

## 10. 300 ‡a: Extent with Examples

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### 300 PHYSICAL DESCRIPTION AREA.

This area is left incomplete on CIP; the cataloger needs to complete it as indicated.

### 300 ‡a. EXTENT.

**AACR2 2.5B1.** "Give the number of pages or leaves in a publication in accordance with the terminology suggested by the volume."

The most common terms are:

pages (abbreviated "p.")	used for volumes with leaves printed on both sides
leaves	used for volumes with leaves printed on only one side

For unnumbered leaves of plates, see [Leave of Pages or Plates](#).

AACR2 2.5B2. "Give the last numbered page, leaf ... in each sequence and follow it with the appropriate term or abbreviation."

**RDA. 3.4.5.2.** *Abbreviations are not used.* Terms remain the same: pages, leaves.

300	AACR2 ‡a 292 p. ... RDA ‡a 292 pages ...	146 leaves printed on both sides, with page numbers 1 through 292 [LCCN 2002397691]
300	AACR2 ‡a lxvi leaves ... RDA ‡a lxvi leaves ...	66 leaves printed only on one side, with leaves numbered i through lxvi [LCCN 79385152]
300	AACR2 ‡a x, 253 p. ... RDA ‡a x, 253 pages ...	last numbered page in roman numerals sequence and in the Arabic numbers sequence [LCCN 98120911]
300	AACR2 ‡a v, 27 p., 4 folded leaves of plates ... RDA ‡a v, 27 pages, 4 folded leaves of plates ...	last numbered leaf in roman numerals sequence, last numbered page in Arabic numbers sequence, & last numbered, folded plate printed on only one side [LCCN 2001387370]

AACR2 2.5B5. "If the numbering within a sequence changes (e.g. from roman to Arabic numerals), ignore the numbering of the first part of the sequence."

Pages on the item are numbered: i-xii, 13-176

300		‡a 176 p. ...
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RDA 3.4.5.4

AACR2 2.5B7. Unpaged books. Follow the LC rule interpretation: "Except for rare books ... record the extent statement as":

### AACR2

300		‡a 1 v. (unpaged) ...
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**RDA. 3.4.5.3.** Unpaged books. There are three options given below in the examples. Option c. will be LC practice, but other libraries may follow the other RDA 3.4.5.3 options, which are also correct practice & should not be

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"corrected." However, if completing CIP, use option 3.

### EXAMPLES:

Option a. Member libraries upgrading CIP may give the exact number of unnumbered pages, unbracketed, & identified as such:

300		‡a 22 unnumbered pages ...
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Option b. Member libraries upgrading CIP may also give the approximate number of pages, unbracketed, preceded by "approximately" (rather than "ca."):

300		‡a Approximately 100 pages ...
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Option c. LC practice and some member libraries. Note that the LC practice for unnumbered pages does not apply to page/plate sequences where one sequence may be numbered while another sequence is unnumbered. See RDA examples under AACR2 2.5B9.

300		‡a 1 volume (unpaged) ...
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AACR2 2.5B8. Follow the LC rule interpretation. "If the volume has complicated or irregular paging, [use]": 1 v. (various pagings). The rule has not changed in RDA; the rule number is **RDA is 3.4.5.8**.

Pages on the book are: i-x, 1-40, 1-10, 1-20, 1-8

### AACR2 TRANSCRIBE AS:

300		‡a 1 v. (various pagings) ...
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**RDA** (Remember--no abbreviations)

300		‡a 1 volume (various pagings) ...
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The rule is not applied to page/plate sequences. See examples in the AACR2 2.5B9 section following.

### RDA EXAMPLES

In some of the RDA examples following, you may notice that, in contrast to the AACR2 examples, "cm" lacks a period. This is correct practice and will be explained in the Dimensions section when we cover height.

### LEAVES OR PAGES OF PLATES

AACR2 2.5B9. Plate = a leaf containing illustrative matter, with or without explanatory text, that does not form part of either the preliminary or the main sequence of pages or leaves. "Give the number of leaves or pages of plates at the end of the sequence of pagination, whether the plates are found together or distributed throughout the publication, or even if there is only one plate."

But LC practice is to give the number of leaves/pages of plates only if the leaves/pages are numbered, or if the plates clearly represent an important feature of the book. Follow LC practice. (Special collection units such as British Art Reference are free to deviate from LC practice and always record plates.)

**EXAMPLE 1:** Illustrations are on both sides of the plates, therefore use "p. [pages] of plates." The pages of plates in this book are numbered; therefore plate numbering ("32") is not in brackets.

The numbering of pages of plates refers to page numbering, not illustration numbering, even when illustrations are labeled "plate 1.", "plate 2.", etc. You could have 10 pages of plates with 2 illustrations to the page, each illustration labeled plate 1, plate 2, etc. You would have 20 plates according to the labels, but what you record in the 300 field is still "[10] p. of plates."

If you record the number of plates in ‡a, you must in addition record ill. in the ‡b subfield.

300		‡a 246 p., 32 p. of plates : ‡b ill. ; ‡c 24 cm. + ‡e 2 CD- ROMs (4 3/4 in.)
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**RDA.** No evident change from AACR2, but remember that in RDA -- *no abbreviations* (except inches and minutes).

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Note that in the example the plates are numbered in the book. Note also that in RDA the "cm" leaves out the period. (See the section on Dimensions below)

300		‡a 246 pages, 32 pages of plates : ‡b illustrations ; ‡c 24 cm + ‡e 2 CD-ROMs (4 3/4 in.)
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**EXAMPLE 2.** A situation where the unnumbered plates represent an important feature of the book. In this example, the unnumbered plates are at the end of the book and represent about 25-40% of the total pagination depending on whether they are counted as leaves or pages. Because the unnumbered illustrations are on only one side of the plates (the other side of each plate is blank), the cataloger uses leaves (not abbreviated).

Because the leaves of plates were not numbered, the number of leaves of plates--[50]--is bracketed. *Keep in mind that a record using RDA rules will use "unnumbered" instead of brackets.*

### AACR2:

300		‡a ix, 152 p., [50] leaves of plates : ‡b ill. ...
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### RDA:

300		‡a ix, 152 pages, 50 unnumbered leaves of plates : ‡b illustrations ...
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Actually, it appears that RDA defines the difference between pages and leaves by the presence of pagination or foliation (numbered leaves) not by printing on both sides or one side, which means we technically don't know whether to use 12 unnumbered pages or 12 unnumbered leaves. Until this is resolved by JSC or CC:DA, consider printing on both sides to be pagination and printing on one side to be foliation, same as AACR2. See RDA 3.5.4.2.

**EXAMPLE 3.** In this case, there are more unnumbered plates than numbered pages, so it makes sense to record the plates. The cataloger uses "p. [pages] of plates" here because the illustrations are on both sides of each leaf.

### AACR2:

300		‡a 16 p., [30] p. of plates : ‡b col. ill. ...
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### RDA:

300		‡a 16 pages, 30 unnumbered pages of plates : ‡b color illustrations ...
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**EXAMPLE 4.** If unnumbered plates are distributed throughout the publication, they generally are not worth counting, but you still need to record ill. in ‡b. (Again, note that special collection units will generally count plates in this situation.)

### AACR2:

300		‡a ix, 152 p. : ‡b ill. ...
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### RDA:

300		‡a ix, 152 pages : ‡b illustrations ...
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REMINDER: If you record plates in 300, you must remember to click on the 008 fixed field button, select the Illustrations box and select "f". If unnumbered plates are not recorded in 300, "f" is not selected in 008 (but "a" should be selected since "ill. [in RDA "illustrations"]" has been entered in ‡b.

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008 - General Description (Book)	
Publication Status	s : Single known date/probable date
Date 1 (yyyy)	1996
Date 2 (yyyy)	
Place of Publication	sp : Spain
Illustrations 1	a : Illustrations
Illustrations 2	f : Plates
Illustrations 3	_ : No illustrations
Illustrations 4	_ : No illustrations

### FOLDED LEAVES

AACR2 2.5B10. If the leaves are folded, this is indicated in ‡a. (Record folded leaves of plates even in situations where it would not be LC practice to count plates.)

#### AACR2 (LCCN 80084981)

300		‡a xii, 283, [60] p. of plates (some folded) : ‡b ill. ...
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#### RDA:

300		‡a xii, 283, 60 unnumbered pages of plates (some folded) : ‡b illustrations ...
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#### AACR2 (LCCN 86018139)

300		‡a xviii, xvi, 306 p., [57] leaves of plates (some folded) : ‡b ill. (some col.) ...
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#### RDA:

300		‡a xviii, xvi, 306 pages, 57 unnumbered leaves of plates (some folded) : ‡b illustrations (some color) ...
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#### AACR2 (LCCN 2001408123)

300		‡a 405 p., [4] folded leaves of plates : ‡b ill., col. maps ...
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#### RDA:

300		‡a 405 pages, 4 unnumbered leaves of plates (folded) : ‡b illustrations, color maps ...
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