each after the details to which they apply. **[5.5D1]**

1 v. (1 score, 20 p.) + 1 v. (1 part) ; 28 cm

1 v. (1 score, vi, 63 p.) ; 20 cm + 16 v. (16 parts) ; 32 cm

*Notes Relating to the Technical Description  
for Specific Forms of Carrier*

**C1.7. NOTE AREA**

**C1.7B18. Technical description**

**C1.7B18.1.** Make notes on important details of extent and dimensions that are not included in the technical description area. **[2.7B10]**

[New example] **[? Add example to illustrate note for 2.5B13]**

[New example] **[? Add example to illustrate note for 2.5B14]**

No more published

**C1.7B18.2. Duration of performance.** Give the duration of performance **of musical content** if it is stated in the item. Give the duration in English and in abbreviated form. **[5.7B10]**

Duration: 18 min.

Duration: about 1 hr., 10 min.

**C1.7B18.3. Early printed books, etc.** Give the number of columns or lines, if considered **to be important.** **[2.18E1]**

BOOKS, ATLASES, ALBUMS, ETC.

24 lines

**C1.7B18.4. Signatures.** For *early printed books, etc.*, make a note giving details of the signatures, if considered to be important.

Signatures: a-v8, x6 [2.18D1]

Woodcuts on leaves B2b and C5b signed: b [2.18E1]

**C1.7B36. Copy being described**

**C1.7B36.1.** Give important details relating to extent and dimensions of the particular copy being described. [2.7B20]

Library's copy lacks appendices, p. 245-260

## CHAPTER

# C2

## Unbound Sheets, Broadsides, Posters, Wall Charts, etc.

### C2.0. PRELIMINARY RULES

**C2.0A. Scope.** The rules in this chapter apply specifically to carriers in the form of unbound sheets, broadsides, posters, wall charts, flipcharts, etc., and supplement the general rules in Chapter A1 that pertain to extent, dimensions, and notes relating to those elements.

This chapter covers all carriers comprising one or more sheets of paper, parchment, or other opaque material that are either unattached or, in the case of a flipchart, hinged together at the top or side, designed for presentation on an easel.

### C2.5. TECHNICAL DESCRIPTION AREA

#### C2.5B. Statement of extent (including specific material designation)

**C2.5B1.** Record the number of physical units by giving the number of units in arabic numerals and one of the following terms as appropriate: [8.5B1]

art print	
broadside	[from 2.5B1]
chart	
flipchart	
picture	
poster	
sheet	[from 2.5B1]
study print	
technical drawing	
wall chart	

1 broadside [from 2.5B2]

1 sheet [from 2.5B2]

1 wall chart

UNBOUND SHEETS, BROADSIDES, POSTERS, WALL CHARTS, ETC.

3 wall charts

1 study print [new]

Describe a broadside as such. [from 2.5B1]

Describe a single sheet (folded or not) as *sheet*. [from 2.5B1]

Use *flip chart(s)* for sets of sheets hinged together at the top or side, designed for presentation on an easel. [derived from Glossary]

*Optionally*, add a more specific term to one of those listed above. [8.5B1]

[New example]

*Optionally*, if the manifestation comprises two or more physical units and each of the physical units comprises only one component, omit the number of physical units from the statement of extent, and give only the number of components as instructed in C2.5B2. [new]

**C2.5B2.** Specify the number of components, as appropriate, in parentheses following the number of physical units as instructed in C2.5B2.1-C2.5B2.4.

If the sheet, etc. comprises primarily *cartographic content*, give the number maps, etc. as instructed in C2.5B2.1-C2.5B2.3.

For *flip charts*, see C2.5B2.4.

If the number of physical units is omitted from the statement of extent (see C2.5B1 options), omit the parentheses when giving the number of components. [new]

**C2.5B2.1. Maps, etc.** Record the components by giving the number of maps, etc. Use arabic numerals and one of the following terms. [3.5B1]

diagram  
map  
profile  
remote-sensing image  
section  
view

1 sheet (1 map)

1 sheet (3 diagrams)

4 sheets (1 map)

10 sheets (10 identical maps)

If the components of the manifestation are very numerous and the exact number cannot be readily ascertained, give an approximate number. [3.5B1]

1 case (ca. 800 maps)

**C2.5B2.2.** If the maps, etc., are presented on a single sheet in two or more segments designed to fit together to form one or more maps, etc., give the number of complete maps, etc., followed by *in* and the number of segments. [3.5B2]

UNBOUND SHEETS, BROADSIDES, POSTERS, WALL CHARTS, ETC.

1 sheet (1 section in 4 segments)

2 sheets (2 views in 6 segments)

*Optionally*, omit the specification of the number of segments from the statement of extent and, if desired, give such information in a note (see C2.7B18). **[3.5B2]**

[New example]

**C2.5B2.3.** If the manifestation consists of a number of sheets each of which is a complete map, etc., treat it as a collection and describe it as instructed in A1.XX. **[3.5B2]** **[Original reference back to 3.5B1]** **[? What is the intent of the rule?]**

**C2.5B2.4. Flip charts.** Record the number of components of a flip chart by giving the number or approximate number of sheets. **[8.5B3]**

1 flip chart (8 sheets)

If the parts of a multipart **flip chart** have the same number of components (i.e., sheets) or approximately the same number of components, use the form **3 flip charts (20 sheets each)**. Otherwise, give the total number of components if they are consecutively numbered or omit the statement of the number of components. **[8.5B5]**

2 flip charts (30 sheets each)

3 flip charts (60 sheets) **[new]**

4 flip charts

**C2.5B2.5. Early printed books, etc.** **[A rule is needed to cover those aspects of 2.17A1 that apply to loose sheets, particularly the requirement to record the numbering as it appears on the sheets]**

[2] sheets

VIII sheets

**C2.5B2.6. Manuscripts.** Add the number of leaves or pages as instructed in C1.5B2.1–C1.5B2.19. **[4.5B1]**

1 sheet ([2] p.)

3 sheets ([5] p.)

1 sheet ([4] p.)

## C2.5D. Dimensions

**C2.5D1.** Give the dimensions as instructed in C2.5D1.1–C2.5D1.11.

For *manuscripts*, see C2.5D1.2.

For *art prints*, see C2.5D1.3.

UNBOUND SHEETS, BROADSIDES, POSTERS, WALL CHARTS, ETC.

For *technical drawings* and *wall charts*, see C2.5D1.4.

For *maps*, etc., see C2.5D1.5-C2.5D1.11.

**C2.5D1.1.** Give the height and the width in centimetres, to the next whole centimetre up, for a single sheet, broadside, picture, study print, etc. [8.5D1]

1 picture : b&w ; 20 × 25 cm

1 study print : col. ; 34 × 47 cm

1 technical drawing : blueprint ; 87 × 87 cm

If *the sheet, etc.* is designed to be folded when issued, add the dimensions of the sheet when folded, separating the dimensions by a comma. [2.5D4]

1 sheet ; 48 × 30 cm, folded to 24 × 15 cm

If the sheet is designed to be read in pages when folded, describe it as *1 folded sheet* and give the number of imposed pages and the height of the sheet when folded. [2.5D4]

1 folded sheet (8 p.) ; 18 cm

**C2.5D1.2. Manuscripts.** Give the height of a manuscript comprising unbound sheets in centimetres to the next whole centimetre up. Add the width if it is less than half the height or greater than the height. If the manuscript is kept folded, add the dimensions when folded, separating the dimensions by a comma. [4.5D1]

3 sheets (6 p.) ; 24 cm

4 sheets ([7] p.) ; 24 × 30 cm

1 sheet (12 leaves) : ill. ; 20 cm, folded to 10 × 12 cm

1 sheet ([1] leaf) : parchment ; 35 × 66 cm, folded to 10 × 19 cm

**C2.5D1.3. Art prints.** Give the height × width of an art print, excluding any frame or mount (see also C2.7B18.1). [8.5D4]

1 art print : lithograph, col. ; 28 × 36 cm

**C2.5D1.4. Technical drawings and wall charts.** Give the height × width of a technical drawing or wall chart when extended and (when appropriate) folded, separating the dimensions by a comma. [8.5D6]

1 wall chart : col. ; 244 × 26 cm, folded to 30 × 26 cm

**C2.5D1.5. Maps, etc.** Give the height × width in centimetres, to the next whole centimetre up (e.g., if a measurement is 37.1 centimetres, record it as 38 cm). *Optionally*, for early and manuscript sheet maps, etc., give the dimensions to the nearest tenth of a centimetre. Give the measurements of the face of the map, etc., measured within the neat line. Give the diameter of a circular map, etc., and specify it as such. If a map, etc., is irregularly shaped, or

UNBOUND SHEETS, BROADSIDES, POSTERS, WALL CHARTS, ETC.

if it has no neat line, or if it bleeds off the edge, give the greater or greatest dimensions of the map itself. If it is difficult to determine the points for measuring the height and the width of the map, etc. (e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders), give the height × width of the sheet specified as such. **[3.5D1]**

- 1 sheet (1 map) : col. ; 25 × 35 cm
- 1 sheet (1 ms. map) ; 123.5 × 152.4 cm
- 1 sheet (1 map) : col. ; 45 cm in diam.
- 1 sheet (1 map) : col. ; sheet 45 × 33 cm

**C2.5D1.6.** If a map, etc., is on sheets of two sizes, give both sets of dimensions. If the sheets are of more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*. **[3.5D1]**

- 2 sheets (1 map) ; sheets 25 × 35 cm and 30 × 35 cm
- 4 sheets (1 map) ; sheets 30 × 40 cm or smaller

**C2.5D1.7.** If a map, etc., is on one or more sheets in two or more segments designed to fit together to form one map, etc., give the dimensions of the complete map, etc., followed by the dimensions of the sheet(s). Separate the dimensions by a comma and precede the sheet dimension with *on* unless the number of sheets is given in the **statement of extent**. If such a map, etc., is mounted, give the dimensions of the whole map, etc., alone. **[3.5D1]**

- 1 sheet (1 map in 4 segments) ; 10 × 60 cm, sheet 25 × 35 cm
- 9 sheets (1 map) ; 264 × 375 cm, sheets 96 × 142 cm
- 1 sheet (1 map) ; 120 × 276 cm  
(*Mounted map created from several segments*)

**C2.5D1.8.** If it is difficult to determine the points for measuring the height and width of a complete map, etc., that is in segments, or if it is difficult to assemble the map, etc., for measuring, give only the height and width of the sheet(s) specified as such. **[3.5D1]**

- 3 sheets (1 map) ; sheets 30 × 40 cm
- 6 sheets (2 maps) ; sheets 60 × 60 cm or smaller

**C2.5D1.9.** If the size of either dimension of a map, etc., is less than half the same dimension of the sheet on which it is printed or if there is substantial additional information on the sheet (e.g., text), give the size of the map, etc., followed by the sheet size. Separate the dimensions by a comma and precede the sheet size with *on*. **[3.5D1]**

- 1 sheet (1 map) ; 20 × 31 cm, on sheet 42 × 50 cm

**C2.5D1.10.** If a map, etc., is presented with an outer cover within which it is intended to be folded or if the sheet itself contains a panel or section designed to appear on the outside when

## UNBOUND SHEETS, BROADSIDES, POSTERS, WALL CHARTS, ETC.

the sheet is folded, give the size of the map, etc., and add the sheet size in folded form, preceded by a comma. **[3.5D1]**

1 sheet (1 map) ; 80 × 57 cm, folded to 21 × 10 cm

1 sheet (1 map) : col. ; 9 × 20 cm, on sheet 40 × 60 cm, folded to 21 × 10 cm

**C2.5D1.11.** If a map, etc., is presented on both sides of a sheet at a consistent scale, give the dimensions of the map, etc., as a whole, and give the sheet size, separated by a comma and preceded by *on*. If it is difficult to measure such a map, etc., give the sheet size alone. **[3.5D1]**

1 sheet (1 map) : both sides ; 45 × 80 cm, on sheet 50 × 44 cm  
(*Printed on both sides of sheet with line for joining indicated*)

1 sheet (1 map) : both sides ; on sheet 45 × 30 cm  
(*Printed on both sides of sheet*)

**C2.5D3. Maps, etc.** If the maps, etc., in a collection are of two sizes, give both. If they are of more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*. **[3.5D1]** **[Number this as supplementary rule related to a general rule on collections?]**

60 sheets (60 maps) ; 44 × 55 cm and 48 × 75 cm

60 sheets (60 maps) ; 60 × 90 cm or smaller

### *Notes Relating to the Technical Description for Specific Forms of Carrier*

## C2.7. NOTE AREA

### **C2.7B18. Technical description**

**C2.7B18.1.** Make notes on important details of extent and dimensions that are not included in the **technical** description area. **[2.7B10/4.7B10/8.7B10]**

In case 20 × 24 cm **[4.7B10]**

Watermark: C. & I. Honig **[from 3.7B10]**

**C2.7B18.2. Art prints.** Make notes on the size of an art print when framed or mounted. **[8.7B10]**

Size when framed: 40 × 35 cm

**C2.7B18.3. Manuscripts.** Give the number of gatherings with mention of blank, damaged, or missing leaves, and any earlier foliation.

UNBOUND SHEETS, BROADSIDES, POSTERS, WALL CHARTS, ETC.

Signatures (with catchwords at the end of each): [4] leaves (on vellum), [a]<sup>10</sup>, b<sup>10+2</sup> (1st and last leaves on vellum), c-f<sup>10</sup>, g<sup>10+2</sup>, h-p<sup>10</sup>, q<sup>10+2</sup>, (2nd and 11th leaves on vellum), r-t<sup>10</sup>, v8 (the last 2 leaves blank) [4.7B23]

**C2.7B19. Accompanying material.** Give details of materials accompanying a *manuscript* or *manuscript collection*, especially (for letters) envelopes, enclosures, and endorsements; (for legal documents) accompanying papers and endorsements; and (for collections) unpublished guides. **[move to a section on collections?]**

Accompanied by autobiographical sketch (2 p., holograph)

Accompanied by slip containing emendations

In envelope, with enclosure (4 p. on 2 leaves, holograph, signed)

Endorsement: Thomas Kitchen to Ellen Montgomery Jones

Accompanied by photocopies of documents relating to the probate of the will

Unpublished guide in the library

Indexed in the library's catalogue

## CHAPTER

# C3

## Photoprints, Postcards, Flash Cards, etc.

### C3.0. PRELIMINARY RULES

**C3.0A. Scope.** The rules in this chapter apply specifically to carriers in the form of photoprints, postcards, flash cards, activity cards, etc., and supplement the general rules in Chapter A1 that pertain to extent, dimensions, and notes relating to those elements.

This chapter covers all carriers comprising one or more unattached small-format sheets of photographic paper, paperboard, card stock, or other opaque material.

### C3.5. TECHNICAL DESCRIPTION AREA

#### C3.5B. Statement of extent (including specific material designation)

**C3.5B1.** Record the number of physical units by giving the number of units in arabic numerals and one of the following terms as appropriate: **[8.5B1]**

activity card  
flash card  
photograph  
postcard

If none of the terms listed above is appropriate, give the specific name of the unit as concisely as possible. **[8.5B1]**

[New example]

If the exact number cannot be readily ascertained, give an approximate number. **[8.5B1]**

ca. 1,000 postcards

*Optionally*, add a more specific term to one of those listed above. **[8.5B1]**

50 identical sets of 10 activity cards

**C3.5D. Dimensions**

**C3.5D1.** Give the height × width in centimetres, to the next whole centimetre up. **[8.5D1]**

16 flash cards : col. ; 28 × 10 cm

24 photographs : b&w ; 13 × 8 cm

*Notes Relating to the Technical Description  
for Specific Forms of Carrier*

**C3.7. NOTE AREA**

**C3.7B18. Technical description**

**C3.7B18.1.** Make notes on important details of extent and dimensions that are not included in the technical description area, especially if these affect the use of the resource. **[8.7B10]**

[New example]

CHAPTER

C4

Models, Globes, Sculptures, etc.

C4.0. PRELIMINARY RULES

**C4.0A. Scope.** The rules in this chapter apply specifically to materials in the form of models, globes, sculptures, and other three-dimensional objects and artefacts, and supplement the general rules in Chapter A1 that pertain to extent, dimensions, and notes relating to those elements.

C4.5. TECHNICAL DESCRIPTION AREA

**C4.5B. Statement of extent (including specific material designation)**

**C4.5B1.** Record the number of physical units by giving the number of units in arabic numerals and one of the terms listed below, as appropriate. [10.5B1]

art original  
art reproduction  
diorama  
exhibit  
game  
globe [from 3.5B1]  
mock-up  
model

1 game

2 dioramas

1 globe [from 3.5B1]

If none of these terms is appropriate, give the specific name of the resource or the names of the parts of the resource as concisely as possible. [10.5B1]

1 clockwork toy train

## MODELS, GLOBES, SCULPTURES, ETC.

- 2 jigsaw puzzles
- 3 hand puppets
- 2 feather headbands, 1 pair beaded moccasins
- 3 quilts

*Optionally*, if general material designations are used (see 1.1C1) and the general material designation consists of one of the above listed terms, omit that term and give a description of the components alone (see C4.5B2). [10.5B1]

- 1 board, 32 pieces, 2 poker dice

**C4.5B2.** Specify the number and the name(s) of component pieces in parentheses following the number of physical units, when appropriate. [10.5B2]

- 1 jigsaw puzzle (1,000 pieces)
- 1 game (1 board, 50 cards, 5 role cards, 2 dice)

If the pieces cannot be named concisely or if their number cannot be readily ascertained, add (*various pieces*) and *optionally* give the details of the pieces in a note (see C4.7B18). [10.5B2]

- 2 games (various pieces)
- 1 diorama (various pieces)
- Note:* Contains 1 small stage, 5 foreground transparencies, 2 backgrounds, 5 story sheets, and 1 easel

### C4.5D. Dimensions

**C4.5D1.** When appropriate, give the dimensions of the object. Give them in centimetres, to the next whole centimetre up. If necessary, add a word to indicate which dimension is being given. If multiple dimensions are given, give them as height × width × depth. [10.5D1]

- 1 sculpture : polished bronze ; 110 cm high

1 model : plastic, col. ; 45 × 35 × 2 cm

If the object is in a container, name the container and give its dimensions either after the dimensions of the object or as the only dimensions.

**C4.5D1.1. Globes.** Give the diameter of a globe, specified as such. [3.5D4]

- 1 globe : col., wood, on metal stand ; 12 cm in diam.

*Notes Relating to the Technical Description  
for Specific Forms of Carrier*

**C4.7. NOTE AREA**

**C4.7B18. Technical description.**

**C4.7B18.1. Extent.** If the **technical** description includes *various pieces* and a description of the pieces is considered to be useful, give such a description. **[10.7B10]**

Includes headdress, beaded shirt, trousers, and moccasins

Contains 1 small stage, 5 foreground transparencies, 2 backgrounds, 5 story sheets, and 1 easel

## CHAPTER

# C5

## Slides, Transparencies, Fiches, etc.

### C5.0. PRELIMINARY RULES

**C5.0A. Scope.** The rules in this chapter apply specifically to carriers in the form of slides, transparencies, fiches, etc., and supplement the general rules in Chapter A1 that pertain to extent, dimensions, and notes relating to those elements.

This chapter covers all carriers comprising one or more unattached rectangular pieces of film, glass, or other transparent material bearing images or specimens intended to be viewed by means of projection, illumination, and/or magnification.

### C5.5. TECHNICAL DESCRIPTION AREA

#### C5.5B. Statement of extent (including specific material designation)

**C5.5B1.** Record the number of physical units by giving the number of units in arabic numerals and one of the terms listed below, as appropriate. [8.5B1]

aperture card	[from 11.5B1]
microfiche	[from 11.5B1]
microopaque	[from 11.5B1]
microscope slide	[from 10.5B1]
radiograph	
slide	
stereograph	
transparency	

100 slides

12 transparencies

3 microfiches [from 11.5B1]

25 aperture cards [from 11.5B1]

10 microopaques [from 11.5B1]

## SLIDES, TRANSPARENCIES, FICHES, ETC.

1 microscope slide [from 10.5B1]

6 microscope slides [from 10.5B1]

*Optionally*, add a more specific term to one of those listed above. [8.5B1]

50 identical sets of 10 slides

**C5.5B2.** Specify the number of components, as appropriate, in parentheses following the number of physical units as instructed in C5.5B2.1-C5.5B2.3.

**C5.5B2.1. Microfiches.** Give the number of frames of a microfiche or microfiche set if that number can be readily ascertained. [11.5B2]

2 microfiches (147 fr.)

1 microfiche (120 fr.)

3 microfiches (ca. 120 fr. each)

**C5.5B2.2. Stereographs.** Record the number of pairs of frames of a stereograph. [8.5B2]

1 stereograph reel (7 pairs of fr.)

If the parts of a multipart stereograph have the same number of components (i.e., pairs of frames) or approximately the same number of components, use the form *6 stereographs (7 pairs of fr. each)* or *12 stereographs (ca. 8 pairs of fr. each)*, etc. Otherwise, give the total number of pairs of frames if they are consecutively numbered or omit the statement of the number of components. [8.5B5]

8 stereographs (7 pairs of fr. each) [new]

**C5.5B2.3. Transparencies.** Give the number or approximate number of overlays, if any, for a transparency. If the overlays are attached, indicate this. [8.5B4]

1 transparency (5 overlays)

1 transparency (5 attached overlays)

If the parts of a multipart transparency have the same number of components (i.e., overlays) or approximately the same number of components, use the form *3 transparencies (50 overlays each)* or *4 transparencies (ca. 10 overlays each)*, etc. Otherwise, give the total number of components if they are consecutively numbered or omit the statement of the number of components. [8.5B5]

2 transparencies (20 overlays)

### C5.5D. Dimensions

**C5.5D1.** Give the height × width in centimetres, to the next whole centimetre up. [8.5D1]

## SLIDES, TRANSPARENCIES, FICHES, ETC.

1 radiograph ; 38 × 38 cm

**C5.5D1.1. Aperture cards.** Give the height × width of an aperture card mount in centimetres. **[11.5D2]**

20 aperture cards ; 9 × 19 cm

**C5.5D1.2. Microfiches.** If the dimensions of a microfiche are other than 10.5 × 14.8 cm, give the height × width in centimetres. **[11.5D3]**

1 microfiche ; 12 × 17 cm

2 microfiches ; 11 × 15 cm-12 × 17 cm

**C5.5D1.3. Microopaques.** Give the height × width of a microopaque in centimetres. **[11.5D5]**

5 microopaques ; 8 × 13 cm

**C5.5D1.4. Microscope slides.** Give the height × width of a microscope slide in centimetres. **[10.5D1]**

6 microscope slides : stained ; 3 × 8 cm

**C5.5D1.5. Slides.** Do not give the dimensions of slides if they are 5 × 5 cm (2 × 2 in.). **[8.5D5]**

1 slide : col.

1 slide : b&w ; 7 × 7 cm

**C5.5D1.6. Stereographs.** Do not give the dimensions of a stereograph. **[8.5D3]**

### *Notes Relating to the Technical Description for Specific Forms of Carrier*

#### **C5.7. NOTE AREA**

##### **C5.7B18. Technical description**

**C5.7B18.1.** Make notes on important details of extent and dimensions that are not included in the technical description area, especially if these affect the use of the resource. **[8.7B10/10.7B10/11.7B10]**

[New example]

## CHAPTER

# C6

## Filmstrips, Filmslips, Roll Film, etc.

### C6.0. PRELIMINARY RULES

**C6.0A. Scope.** The rules in this chapter apply specifically to carriers in the form of filmstrips, filmslips, roll film, etc., and supplement the general rules in Chapter A1 that pertain to extent, dimensions, and notes relating to those elements.

This chapter covers all carriers, with the exception of motion picture film (see chapter C8), comprising a length of film or other transparent material bearing images intended to be viewed by means of projection or magnification, without reel(s) encased within a housing (see chapter C8).

### C6.5. TECHNICAL DESCRIPTION AREA

#### C6.5B. Statement of extent (including specific material designation)

**C6.5B1.** Record the number of physical units by giving the number of units in arabic numerals and one of the terms listed below, as appropriate. [8.5B1]

filmslip  
filmstrip  
microfilm roll [new]

1 filmstrip [new]

*Optionally*, add a more specific term to one of those listed above. [8.5B1]

[New example]

**C6.5B2.** Specify the number of components, as appropriate, in parentheses following the number of physical units as instructed in C6.5B2.1.

**C6.5B2.1. Filmslips and filmstrips.** Record the number of frames or double frames of a filmslip or filmstrip. [8.5B2]

1 filmstrip (36 fr.)

## FILMSTRIPS, FILMSLIPS, ROLL FILM, ETC.

1 filmstrip (10 double fr.)

If the frames are unnumbered and their number cannot be readily ascertained, give an approximate number. **[8.5B2]**

1 filmstrip (ca. 100 fr.)

If the title frames are separately numbered, give the number of title frames after the number of other frames. **[8.5B2]**

1 filmstrip (41 fr., 4 title fr.)

If the parts of a multipart filmstrip or filmstrip have the same number of components (i.e., frames or double frames) or approximately the same number of components, use the form 3 filmstrips (50 fr. each) or 3 filmslips (ca. 10 fr. each), etc. Otherwise, give the total number of components if they are consecutively numbered or omit the statement of the number of components. **[8.5B5]**

4 filmstrips (50 double fr. each)

### C6.5D. Dimensions

**C6.5D1.** Give the gauge (width) of the film or microfilm in millimetres. **[8.5D2]**

1 filmstrip (50 fr.) : col. ; 35 mm

1 microfilm roll ; 16 mm **[new]**

### *Notes Relating to the Technical Description for Specific Forms of Carrier*

### C6.7. NOTE AREA

#### **C6.7B18. Technical description**

**C6.7B18.1.** Make notes on important details of extent and dimensions that are not included in the technical description area, especially if these affect the use of the resource. **[8.7B10/11.7B10]**

[New example]

CHAPTER

C7

Discs/Disks, Cylinders, etc.

C7.0. PRELIMINARY RULES

**C7.0A. Scope.** The rules in this chapter apply specifically to carriers in the form of discs, cylinders, etc., and supplement the general rules in Chapter A1 that pertain to extent, dimensions, and notes relating to those elements.

This chapter covers all carriers in a circular or cylindrical form designed for use with a mechanical or electronic device.

C7.5. TECHNICAL DESCRIPTION AREA

**C7.5B. Statement of extent (including specific material designation)**

**C7.5B1.** Record the number of physical units by giving the number of units in arabic numerals and one of the terms listed below, as appropriate. [6.5B1/7.5B1/9.5B1]

computer disk  
computer optical disc  
sound disc  
videodisc

2 videodiscs

1 computer disk

1 computer optical disc

Use [*name of instrument*] roll, as appropriate, for rolls. [6.5B1]

2 piano rolls

If none of these terms is appropriate, give the specific name of the resource as concisely as possible. [6.5B1/7.5B1]

*Optionally*, use a term in common usage to record the specific format of the physical carrier. [9.5B1]

## DISCS/DISKS, CYLINDERS, ETC.

- 1 DVD-audio
- 1 DVD-video
- 1 CD-ROM
- 2 Photo CDs
- 1 DVD-ROM

*Optionally*, if general material designations are used (see **A1.1C1**), omit *computer, sound or video* from the specific material designation. **[6.5B1/7.5B1]**

- 1 disc

Give a trade name or other similar specification in a note (see **C7.7B18**). **[7.5B1/9.5B1]**

**C7.5B2.** Specify the number of components, as appropriate, in parentheses following the number of physical units as instructed in **C7.5B2.1-C7.5B2.2**.

**C7.5B2.1. Computer discs/disks.** Give the number or approximate number of files that make up the content (use *file* or *files* preceded by an arabic numeral) and/or the number or approximate number of records (use *records*), statements (use *statements*), or bytes (give the term in either abbreviated or full form), if readily available and considered to be important. **[9.5B4 (2004 amendments)]**

- 1 CD-ROM (1 file : 240,000 bytes)
- 1 computer disk (3 files : 100, 460, 550 records)
- 1 zip disk (96 mb)

If such characteristics cannot be given succinctly, give them in a note (see **C7.7B18**). **[9.5B4 (2004 amendments)]**

*Optionally*, if the computer file is in a format that emulates an analogue counterpart (e.g., PDF), give the number of components as instructed in subrule .5B2 of the chapter in section C that covers the analogue counterpart.

- 1 CD-ROM (184 remote-sensing images)
- 3 CD-ROMs (450 maps)

**C7.5B2.2. Videodiscs.** *Optionally*, give the number of frames if the playing time is not stated on the item and the number of frames is readily ascertainable. **[7.5B2]**

- 1 videodisc (45,876 fr.)

**C7.5B3.** Give the playing time of a *videodisc* as set out in the following subrules: **[7.5B2]**

**Videodiscs consisting of moving images.** Give the playing time as instructed in **A1.5B3**. **[7.5B2]**

## DISCS/DISKS, CYLINDERS, ETC.

1 videodisc (ca. 50 min.)

**Videodiscs consisting of frames of still images.** If the playing time is stated on the item, give it as stated. [7.5B2]

1 videodisc (80 min.)

If the playing time is not stated on the item, do not give a playing time. [7.5B2]

**Videodiscs consisting of both moving images and still images.** If the playing time is stated on the item, give it as stated. *Optionally*, whether the playing time is stated on the item or not, give in a note the number of frames of still images and the duration of the moving images (see C7.7B18.3). [7.5B2]

### C7.5D. Dimensions

**C7.5D1.** Give the dimensions as instructed in C7.5D1.1-C7.5D1.4.

**C7.5D1.1. Sound discs.** Give the diameter of a disc in inches. [6.5D2]

1 sound disc (20 min.) : analog,  $33\frac{1}{3}$  rpm, stereo. ; 12 in.

1 sound disc (56 min.) : digital, stereo. ;  $4\frac{3}{4}$  in.

5 sound discs : analog,  $33\frac{1}{3}$  rpm, stereo. ; 10-12 in.

**C7.5D1.2. Videodiscs.** Give the diameter of a videodisc in inches. [7.5D3]

1 videodisc (ca. 20 min.) : sd., b&w ; 8 in.

1 videodisc (38 min.) : sd., col. ; 12 in. .

**C7.5D1.3. Computer discs/disks.** Give the diameter of the disc or disk in inches, to the next  $\frac{1}{4}$  inch up. [9.5D1]

1 computer disk : col. ;  $5\frac{1}{4}$  in.

1 computer optical disc : col. ;  $4\frac{3}{4}$  in.

*Optionally*, give the dimensions of the disc or disk in centimetres to the next whole centimetre up. [9.5D1]

**C7.5D1.4. Rolls.** Do not give any dimensions for a roll. [6.5D7]

*Notes Relating to the Technical Description  
for Specific Forms of Carrier*

**C7.7. NOTE AREA**

**C7.7B18. Technical description**

**C7.7B18.1.** Make notes on **important details of extent and dimensions** that are not included in the **technical** description area, especially if these affect the use of the **resource**.  
**[6.7B10/7.7B10/9.7B10]**

Impressed on rectangular surface 20 × 20 cm **[6.7B10]**

*Discs*

In 2 containers

Impressed on rectangular surface 20 × 20 cm

Compact disc

**C7.7B18.2. Videodiscs.** Give the duration of the moving images and the number of frames of still images for videodiscs that contain both. **[7.7B10]**

Eighty min. of moving images and 2400 fr. of still images

CHAPTER

C8

Reels, Cartridges, Cassettes, etc.

C8.0. PRELIMINARY RULES

**C8.0A. Scope.** The rules in this chapter apply specifically to carriers in the form of reels, cartridges, cassettes, etc., and supplement the general rules in Chapter A1 that pertain to extent, dimensions, and notes relating to those elements.

This chapter covers all carriers comprising a length of film, tape, or other flexible material attached to a reel or encased within a housing containing either one or two reels.

C8.5. TECHNICAL DESCRIPTION AREA

**C8.5B1.** Record the number of physical units by giving the number of units in arabic numerals and one of the terms listed below, as appropriate:  
[6.5B1/7.5B1/9.5B1/10.5B1/11.5B1]

braille cassette  
film cartridge  
film cassette  
film loop  
film reel  
filmstrip cartridge  
filmstrip reel  
computer chip cartridge  
computer tape cartridge  
computer tape cassette  
computer tape reel  
microfiche cassette  
microfilm cartridge  
microfilm cassette  
microfilm reel  
sound cartridge  
sound cassette  
sound tape reel  
sound track film cartridge

## REELS, CARTRIDGES, CASSETTES, ETC.

sound track film cassette  
sound track film reel  
stereograph cartridge  
stereograph reel  
videocartridge  
videocassette  
videoreel

1 sound cartridge  
2 sound cassettes  
1 microfilm cassette  
2 microfilm reels  
1 filmstrip cartridge  
3 stereograph reels  
1 film cassette  
3 film reels  
1 videoreel  
2 computer tape cassettes  
1 computer tape reel

*Optionally*, if general material designations are used (see **A1.1C1**), omit *braille, computer, film, micro, sound, stereograph or video* from the specific material designation.

**[6.5B1/7.5B1/10.5B1/11.5B1]**

*Optionally*, add a more specific term to one of those listed above. **[8.5B1]**

**[New example]**

**C8.5B2.** Specify the number of components, as appropriate, in parentheses following the number of physical units as instructed in C8.5B2.1-C8.5B2.2.

**C8.5B2.1. Filmstrip reels and cartridges.** Record the number of frames or double frames of a filmstrip reel or cartridge. **[8.5B2]**

1 filmstrip reel (36 fr.) **[new]**

1 filmstrip cartridge (10 double fr.) **[new]**

If the frames are unnumbered and their number cannot be readily ascertained, give an approximate number. **[8.5B2]**

1 filmstrip reel (ca. 100 fr.) **[new]**

## REELS, CARTRIDGES, CASSETTES, ETC.

If the title frames are separately numbered, give the number of title frames after the number of other frames. **[8.5B2]**

1 filmstrip cartridge (41 fr., 4 title fr.) **[new]**

If the parts of a multipart filmstrip reel or cartridge have the same number of components (i.e., frames or double frames) or approximately the same number of components, use the form *3 filmstrip reels (50 fr. each)* or *3 filmstrip cartridges (ca. 10 fr. each)*, etc. Otherwise, give the total number of components if they are consecutively numbered or omit the statement of the number of components. **[8.5B5]**

4 filmstrip reels (50 double fr. each) **[new]**

**C8.5B2.2. Computer reels, cartridges, and cassettes.** Give the number or approximate number of files that make up the content (use *file* or *files* preceded by an arabic numeral) and/or the number or approximate number of records (use *records*), statements (use *statements*), or bytes (give the term in either abbreviated or full form), if readily available and considered to be important. Enclose additions in parentheses. **[9.5B4 (2004 amendments)]**

*Optionally*, if the computer file is in a format that emulates an analogue counterpart (e.g., PDF), give the number of components as instructed in subrule .5B2 of the chapter in section C that covers the analogue counterpart.

[New example]

If such characteristics cannot be given succinctly, give them in a note (see **C8.7B18**). **[9.5B4 (2004 amendments)]**

[New example]

**C8.5B2.3. Microfiche cassettes.** Give the number of frames of a microfiche cassette if that number can be readily ascertained. **[11.5B2]**

[New example]

### C8.5D. Dimensions

**C8.5D1.** Give the dimensions as instructed in C8.5D1.1-C8.5D1.10.

**C8.5D1.1. Film reels, cartridges and cassettes.** Give the gauge (width) of a motion picture film in millimetres. If 8 mm, state whether single, standard, super, or Maurer. **[7.5D1]**

1 film reel (12 min.) : sd., b&w ; 16 mm

2 film reels (ca. 30 min. each) : b&w ; 16-35 mm

1 film cassette (21 min.) : sd., col. ; standard 8 mm

**C8.5D1.2. Videoreels, videocartridges and videocassettes.** Give the gauge (width) of a videotape in inches or millimetres. **[7.5D2]**

## REELS, CARTRIDGES, CASSETTES, ETC.

1 videoreel (30 min.) : sd., b&w ;  $\frac{1}{2}$  in.

**C8.5D1.3. Microfilm reels, cartridges, and cassettes.** Give the width of a microfilm in millimetres. [11.5D4]

1 microfilm reel ; 16 mm

1 microfilm cartridge ; 35 mm

**C8.5D1.4. Sound tape reels.** Give the diameter of a sound tape reel in inches. Give the width of a tape in fractions of an inch if other than the standard width ( $\frac{1}{4}$  in.). [6.5D6]

1 sound tape reel (60 min.) : analog,  $7\frac{1}{2}$  ips, 2 tracks, mono. ; 7 in.,  $\frac{1}{2}$  in. tape

3 sound tape reels (ca. 60 min. each) : analog,  $7\frac{1}{2}$  ips, 4 tracks, stereo. ; 5-7 in.,  $\frac{1}{2}$  in. tape

**C8.5D1.5. Sound cartridges.** Give the dimensions of a cartridge in inches if other than the standard dimensions ( $5\frac{1}{4} \times 3\frac{7}{8}$  in.). Give the width of the tape in fractions of an inch if other than the standard width ( $\frac{1}{4}$  in.). [6.5D4]

**C8.5D1.6. Sound cassettes.** Give the dimensions of a cassette if other than the standard dimensions (e.g., the standard dimensions of an analog cassette are  $3\frac{7}{8} \times 2\frac{1}{2}$  in.). Give the width of a tape if other than the standard width (e.g., the standard width of an analog tape is  $\frac{1}{8}$  in.). [6.5D5]

1 sound cassette (85 min.) : analog, mono. ;  $7\frac{1}{4} \times 3\frac{1}{2}$  in.,  $\frac{1}{4}$  in. tape

**C8.5D1.7. Sound track film reels and cassettes.** Give the gauge (width) of a film in millimetres. [6.5D3]

1 sound track film reel (10 min.) : magnetic, 25 fps, centre track ; 16 mm

**C8.5D1.8. Computer cartridges.** Give, in inches to the next  $\frac{1}{4}$  inch up, the length of the side of the cartridge that is to be inserted into the machine. [9.5D1]

1 computer chip cartridge ;  $3\frac{1}{2}$  in.

*Optionally,* give the dimensions of the cartridge in centimetres to the next whole centimetre up. [9.5D1]

**C8.5D1.9. Computer cassettes.** Give the length and height of the face of the cassette in inches, to the next  $\frac{1}{8}$  inch up. [9.5D1]

1 computer tape cassette ;  $3\frac{7}{8} \times 2\frac{1}{2}$  in.

*Optionally,* give the dimensions of the cassette in centimetres to the next whole centimetre up. [9.5D1]

**C8.5D1.10. Computer tape reels.** Do not give dimensions for **computer tape** reels. **[9.5D1]**

*Notes Relating to the Technical Description  
for Specific Forms of Carrier*

**C8.7. NOTE AREA**

**C8.7B18. Technical description**

**C8.7B18.1.** Make notes on **important details of extent and dimensions** that are not included in the **technical** description area, especially if these affect the use of the **resource**. **[6.7B10/7.7B10/9.7B10/10.7B10/11.7B10]**

[New example]

**C8.7B18.2. Length of film or tape.** Give the length in feet of a motion picture (from first frame to last) or videotape (from first programme signal to last). **[7.7B10]**

Film: 14,139 ft.

## CHAPTER

# C9

## Computer Chips, Optical Cards, etc.

### C9.0. PRELIMINARY RULES

**C9.0A. Scope.** The rules in this chapter apply specifically to carriers in the form of computer chips, optical cards, etc., and supplement the general rules in Chapter A1 that pertain to extent, dimensions, and notes relating to those elements.

This chapter covers all carriers other than discs, cylinders, etc. (see chapter C7) and reels, cartridges, cassettes, etc. (see chapter C8) designed for use with a computer or computing device.

### C9.5. TECHNICAL DESCRIPTION AREA

#### C9.5B. Statement of extent (including specific material designation)

**C9.5B1.** Record the number of physical units by giving the number of units in arabic numerals and one of the terms listed below, as appropriate. [9.5B1]

computer chip  
computer optical card

1 computer optical card

When new physical carriers are developed for which none of these terms is appropriate, give the specific name of the physical carrier as concisely as possible, preferably qualified by *computer*. [9.5B1]

[New example]

Optionally, use a term in common usage to record the specific format of the physical carrier. [9.5B1]

[New example]

Give a trade name or other similar specification in a note (see C9.7B18). [9.5B1]

**C9.5B2.** Give the number or approximate number of files that make up the content (use *file* or *files* preceded by an arabic numeral) and/or the number or approximate number of records (use *records*), statements (use *statements*), or bytes (give the term in either abbreviated or full form), if readily available and considered to be important. **[9.5B4 (2004 amendments)]**

[New example]

If such characteristics cannot be given succinctly, give them in a note (see **C9.7B18**). **[9.5B4 (2004 amendments)]**

*Optionally*, if the computer file is in a format that emulates an analogue counterpart (e.g., PDF), give the number of components as instructed in subrule .5B2 of the chapter in section C that covers the analogue counterpart.

[New example]

### **C9.5D. Dimensions**

**C9.5D1.** Give the appropriate dimensions in inches or in centimetres, rounding up as appropriate. **[9.5D1]**

1 computer card ; 9 × 6 cm

## *Notes Relating to the Technical Description for Specific Forms of Carrier*

### **C9.7. NOTE AREA**

#### **C9.7B18. Technical description**

**C9.7B18.1.** Make notes on important details of extent and dimensions that are not included in the technical description area, especially if these affect the use of the resource. **[9.7B10]**

[New example]

CHAPTER

**C10**

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**Remote Access Resources**

**C10.0. PRELIMINARY RULES**

**C10.0A. Scope.** The rules in this chapter apply specifically to remote access resources, and supplement the general rules in Chapter A1 that pertain to extent and notes relating to that element.

This chapter covers all networked resources for which the cataloguer is unable to examine the carrier directly.

**C10.5. TECHNICAL DESCRIPTION AREA**

**C10.5B. Statement of extent (including specific material designation)**

**C10.5B1.** *Optionally*, record the extent of an electronic resource that is available only by remote access. Use an appropriate term preferably taken from subrule .5B of one of the chapters **in section C** or a term in common usage. See also **D7.5A2**.  
**[9.5B3 (2004 amendments)]**

1 photograph

6 remote-sensing images

1 sound file

Web site

1 electronic text

**C10.5B2.** Give the number or approximate number of files that make up the content (use *file* or *files* preceded by an arabic numeral) and/or the number or approximate number of records (use *records*), statements (use *statements*), or bytes (give the term in either abbreviated or full form), if readily available and considered to be important. **[9.5B4 (2004 amendments)]**

1 photograph (14,995 bytes)

## REMOTE ACCESS RESOURCES

If such characteristics cannot be given succinctly, give them in a note (see 9.7B8).  
**[9.5B4 (2004 amendments)]**

*Optionally*, if the computer file is in a format that emulates an analogue counterpart (e.g., PDF), give the number of components as instructed in subrule .5B2 of the chapter in section C that covers the analogue counterpart.

[New example]

### **C10.5E. Accompanying material**

**C10.5E1.** If no technical description is given for a resource available by remote access (see D7.5A2), give details of any accompanying material in a note (see A1.7B19).

### *Notes Relating to the Technical Description for Specific Forms of Carrier*

### **C10.7. NOTE AREA**

#### **C10.7B18. Technical description**

**C10.7B18.1.** Make notes on important details of extent that are not included in the technical description area, especially if these affect the use of the resource. **[9.7B10]**

[New example]

## *Section D*

# *Supplementary Rules for Specific Types of Media*

## CHAPTER

# D1

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## Print and Opaque Graphic Media

### D1.0. PRELIMINARY RULES

**D1.0A. Scope.** The rules in this chapter apply specifically to print and opaque graphic media, and supplement the general rules in chapter A1 that pertain to other technical details and notes that relate to that element.

Print media are those conveying two-dimensional analog representations in the form of notation (text, music, etc.) and/or images (including cartographic images), etc., produced through printing or an analogous process, handwriting, drawing, painting, photography, engraving, etching, etc. This chapter covers all opaque and transparent media, except those requiring magnification (see chapter D2) or those intended to be viewed using projection equipment (see chapter D6). [new; based on Tom Delsey's definition]

### D1.5. TECHNICAL DESCRIPTION AREA

#### D1.5C. Other technical details

**D1.5C1.** Give the following details, as instructed in A1.5C2–A1.5C10 and in accordance with the supplementary instructions in D1.5C2–D1.5C10, in the order set out here:

- special format characteristics
- layout
- production method
- medium
- material

mounting  
illustration  
colour

**D1.5C2. Special format characteristics.** If the manifestation is in large print intended for use by the visually impaired, give *large print*.

3 v. : large print

1 v. (342 p.) : large print

**D1.5C3. Layout.** If the manifestation comprises primarily *cartographic content*, describe any unusual layout of the map(s), etc., on the sheet(s). Use *both sides* if the map, etc. is continued at the same scale on the other side of the sheet(s), or, if collectively describing multiple map(s), etc., that are on both sides of the sheet(s). However, if the same map, etc., is represented in more than one language on each side of the sheet, use *back to back*.

1 sheet (1 map) : both sides

1 sheet (3 maps) : both sides

1 sheet (2 maps) : back to back

If the manifestation is in the form of a *chart* or *flip chart* and is double sided, indicate this.

1 flip chart (8 sheets) : double sided

#### **D1.5C4. Production method**

**D1.5C4.1.** Give the method of production of an art print in general terms (e.g., *engraving*, *lithograph*) or specific terms (e.g., *copper engraving*, *chromolithograph*).

2 art prints : engraving

1 art print : sugar lift aquatint

Give the method of reproduction of a technical drawing (e.g., *blueprint*, *photocopy*), if appropriate.

1 sheet (1 technical drawing) : blueprint

**D1.5C4.2.** If the manifestation comprises primarily *cartographic content*, give the method of production (other than printing), or reproduction, if considered to be important. For photomechanical reproductions, either use a general term (*photocopy*), or give the generic name of the process (e.g., *blueprint*, *blueline*, *white print*).

1 sheet (1 map) : photocopy

1 sheet (1 map) : blueline

## PRINT AND OPAQUE GRAPHIC MEDIA

1 sheet (1 map) : computer printout

68 sheets (68 maps) : 6 blueprints, some col.

**D1.5C5.** If the photograph is a negative print, indicate this. *Optionally*, give the process used.

1 photograph : glass photonegative [from 8.5C1g]

### **D1.5C6. Medium**

**D1.5C6.1.** Give the medium (e.g., *chalk, oil, pastel*) for an *art original*.

1 art original : oil on canvas [from 8.5C1a]

**D1.5C6.2.** *Optionally*, if the manifestation comprises primarily *cartographic content*, give the medium (e.g., pencil, ink) used to draw and colour a manuscript item. If a printed item is hand coloured, the medium may be recorded after the indication of colour (see D1.5C10).

54 sheets (54 ms. maps) : ink on Mylar

1 sheet (1 map) : hand col. in pencil

### **D1.5C7. Material**

**D1.5C7.1.** If the manifestation is primarily handwritten or drawn, give the material on which on which it is written or drawn, if it is other than paper.

1 sheet ([1] leaf) : parchment

1 v. ([20] leaves) : vellum

1 sheet (1 ms. map) : plastic

1 sheet (1 ms. map) : silk

1 sheet (1 ms. map) : vellum [from 3.5C7, 4.5C1]

**D1.5C7.2.** Give the base or support (e.g., *board, canvas, fabric*) for an *art original*.

1 art original : oil on canvas [from 8.5C1a]

**D1.5C7.3.** If the manifestation comprises primarily *cartographic content*, give the material of which it is made if it is considered to be significant (e.g., if a map is printed on a substance other than paper).

1 sheet (1 map) : plastic

1 sheet (1 map) : silk

1 sheet (1 ms. map) : vellum

## PRINT AND OPAQUE GRAPHIC MEDIA

**D1.5C8. Mounting.** If the manifestation comprises primarily *cartographic content*, give details pertaining to the mounting of the manifestation.

1 sheet (1 map) : mounted on linen

**D1.5C9. Number of maps, etc., in an atlas.** Give the number of maps, etc., in an atlas as instructed in **A1.5C9**.

1 atlas (330 p.) : 100 col. maps (some folded)

1 atlas (207 p.) : ca. 190 maps

### **D1.5C10. Colour**

**D1.5C10.1.** If the manifestation or its illustrations is coloured or partly coloured, indicate this (see **D1.5C9**). Disregard coloured matter outside the illustrative content (e.g., the border of a map).

: col. ill.

: ill., col. maps, ports. (some col.)

: ill. (some col.), maps, plans

: ill. (chiefly col.), plans

: 10 maps (some col.)

1 atlas (xvi, 97, 100 p.) : 35 col. maps

**D1.5C10.2.** Give an indication of colour (e.g., *col.*, *b&w*, *sepia*) for all *printed graphics* other than technical drawings.

1 sheet (1 art print) : engraving, tinted

16 cards (16 flash cards) : col.

1 sheet (1 picture) : col.

4 cards (4 postcards) : tinted

7 sheets (7 posters) : blue and white

1 sheet (1 study print) : col.

**D1.5C20. Sound characteristics.** For *flash cards*, give *sd.* if the sound is integral. If the sound is not integral, describe the accompanying sound as accompanying material (see **A1.5E**).

200 cards (200 flash cards) : *sd.*

*Notes Relating to the Technical Description for Specific Types of Media*

**D1.7. NOTE AREA**

**D1.7B18. Technical description.** Make notes on important **technical** details that are not included in the **technical** description area, especially if these affect the use of the **resource**.

Captions on verso of plates

Printed on vellum

Limited ed. of 60 signed and numbered copies

Alternate pages blank

Coloured map of Australia on endpapers

Each copy signed by the composer and numbered **[from 5.7B18]**

Scales vary

Composite photo.

Collage of wood, fabric, and paper

Filmstrip mounted in rigid format for use with Phono-viewer

Images placed in frame both horizontally and vertically

Text on verso

Unmounted

Irregularly shaped **[from 3.7B10]**

Hand coloured **[from 3.7B10]**

Blueprint **[from 3.7B10]**

Mounted map created from several segments **[from 3.7B10]**

Paper watermarked: KS and a crown **[from 4.7B18]**

Two seals, pendant **[from 4.7B18]**

Ms. torn in half and rejoined **[from 4.7B18]**

Lacks top right corner **[from 4.7B18]**

Some papers stained by water **[from 4.7B18]**

Red ink on yellow paper **[from 4.7B18]**

## PRINT AND OPAQUE GRAPHIC MEDIA

**D1.7B18.1.** For media comprising primarily *cartographic content*, if the *manifestation* is a photoreproduction and the general term (*photocopy*) is used in the *technical* description area (see **D1.5C4.1**), give the generic name of the process, if it is likely to affect the use of the *resource* (e.g., when it is a blueline print). **[from 3.7B10]**

**D1.7B18.2.** For *early printed books*, etc., give the type measurements, fuller details of the illustrations, if considered *to be important*. Make a note on colour printing.

Woodcuts: *ill.*, *initials*, *publisher's* and *printer's* devices

Title and headings printed in red **[from 2.18E]**

## CHAPTER

# D2

## Micrographic Media

### D2.0. PRELIMINARY RULES

**D2.0A. Scope.** The rules in this chapter apply specifically to micrographic media, and supplement the general rules in chapter A1 that pertain to other technical details and notes that relate to that element.

Micrographic media are those conveying two-dimensional analog representations of notation (text, music, music, etc.) and/or images, (including cartographic images), etc., that require magnification to be read or viewed. This chapter covers both opaque and transparent media requiring magnification, but does not cover slides of specimens intended for viewing through magnification (see chapter D4). [new; based on Tom Delsey's definition]

### D2.5. TECHNICAL DESCRIPTION AREA

#### D2.5C. Other technical details

**D2.5C5.** If a microform is negative, indicate this.

1 microfilm reel : negative

**D2.5C9.** If a microform contains illustrative matter, indicate this as instructed in A1.5C9.

1 microfilm cassette : ill.

1 microfiche : all ill.

1 microfiche : ill., music

1 microfiche : chiefly music

1 microfilm reel : negative, ill. [from 11.5C2]

**D2.5C10. Colour.** If the illustrative matter contained in the microform is wholly or partly coloured, indicate this by giving *col.* (for a coloured microform without illustrations), or *col. & ill.* (for a coloured microform with illustrations), or *col. ill.*, etc. (for a microform on which only the illustrations are coloured).

1 microfilm reel : col.

## MICROGRAPHIC MEDIA

1 microfilm reel : col. & ill.

1 microfilm reel : col. ill., col. maps [from 11.5C3]

### *Notes Relating to the Technical Description for Specific Types of Media*

#### D2.7. NOTE AREA

**D2.7B18. Technical description.** Make the following notes.

**Reduction ratio.** Give the reduction ratio if it is outside the 16×-30× range. Use one of the following terms:

low reduction (for less than 16×)  
high reduction (for 31×-60×)  
very high reduction (for 61×-90×)  
ultra high reduction (for over 90×; for ultra high reduction give also the specific ratio (e.g., *Ultra high reduction, 150×*))  
reduction ratio varies

**Reader.** Give the name of the reader on which a cassette or cartridge microfilm is to be used if it affects the use of the item.

For Information Design reader

**Film.** Give details of the nature of the film.

Silver based film

**Other technical details.** Make notes on important technical details that are not included in the technical description area, especially if these affect the use of the resource.

Image printed on thin paper

## CHAPTER

# D3

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## Tactile Media

### D3.0. PRELIMINARY RULES

**D3.0A. Scope.** The rules in this chapter apply specifically to tactile media, and supplement the general rules in chapter A1 that pertain to other technical details and notes that relate to that element.

Tactile media are those conveying analog representations of notation (text, music, etc.) and/or images (including cartographic images), etc., produced using raised symbols and/or differently textured surfaces that are intended for use by the visually impaired.  
[new; based on AACR2 glossary]

### D3.7. TECHNICAL DESCRIPTION AREA

#### D3.5C. Other technical details

**D3.5C2. Special format characteristics.** If the manifestation is in a tactile format specially designed for persons with perceptual disabilities (e.g., braille), give an appropriate term (e.g., *braille*, *Moon type*, *jumbo braille*, *press braille*, *computer braille*, *solid dot braille*, *tactile*).

1 v. (310 leaves) : braille

v. : braille

1 v. (125 leaves) : Moon type

4 v. : jumbo braille

1 v. (320 leaves) : computer braille

1 v. (300 p.) : press braille

1 v. (40 leaves) : solid dot braille

1 sheet (1 map) : braille and tactile

1 atlas (3 v.) : tactile

2 v. (1 vocal score) : braille

## TACTILE MEDIA

1 v. of music : press braille)

1 chart : tactile

If the **manifestation** consists of eye-readable print and tactile data, or of two or more tactile writing systems, use a concise description of the combination (e.g., *print and braille*, *braille and Nemeth code*, *print and tactile*).

1 v. (300 p.) : print and braille

1 v. (205 leaves) : braille and Nemeth code

1 sheet (1 map in 4 segments) : print, braille, and tactile)

1 globe : print and tactile

For a *braille cassette* (see T4.5B1), do not repeat the term *braille*.

**D3.5C4. Production method.** If the manifestation is a thermoform copy, indicate this, if considered to be important.

1 v. (64 leaves) : braille, thermoform

1 sheet (1 map) : print and braille, thermoform

1 v. (1 score, 30 p.) : braille, thermoform

1 chart : tactile, thermoform

### *Notes Relating to the Technical Description for Specific Types of Media*

#### D3.7. NOTE AREA

**D3.7B18. Technical description.** Make notes on important physical details that are not included in the **technical** description area, especially if these affect the use of the **resource**.

Grade 3 braille

Alternate leaves of print and braille

Legends in braille [from 3.7B10]

County boundaries tactile [from 3.7B10]

## CHAPTER

# D4

## Three-dimensional Media

### D4.0. PRELIMINARY RULES

**D4.0A. Scope.** The rules in this chapter apply specifically to three-dimensional media, and supplement the general rules in chapter A1 that pertain to other technical details and notes that relate to that element.

Three-dimensional media are those comprising artefacts or naturally-occurring objects or conveying analog representations in three dimensions (including three-dimensional cartographic representations). This chapter covers slides of specimens intended for viewing through magnification. [new; based on Tom Delsey's definition]

### D4.5. TECHNICAL DESCRIPTION AREA

#### D4.5C. Other technical details

**D4.5C7. Material.** Give the material of which the manifestation is made, unless it is typical for the type of manifestation (e.g., a microscope slide made of glass). If the material(s) cannot be named concisely, either omit the statement or give it in a note (see D4.7B18).

2 models (various pieces) : polystyrene

1 diorama (various pieces) : plywood and papier mâché

1 globe : col., wood

1 statue : marble

2 paperweights : glass

1 quilt : cotton

1 jigsaw puzzle : wood

1 microscope slide : plastic [from 10.5C1, 3.5C7]

**D4.5C8. Mounting.** Give details of the mounting of a globe.

1 globe : col., wood, on brass stand

## THREE-DIMENSIONAL MEDIA

1 globe : plastic, on metal stand [from 3.5C8]

**D4.5C10. Colour.** Give *col.* for multicoloured **manifestations**, or name the colour(s) of the **manifestation** if it is in one or two colours, or give *b&w* for black and white objects. If a microscope slide is stained, state this.

1 bowl : porcelain, blue and white

1 model : wood, blue

1 paperweight : glass, col.

1 model : balsa wood and paper, b&w

1 microscope slide : stained [from 10.5C2]

### *Notes Relating to the Technical Description for Specific Types of Media*

#### **D4.7. NOTE AREA**

**D4.7B18. Technical description.** Make notes on important **technical** details that are not included in the **technical** description area, especially if these affect the use of the **resource**.

Four times actual size. - The parts of the ear are painted to show anatomical structure

Pattern: Pennsylvania wild goose

In wooden case bearing, on its inner faces, representations of the celestial hemispheres [from 3.7B10]

## CHAPTER

# D5

## Recorded Sound Media

### D5.0. PRELIMINARY RULES

**D5.0A. Scope.** The rules in this chapter apply specifically to recorded sound media, and supplement the general rules in chapter A1 that pertain to other technical details and notes that relate to that element.

Recorded sound media are those conveying recordings of sound produced for use with audio devices such as turntables, audiocassette players, CD players, etc. This chapter does not cover media that convey recorded sound as an integral component of a moving image (see chapter D6) or as an integral component of a multimedia resource produced for use with a computer (see chapter D7). [new; based on Tom Delsey's definition]

### D5.5. TECHNICAL DESCRIPTION AREA

#### D5.5C. Other technical details

**D5.5C1.** Give the following details, as applicable to the manifestation and in the order set out here, as instructed in D5.5C11–D5.5B17.

- type of recording
- playing speed
- groove characteristic (analog discs)
- track configuration (sound track films)
- number of tracks (tapes)
- number of sound channels
- recording and reproduction characteristics

**D5.5C11. Type of recording.** Give the type of recording (i.e., the way in which the sound is encoded).

1 sound disc (45 min.) : analog

1 sound disc (56 min.) : digital

1 sound cassette (90 min.) : analog

1 sound cassette (60 min.) : digital

## RECORDED SOUND MEDIA

1 sound track film reel (10 min.) : magnetic [from 6.5C2]

**D5.5C12. Playing speed.** Give the playing speed of an analog disc in revolutions per minute (*rpm*).

1 sound disc (45 min.) : analog,  $33\frac{1}{3}$  rpm

Give the playing speed of a digital disc in metres per second (*m. per sec.*).

Give the playing speed of an analog tape in inches per second (*ips*).

1 sound tape reel (16 min.) : analog,  $7\frac{1}{2}$  ips

1 sound cassette (120 min.) : analog,  $1\frac{5}{16}$  ips

Give the playing speed of a sound track film in frames per second (*fps*).

1 sound track film reel (10 min.) : magnetic, 24 fps

Do not give the playing speed if it is standard for the type of **manifestation** (e.g.,  $1\frac{7}{8}$  inches per second for an analog tape cassette; 1.4 metres per second for a digital disc). [from 6.5C3]

**D5.5C13. Groove characteristic.** Give the groove characteristic of **an analog disc** if it is not standard for **its** type.

1 sound disc (7 min.) : analog, 78 rpm, microgroove [from 6.5C4]

**D5.5C14. Track configuration.** Give the track configuration **of a sound track film (e.g., centre track, edge track).**

1 sound track film reel (10 min.) : magnetic, 25 fps, centre track [from 6.5C5]

**D5.5C15. Number of tracks.** Give the number of tracks, unless the number of tracks is standard for the **type of manifestation (e.g., the standard number of tracks for a cartridge is 8 and for an analog cassette 4).** [from 6.5C6]

**D5.5C16. Number of sound channels.** Give the number of sound channels, if the information is readily available, using one or more of the following terms as appropriate:

mono.

stereo.

quad.

1 sound disc (56 min.) : digital, stereo.

1 sound tape reel (ca. 60 min.) : analog,  $7\frac{1}{2}$  ips, 2 track, mono.

2 sound discs (66 min.) : analog,  $33\frac{1}{3}$  rpm, mono., stereo.

[from 6.5C7]

## RECORDED SOUND MEDIA

**D5.5C17. Recording and reproduction characteristics.** *Optionally*, give the recording and reproduction characteristics (e.g., *Dolby processed*, *NAB standard*).

1 sound cassette (60 min.) : analog, stereo., Dolby processed  
[from 6.5C8]

### *Notes Relating to the Technical Description for Specific Types of Media*

#### **D5.7. NOTE AREA**

**D5.7B18. Technical description.** Make notes on important **technical** details that are not included in the **technical** description area, especially if these affect the use of the **resource**. Do not give any **technical** details that are standard to the **manifestation** being described (e.g., assume that all analog discs are electrically recorded, laterally cut, and designed for playing from the outside inward).

##### *Discs*

Acoustic recording

Vertically cut from inside outward

Analog recording

*(For a digital disc made from an analog original)*

Digital recording

*(For an analog disc made from a digital original)*

##### *Rolls*

For 65-note player piano

##### *Tape*

Paper tape

Recording made with stacked heads

Recorded on both sides

Digital recording

*(For an analog tape made from a digital original)*

**D5.7B20. System requirements.** Make a note on the system requirements that are not apparent from the technical description area, **if applicable and if the information is readily available**. Begin the note with *System requirements*:. **[based on an MLA proposal]**

## RECORDED SOUND MEDIA

System requirements: Can be played as advanced-resolution surround, advance-resolution stereo and DVD-compatible Dolby digital (AC-3); advanced resolution audio and video content require DVD-audio-capable players

System requirements: Compact disc/super audio compact disc hybrid; can be played on any compact disc or super audio compact disc-compatible player

System requirements: Enhanced CD; accompanying jpeg files require Windows 98 and photo software for viewing

## CHAPTER

# D6

## Projected Graphic and Cinemagraphic Media

### D6.0. PRELIMINARY RULES

**D6.0A. Scope.** The rules in this chapter apply specifically to projected graphic and cinemagraphic media, and supplement the general rules in chapter A1 that pertain to other technical details and notes that relate to that element.

Projected graphic and cinemagraphic media are those conveying moving or still images produced for use with projection devices or electronic devices such as television receivers, videocassette players, DVD players, etc. This chapter does not cover media that convey recordings of moving images as an integral component of a multimedia resource produced for use with a computer (see chapter D7). [new; based on Tom Delsey's definition]

### D6.5. TECHNICAL DESCRIPTION AREA

#### D6.5C. Other technical details

**D6.5C2. Special format characteristics.** If the manifestation contains captioning or other features designed for persons with perceptual disabilities, indicate this fact.

1 videodisc (ca. 50 min.) : closed captioning

**D6.5C5.** If the transparency is not designed for projection, indicate this. *Optionally*, give the process used.

3 photographs : negative [from 8.5C1g]

**D6.5C10. Colour.** Give *col.* or *b&w* to indicate whether an manifestation is in colour or black and white. Give *b&w* for a sepia print (see also T7.7B18).

1 film reel (10 min.) : col.

3 filmstrips : col.

14 slides : b&w and col.

3 transparencies (5 overlays each) : col.

## PROJECTED GRAPHIC AND CINEMAGRAPHIC MEDIA

Give a succinct statement to indicate that a **manifestation** is in a combination of colour and black and white.

1 film reel (30 min.) : sd., col. with b&w sequences

1 videocassette (24 min.) : sd., b&w with col. introductory sequence **[from 7.5C4]**

**D6.5C18. Aspect ratio and special projection characteristics.** If a film has special projection requirements, give them as succinctly as possible (e.g., *Cinerama*, *Panavision*, *multiprojector*; and whether anamorphic, techniscope, stereoscopic, or multiscreen).

14 film reels (157 min.) : Panavision **[from 7.5C2]**

**D6.5C19. Projection speed.** Give the projection speed of a film in frames per second (*fps*), if considered to be important.

1 film reel (1 min., 17 sec.) : col., 25 fps

Do not give the projection speed if it is standard for the **type of manifestation** (24 fps for a sound film; 16 fps for a silent film). **[from 7.5C5]**

**D6.5C20. Sound characteristics**

**D6.5C20.1.** For **cinemagraphic media**, give *sd.* (sound) or *si.* (silent) to indicate the presence or absence of a sound track.

1 videoreel (15 min.) : sd.

If a silent film is known to be photographed at the speed of sound film, give *si. at sd. speed.* **[from 7.5C3]**

**D6.5C20.2.** For **filmstrips, filmstrips, and slides**, give *sd.* if the sound is integral. If the sound is not integral, describe the accompanying sound as accompanying material (see **A1.5E**).

1 filmstrip (41 fr., 4 title fr.) : sd.

12 slides : sd.

### *Notes Relating to the Technical Description for Specific Types of Media*

#### **D6.7. NOTE AREA**

**D6.7B18. Technical description.** Make notes on important **technical** details that are not included in the **technical** description area when appropriate and if this level of detail is desired, especially if these affect the use of the **resource**.

a) *Sound characteristics.* Give any special characteristics of the sound component of a

## PROJECTED GRAPHIC AND CINEMAGRAPHIC MEDIA

motion picture or videorecording (e.g., optical or magnetic, whether the sound track is physically integrated with the film or the sound is separate on a synchronized recording).

Magnetic sound track

Dolby stereo., mono. compatible

- b) Colour.** Give the process or colour recording system of a motion picture or videorecording, or any other details of the colour.

Technicolor

Colour recording system: SECAM

Sepia print

- c) Form of print.** Give the form of print of a film (e.g., *negative, positive, reversal, reversal internegative, internegative, interpositive, colour separation, duplicate, fine grain duplicating positive, fine grain duplicating negative*). For master material held in checkerboard cutting form, state if A, B, C, etc., roll.

- d) Film base.** Give the film base (i.e., nitrate, acetate, or polyester).

- e) Videorecording system.** Give the system(s) used for a videorecording.

Beta

Laser optical CAV

VHS Hi-fi

LaserVision CAV

For videotape, give the number of lines and fields, followed by the modulation frequency (e.g., *high band, low band*).

Standard: 405 lines, 50 field, high band

- f) Generation of copy.** For videotapes, give the generation of the copy and either *master copy* or *show copy*.

Second generation, show copy

- g) Special projection requirements.** Give special projection requirements not given in the **technical** description area (see 7.5C2).

Three-dimensional film

- h) Other.** Give any other physical details that are important to the use or storage of the motion picture or videorecording.

## PROJECTED GRAPHIC AND CINEMAGRAPHIC MEDIA

One side CAV, one side CLV

**D6.7B20. System requirements.** Make a note on the system requirements that are not apparent from the technical description area, if applicable and if the information is readily available. Begin the note with *System requirements:* [new]

[new example]

## CHAPTER

# D7

## Digital Media

### D7.0. PRELIMINARY RULE

**D7.0A. Scope.** The rules in this chapter apply specifically to digital media, and supplement the general rules in chapter A1 that pertain to other technical details and notes that relate to that element.

Digital media are those conveying digital representations in the form of notation (text, music, etc.), fixed images (including cartographic images), structures, sound, moving images, data, or computer programs. This chapter covers media conveying both character-based and image-based digital representations of textual, numeric, or graphic information, and digital resources combining notation, graphics, sound, and/or moving images in a form designed to be processed by a computer with multimedia capabilities. This chapter does not cover digital recordings of sound produced for use with audio devices such as turntables, audiocassette players, CD players, etc. (see chapter D5), or digital recordings of moving or still images produced for use with electronic devices such as DVD players, etc. (see chapter D6).  
[new; based on Tom Delsey's definition]

#### D7.0A2. Applicability

- a) **Direct access electronic resources.** Give other technical details as instructed in D7.5C.
- b) **Remote access electronic resources.** Do not give a technical description for an electronic resource that is available only by remote access unless the option at C10.5B1 is applied. Otherwise, give other technical details in notes (see D7.7B18, D7.7B20). [9.5A1 (2004 amendments)]

### D7.5. TECHNICAL DESCRIPTION AREA

#### D7.5C. Other technical details

**D7.5C9. Illustrative matter.** If the manifestation contains illustrative matter, give *ill.* Tables containing only words and/or numbers are not considered as illustrative matter. Disregard illustrated title pages, etc. and minor illustrations.

[new example]

## PROJECTED GRAPHIC AND CINEMAGRAPHIC MEDIA

**D7.5C9.1.** *Optionally*, if the illustrations are all of one or more of the following types, and are considered to be important, give the appropriate term(s) or abbreviation(s) in alphabetical order: coats of arms, facsimiles, forms, genealogical tables, maps, music, plans, portraits (use for both single and group portraits), samples. If none of these terms adequately describes the illustrations, use another term as appropriate.

: coats of arms, facsims., ports.

: computer drawings

If only some of the illustrations are of types considered to be important, give *ill.* followed by the appropriate term(s) or abbreviation(s) in alphabetical order.

: ill., maps, music, ports.

*Optionally*, add woodcuts, metal cuts, etc., as appropriate.

: ill. (woodcuts)

: ports. (engravings)

**D7.5C9.2.** Describe coloured illustrations (i.e., those in two or more colours) as such (see A1.5C10).

**D7.5C9.3.** Give the number of illustrations if their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

: 48 ill.

: ill., 12 maps

**D7.5C9.4.** If the **manifestation** consists wholly or predominantly of illustrations, give *all ill.* or *chiefly ill.*, as appropriate. *Optionally*, if those illustrations are all of one type, give *all [name of type]* or *chiefly [name of type]*.

: all ill.

: chiefly maps

**D7.5C10. Colour.** If the **manifestation or its illustrations** is coloured or partly coloured, indicate this (see A1.5C9.2). Disregard coloured matter outside **the illustrative content** (e.g., the border of a map).

1 computer optical disc (20 maps) : col.

Give details of the requirements for the display of colour in a note (see D7.7B20).  
[from 9.5C1]

**D7.5C20. Sound characteristics.** Give *sd.* (sound) to indicate the presence of sound.

1 computer chip cartridge : sd.

## PROJECTED GRAPHIC AND CINEMAGRAPHIC MEDIA

1 computer disk cartridge : sd., col.

Give details of the requirements for the production of sound in a note (see **D7.7B20**).  
[from **9.5C1**]

### **D7.5C21. Other characteristics**

**D7.5C21.1.** *Optionally*, give other characteristics (e.g., **whether the medium is single or double sided**, **its** recording density, **its** sectoring), if readily available and if considered to be important.

1 computer disk : col., sd., single sided, single density, soft  
sectored

2 computer tape reels : 6,250 bpi [from **9.5C2**]

If such characteristics cannot be given succinctly, give them in a note (see **D7.7B18**).  
[from **9.5C2**]

**D7.5C21.2.** When recording the extent of an electronic resource that is available only by *remote access* (see **C10.5B1**), give other details about the resource (e.g., file types) if readily available and considered to be important.

1 photograph : digital, TIFF file

69 p. : digital, PDF file

3 sound files : digital, mp3 file

1 electronic text : HTML file

If such characteristics cannot be given succinctly, give them in a note (see **D7.7B18**).  
[**9.5C3 (2004 amendments)**]

## *Notes Relating to the Technical Description for Specific Types of Media*

### **T7.7. NOTE AREA**

**T7.7B18. Technical description.** Make notes on important **technical** details that are not included in the **technical** description area, especially if these affect the use of the **resource**.

Stereo sd.

Displays in red, yellow, and blue

Not copy-protected

**D7.7B20. System requirements.** Make a note on the system requirements of the resource if applicable and if the information is readily available. Begin the note with *System*

## PROJECTED GRAPHIC AND CINEMAGRAPHIC MEDIA

*requirements:*. Give the following characteristics in the order in which they are listed below. Precede each characteristic, other than the first, by a semicolon.

the make and model of the computer(s) on which the resource is designed to run  
the amount of memory required  
the name of the operating system  
the software requirements (including the programming language)  
the kind and characteristics of any required or recommended peripherals  
the type of any required or recommended hardware modifications

System requirements: 48K RAM; Apple Disk II with controller; col. monitor

*(Resource requires colour monitor for display)*

System requirements: IBM PC; 64K; colour card; 2 disk drives

System requirements: Apple II, II+, or IIe; 48K; DOS 3.3; Applesoft in ROM

System requirements: IBM PC or 100% compatible; 128K; DOS 1.1 to DOS 2.1

System requirements: RTI Series 500 CD-ROM DataDrive

System requirements: IBM PC AT or XT; CD-ROM player and drive

System requirements: 486/33MHz PC, Macintosh, or Power Macintosh; 8MB RAM; Windows 3.1 (or higher) or System 7.0.1 (or higher); Java-capable Web browser; VGA monitor

*(May also be given as separate system requirement statements for each make and model of the computer)*