

## Extent and dimensions

[Music Cataloging at Yale](#) [1] ? [RDA](#) [2]

### Extent and dimensions for notated music and text (from RDA 3.4 & 3.5)

**Note:** this page was created with music cataloging in mind.

[Number and type of units and subunits](#) (3.4.1.3-3.4.1.7) | [Extent of notated music](#) (4.3.4) (type of score) | [Extent of text](#) (3.4.5) (including paging of scores) | [Dimensions](#)

#### (3.4) Extent

Extent is the number and type of units and/or subunits making up a resource.

- ° A unit is a physical or logical constituent of a resource (e.g., a volume, audiocassette)
- ° A subunit is a physical or logical subdivision of a unit (e.g., a page of a volume, a frame of a microfiche, a record in a digital file).

[Best practices for music cataloging](#) [3]: If feasible, record carrier type associated with any accompanying material that is described in 300  $\$e$  or in a separate 300, as follows. Record multiple instances of carrier type in separate 338 fields.

Books or scores issued with audio/video carriers: Encode in 338 and 007/01.

Audio/video carriers with accompanying volume (insert, booklet, etc.): Encode in 338.

#### (3.4.1.2) Sources of information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the extent of the resource. If desired, take additional evidence from any source.

#### (3.4.1.3) Recording extent

Record the extent of the resource by giving the number of units and an appropriate term for the type of carrier as listed under [3.3.1.3](#) [4], giving the term in the singular or plural, as applicable.

#### (3.4.1.4) Exact number of units not readily ascertainable

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

**Optional omission:** If the number of units cannot be readily approximated, omit the number.

**LC practice/PCC practice for Optional omission:** Apply the option.

[Best practices for music cataloging](#) [3]: Follow the LC-PCC PS for the the optional omission.

#### (3.4.1.5) Other terms used to designate the type of unit

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

- ° if the carrier is in a newly developed format that is not yet covered in the list under [3.3.1.3](#) [4]
- ° if none of the terms listed under [3.3.1.3](#) [4] is appropriate

**or**

- ° as an alternative to a term listed under [3.3.1.3](#) [4], if preferred by the agency preparing the description.

**Optional omission:** If the number of units cannot be readily ascertained or approximated, omit the number.

**LC practice/PCC practice for Optional omission:** Apply the option.

#### (3.4.1.6) Units and sets of units with identical content

If the units of the resource have identical content, add *identical* before the term designating the type of unit.

**Examples:**

2011568072 2 **identical** scores (5 pages)

LC is also using the AACR2 way:

2013560265 2 scores (7 pages each)

2012560065 2 scores (11 pages each)

2013560505 2 scores (25 unnumbered pages each)

If the resource consists of multiple sets of units, and each set has identical content, record the number of sets and the number of units in each set.

#### (3.4.1.7) Number of subunits

Specify the number of subunits as instructed under 3.4.1.7.1-3.4.1.7.8, as applicable, if readily ascertainable and

considered important for identification or selection.

Record the number of subunits, in parentheses, following the term designating the type of unit.

If the format of the resource parallels a print, manuscript, or graphic counterpart or if the resource consists of one or more files in a format that parallels a print, manuscript, or graphic counterpart (e.g., PDF), apply the instructions for extent (for notated music (3.4.3) or for text (3.4.5)) for:

### (3.4.1.7.1) Computer discs, cartridges, etc.

**Optional addition:** For a resource consisting of one or more program files and/or data files, add the number of statements and/or records, as appropriate.

*Best practices for music cataloging, draft:* Routinely specify number of subunits for notated music content and audio files.

### (3.4.1.7.4) Microfiches and microfilm

*Best practices for music cataloging, draft:* Routinely specify number of subunits for notated music content.

### (3.4.1.7.5) Online resources

**Optional addition:** For a resource consisting of one or more program files and/or data files, add the number of statements and/or records, as appropriate.

**Best practices for music cataloging [3]:** Routinely specify number of subunits for notated music content and audio files

For all of the instructions above:

° For other types of files (e.g., audio files, video files, data files), specify the number of files using one or more terms listed in 3.19.2.3 (audio file, data file, image file, program file, text file, video file) to designate the file type.

° If the number of subunits cannot be stated succinctly, record the details in a note if they are considered important for identification or selection

## (3.4.3) Extent of notated music

Apply to the extent of a printed or manuscript resource consisting of notated music (with or without accompanying text and/or illustrations).

### (3.4.3.2) Recording extent of notated music

Record the extent of a resource consisting of notated music by giving the number of units and an appropriate term for the format of notated music as listed under 7.20.1.3:

- **score** (a graphical, symbolic, or word-based musical notation representing the sounds of all the parts of an ensemble or a work for solo performer or electronic media)  
*Best practices for music cataloging, draft:* Note that the RDA definition of "score" includes music for a solo performer
- **condensed score** (score in which the number of staves is reduced to two or a few, generally organized by instrumental sections or vocal parts, and often with cues for individual parts; *used for close score* [used pre-RDA for hymnals, etc., *not* used in RDA], reduced score, short score)
- **study score** (score issued in a musical image of reduced size, not primarily intended for use in performance. A descriptive phrase such as "Study score," "Miniature score," "Taschenpartitur," "Partition de poche," etc., usually appears on the resource)
- **piano conductor part** (performance part for a piano performer in an ensemble, with cues for the other instruments that enable the performer of that part also to conduct)
- **violin conductor part** (a performance part for a violin performer in an ensemble, with cues for the other instruments that enable the performer of that part also to conduct)
- **vocal score** (a score showing all vocal parts, with the instrumental accompaniment either arranged for keyboard(s) or other chordal instrument(s) or omitted)
- **piano score** (a reduction of an instrumental work or a vocal work with instruments to a version for piano. May include the words of a vocal work)
- **chorus score** (a score of a work for solo voices and chorus showing only the parts for chorus, at least in those portions of the work in which the chorus sings, with the instrumental accompaniment either arranged for keyboard(s) or other chordal instrument(s) or omitted)
- **part** (a component consisting of the music for the use of one or more, but not all, performers)
- **choir book** (a large music book made to be placed on a stand in front of a choir. Each part is notated separately, usually in the configuration that presents, when the book is open, the soprano and tenor parts on the verso of a leaf, and the alto and bass parts on the recto of the next leaf.)
- **table book** (a music book made to be placed on a table and displayed in such a way that the performers can read their parts while seated or standing across or around the table. Each part is notated separately,

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usually in a configuration that presents, when the book is open, different parts in inverted and/or perpendicular positions)

If the resource consists of more than one type of unit, record the number of each applicable type in the order listed above, in the singular or plural, as applicable.

Specify the number of volumes and/or pages, leaves, or columns as instructed under [3.4.5](#), in parentheses, following the term designating the format of notated music.

Definitions from RDA:

- **page** a unit of extent of text consisting of a single side of a leaf
- **leaf** a unit of extent of text consisting of a single bound or fastened sheet of paper as a subunit of a volume; each leaf consists of two pages, one on each side, either or both of which may be blank
- **sheet** a flat piece of thin material (paper, plastic, etc.)
- **volume** one or more sheets bound or fastened together to form a single unit
- **column** a unit of extent of text consisting of one of two or more vertical sections of text appearing on the same page or leaf

### Examples:

2013560266 1 score (31 pages)  
2012564289 1 score (16 leaves)  
2012563231 1 study score (49 pages)  
2010562267 1 condensed score (24 pages)  
2013560347 1 chorus score (9 leaves)  
2010562779 1 vocal score (90 pages)  
2012564397 1 score (viii, 20 pages)

### Exceptions:

**Resource containing a set of parts:** when the resource contains a set of parts, record the number of parts but omit the number of volumes and/or pages, leaves, or columns applicable to the parts.

[Best practices for music cataloging](#) [3]: For resources consisting of more than one type of unit, separate each type by space-"+"-space.

Generally do not encode extent for scores and parts in separate 300 fields.

### Examples:

2010562265 1 score (3 pages) + 1 part (1 [unnumbered](#) leaf)  
2012563230 1 score (39 pages) + 5 parts

**Resource consisting of a score and one or more parts in a single physical unit:** when the resource consists of both a score and one or more parts in a single physical unit, record the extent in the form *1 score and 4 parts*, etc., followed by the number of pages, leaves, or columns, in parentheses.

### Examples:

2011568467 1 vocal score and 1 part (4 pages)  
2012562015 1 score (55 pages) and 1 condensed score (1 leaf)  
2011477410 1 score (122 pages) and 1 piano score (125-156 pages)  
2012564449 1 score (370 pages) and commentary (35 pages)

## (3.4.5) Extent of text

(3.4.5.1) Apply to a resource consisting of one or more volumes, sheets, portfolios, or cases containing printed or manuscript text, with or without accompanying illustrations.

### (3.4.5.2) Single volume with numbered pages, leaves, or columns

Record the extent in terms of pages, leaves, or columns as appropriate to the presentation used in the resource, applying the following general guidelines: **When the volume:**

is paginated (i.e., if there are page numbers on both sides of the leaves)

is foliated (i.e., if there are leaf numbers on only one side of the leaves)

consists of pages with more than one column to a page and is numbered in column

- consists of sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, or
- a sequence of pages or leaves is:
- a separately numbered group of pages, leaves, etc.,
  - an unnumbered group of pages, etc., that stands apart from other groups in the publication
- or
- a number of pages or leaves of plates distributed throughout the publication

### Examples:

2013560472 1 score (88 pages)  
2012564298 1 score (57 leaves)  
2012571936 1 score (1 leaf)  
2012562149 1 score (19 sheets)

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

See [3.4.5.8](#) for complicated and irregular paging

### (3.4.5.3) Single volume with unnumbered pages, leaves, or columns

Record the number of pages, leaves, or columns using one of the following methods:

- a) Record the exact number of pages, leaves, or columns, if readily ascertainable.
- b) If the number is not readily ascertainable, record an estimated number of pages, leaves, or columns preceded by approximately.
- c) Record *1 volume (unpaged)*

**LC-PCC PS** LC practice: For LC original cataloging, usually follow method c)

**Best practices for music cataloging** [3]: Follow LC-PCC PS. Use the appropriate extent term for notated music instead of "volume."

**Examples:** Note that LC does not always follow the LC-PCC PS:

2011569059 1 vocal score (3 unnumbered pages)  
2013560306 1 score (1 unnumbered leaf)  
2012563224 1 score (unpaged)

#### (3.4.5.3.1) Numbered and unnumbered sequences:

When the resource consists of both numbered and unnumbered sequences of pages, leaves, or columns, disregard the unnumbered sequences, unless:

- an unnumbered sequence constitutes a substantial part of the resource
- or**
- an unnumbered sequence includes pages, etc., that are referred to in a note.

When recording a sequence of unnumbered pages, etc., record either:

- the exact number (if the number is readily ascertainable) followed by *unnumbered pages*, etc.
- or**
- an estimated number preceded by *approximately*
- or**
- *unnumbered sequence of pages*, etc.

**LC-PCC PS** LC practice: For LC original cataloging, usually follow [method c](#) above.

**Examples:** Note that LC does not always follow the LC-PCC PS:

2013568519 1 vocal score (1 unnumbered leaf)  
2010562254 1 score (58 numbered and unnumbered pages)  
2012564329 1 score (63 pages, 69 unnumbered sequence of pages)  
2012428885 1 score (approximately 600 unnumbered pages)  
2012560673 1 score (approximately 82 sheets)  
#852125564 1 score (21 pages, 7 unnumbered pages)

#### (3.4.5.3.2) Inessential matter:

Disregard unnumbered sequences of inessential matter (advertising, blank pages, etc.)

#### (3.4.5.4) Change in form of numbering within a sequence

If the form of numbering within a sequence changes (e.g., from roman to arabic numerals), ignore the numbering of

the first part of the sequence.

**(3.4.5.6) Misleading numbering**

If the numbering on the last page, leaf, or column of a sequence does not represent the total number of pages, leaves, or columns in that sequence, let it stand uncorrected unless it gives a completely false impression of the extent of the resource (e.g., when only alternate pages are numbered or when the number on the last page, leaf, or column of the sequence is misprinted).

**Examples:**

2010562275 1 score (24 pages, that is, 28 pages)

2012560221 1 score (41 leaves, that is, 164 pages)

#14153295 1 score (21, that is, 29 pages)

**(3.4.5.8) Complicated or irregular paging, etc.**

Record the number of pages, leaves, or columns using one of the following methods:

a) Record the total number of pages, leaves, or columns (excluding those that are blank or contain advertising or other inessential matter) followed by *in various pagings*, *in various foliations*, or *in various numberings*, as appropriate..

b) Record the number of pages, leaves, or columns in the main sequences of the pagination and add the total number of the remaining variously numbered or unnumbered sequences.

c) Record *1 volume (various pagings)*

**LC-PCC PS** LC practice: For LC original cataloging, usually follow [method c](#).

**Best practices for music cataloging [3]**: Follow LC-PCC PS. Use the appropriate extent term for notated music instead of "volume."

**Examples:**

2013560445 1 score (various pagings)

2010562148 1 vocal score (various pagings)

2012564393 1 score (27 leaves, 29 leaves, 21 leaves)

2013568397 1 score (1 unnumbered leaf, 26 pages)

2014563041 1 score (1 page, 4 unnumbered pages)

**(3.4.5.9) Leaves or pages of plates**

If the leaves or pages of plates in a resource are not included in the numbering for a sequence or sequences of pages or leaves of text, etc., record the number of leaves or pages of plates at the end of the sequence or sequences of pagination, etc.

° Record the number of leaves or pages of plates after the pagination, etc., whether the plates are found together or distributed throughout the resource.

° If the resource contains both leaves and pages of plates, record the number in terms of whichever is predominant.

Disregard unnumbered sequences of plates, unless:

° an unnumbered sequence of plates forms a substantial part of the resource (see also [3.4.5.8](#))

or

° an unnumbered sequence includes plates that are referred to in a note.

**Examples:**

2012479786 228 pages, 6 pages of plates

2011516336 802 pages, xii pages of color plates

2012011210 xiii, 133 pages, 16 pages of plates

2012445123 77 pages, 32 unnumbered pages of plates

2012009372 viii, 276 pages, 8 unnumbered pages of plates

2011322946 xiii, 328 pages, 40 unnumbered pages of plates

**(3.4.5.10) Folded leaves**

Describe folded leaves as such.

**Example:**

122 folded leaves

**(3.4.5.14) Single sheet**

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

If the sheet is designed to be read in pages when folded, record the extent as *1 folded sheet* followed by the number of imposed pages, in parentheses.

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[Best practices for music cataloging](#) [3]: This rule does not apply to notated music.

Describe notated music on a numbered single sheet as "1 leaf" if only one side is numbered or as "pages" if both sides are numbered.

If the sheet is unnumbered, describe it as "1 unnumbered leaf" if there is printing on one side or as "unnumbered pages" if there is printing on both sides.

However, note that the carrier type ([3.3](#) [4]) for a single sheet of notated music is still "sheet."

### Examples:

2013560306 1 score (1 unnumbered leaf)

2011568466 1 vocal score (1 unnumbered leaf)

2012562021 1 score (2 unnumbered pages)

[338 field](#) [4]: sheet ‡2 rdacARRIER

### (3.4.5.16) More than one volume

Record the extent by giving the number of volumes and the term *volumes*.

#### Examples:

2012560825 1 score (5 volumes)

2013568430 1 study score (2 volumes)

### (3.4.5.17) Continuously paged volumes

Specify the number of pages, leaves, or columns, in parentheses, following the term designating the type of unit.

Ignore separately paged sequences of preliminary matter in volumes other than the first.

**Optional addition:** For multipart monographs and serials, omit the number of pages, etc.

**LC practice/PCC practice for Optional omission:** Do not omit the pages for multipart monographs.

[Best practices for music cataloging](#) [3]: Follow the LC-PCC PS for the the optional omission.

#### Example:

1 score (2 volumes (588 pages))

### (3.4.5.18) Individually paged volumes

Record the number of volumes and omit the pagination.

**Optional addition:** Specify the number of pages, leaves, or columns in each volume, in parentheses, following the term designating the type of unit.

**LC practice/PCC practice for Optional omission:** Generally apply the optional addition.

[Best practices for music cataloging](#) [3]: Follow the LC-PCC PS for the the optional addition. Give pagination only if the total extent of the resource is known (i.e. the number of units is given).

#### Example:

1 score (2 volumes (vi, 150; vii, 165 pages))

### (3.4.5.20) More than one sheet

Record the extent by giving the number of sheets and the term *sheets*.

[Best practices for music cataloging](#) [3]: Do not apply this rule to notated music. Describe notated music on multiple unbound sheets by combining an extent term with the number of leaves or pages, as appropriate.

However, note that the carrier type ([3.3](#) [4]) for a single sheet of notated music is still "sheet."

#### Example:

2012564298 1 score (57 leaves)

## (3.5) Dimensions

Dimensions are the measurements of the carrier or carriers and/or the container of a resource. Dimensions include measurements of height, width, depth, length, gauge, and diameter.

[Best practices for music cataloging](#) [3]: Follow LC-PCC PS, that is, record dimensions in all cases.

### (3.5.1.2) Sources of information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the dimensions of the resource. If desired, take additional evidence from any source.

### (3.5.1.3) Recording dimensions

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Unless instructed otherwise, record dimensions in centimeters to the next whole centimeter up, using the metric symbol *cm* (e.g., if the height measures 17.2 centimeters, record *18 cm*).

### Examples:

2012564354 27 cm

2013560449 26 cm.

Note: a period follows "cm" in this example because the element is followed by a series statement.

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

### Examples:

2012563889 21 x 30 cm

2012563869 28 x 42 cm

### (3.5.1.4) Dimensions of carriers

#### (3.5.14.11) Sheets

Record the height x width of the sheet, excluding any frame or mount.

If the sheet is designed to be read in pages when folded, record only the height of the sheet when folded.

For other folded sheets, record the height x width when extended followed by the height x width when folded.

### Example:

2012562260 67 x 42 cm folded to 42 x 34 cm

#### (3.5.14.14) Volumes:

Record the height of the volume. If the volume measures less than 10 centimeters, record the height in millimeters, using the metric symbol *mm*.

### (3.5.1.6) Resources consisting of more than one carrier

° More than one carrier of the **same type and size**: record the dimensions of a single carrier as instructed under [3.5.1.4](#).

### Examples:

2012562413 1 score (6 pages) + 1 part (3 pages)

2010562265 1 score (3 pages) + 1 part (1 unnumbered leaf)

° More than one carrier of the **same type but different sizes**: record the dimensions of the smallest or smaller and the largest or larger size

### Example:

2012562185 20 x 24 cm-40 x 30 cm

**Alternative:** If the carriers are all of two sizes, record both. If they are of more than two sizes, record the dimensions of the largest followed by *or smaller*.

**Exception:** Notated music: If the resource consists of more than one carrier of differing sizes, record the dimensions of each carrier containing a different type of unit in the order in which the units are listed under [7.20.1.3](#).

**Best practices for music cataloging** [3]: Follow LC-PCC PS for the alternative. Apply the exception for notated music by encoding dimensions of each carrier in after the extent of that carrier, in separate occurrences of 300 Ꞥ and Ꞥa, respectively.

### Example:

2010562619 1 score (18 leaves) ; Ꞥc 37 cm + Ꞥa 1 part (8 leaves) ; Ꞥc 32 cm

° More than one type of carrier of the **same type and size**: Follow 3.1.4.2: Recording carrier type, extent, and other characteristics of each carrier:

Record in addition to carrier type ([3.3](#) [4]) and extent ([3.4](#)), other characteristics as applicable to each carrier or carrier type

**Source URL:** <https://web.library.yale.edu/cataloging/music/extent>

## Links

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[1] <http://web.library.yale.edu/cataloging/music>

[2] <http://web.library.yale.edu/cataloging/music/rda>

[3] <http://bcc.musiclibraryassoc.org/BCC->

Historical/BCC2015/RDA\_Best\_Practices\_for\_Music\_Cataloging\_v1.1-150217.pdf

[4] <http://www.library.yale.edu/cataloging/music/MARC336338.htm#3.3>