

Pagination Considerations in Cataloging

Revised May 7, 2020

Questions?

Please contact the RSA Help Desk at rsahelp@railslibraries.info or 1-866-940-4083.

Pagination

A consecutive sequence of numbers or letters assigned to pages in a book.

For cataloging purposes, pagination is relevant when a sequence of page numbers ends. Page numbers are recorded in the 300 field (physical description) of a bibliographic record, based on the last printed page number in every sequence. A sequence of page numbers may include preliminary information, main text, and/or supplemental pages. How page numbers are assigned to sections of a book may differ, but what is relevant to catalogers is the last printed page number of every sequence.

Preliminary Pages

Pages at the beginning of a book, often found in introductions or forewords, which have a separate sequence of page numbers before the main text. Preliminary pages often use lower case Roman numerals (i, ii, iii, etc.), but may also use Arabic numerals (1, 2, 3, etc.) or letters (a, b, c, etc.). The bibliographic record will note the last page number in the preliminary sequence first, as in the example below.

Introduction

xvi

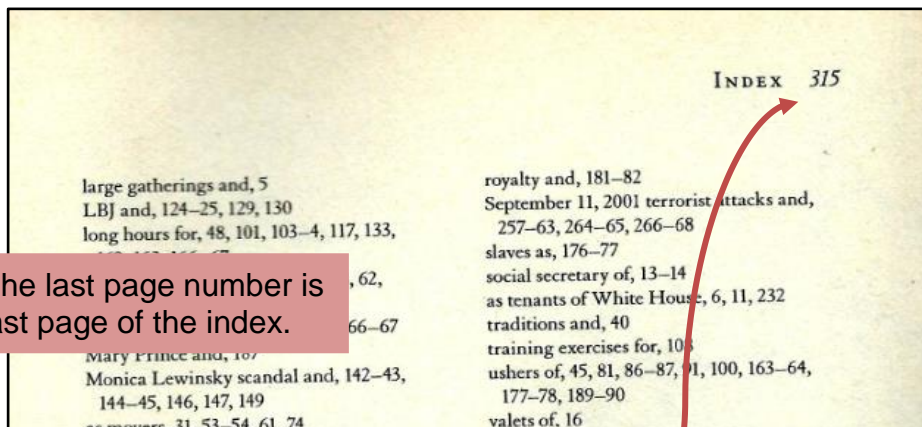
privacy. The central question in this area is one that carries throughout the book: What can we reasonably expect to keep private?

The Constitution has also been interpreted to protect another form of privacy, the right to make decisions involving family life and procreation, including contraception and abortion. However, this form of privacy is not explicitly set out in the Constitution, but is derived from the broader concept of "liberty," and is therefore some-

<input type="checkbox"/> Dewey Decimal Classification Number	082	00	323.44/8/0973 220
<input type="checkbox"/> Personal Author	100	1	Alderman, Ellen.
<input type="checkbox"/> Title	245	14	The right to privacy / cEllen Alderman and Caroline Kennedy.
<input type="checkbox"/> Edition	250		1st ed.
<input type="checkbox"/> Publication info	260		New York : bKnopf, c1995.
<input type="checkbox"/> Physical description	300		xvi, 405 p. ; c25 cm.

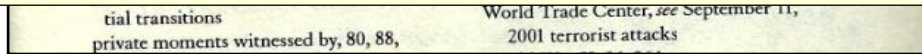
Last Page Number

Usually in Arabic numerals (1, 2, 3, etc.). Most often refers to the final numbered page for the sequence of pages that include the main text of a book. The last page number may, however, extend beyond the main text into an index, bibliography, or other bonus content. The last page number may also appear several pages before the main text ends. What is relevant to cataloging is the last printed page number in the sequence.



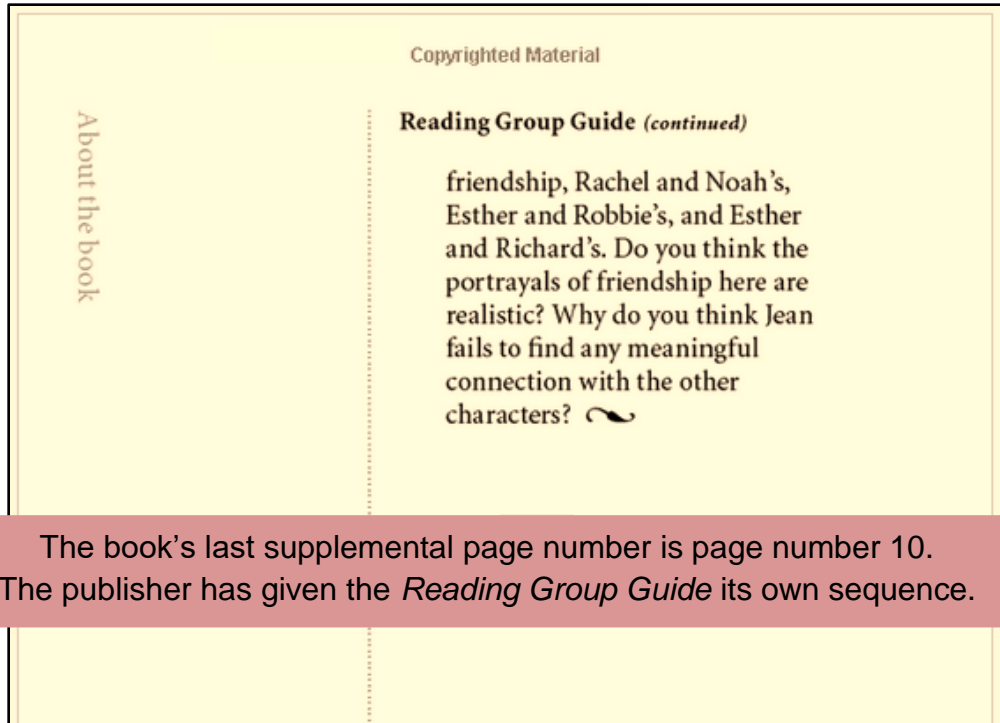
In this example, the last page number is found on the last page of the index.

▼ Dewey Decimal Classification Number	082 04	975.3 223
▼ Local holdings	049	IHXA
▼ Personal Author	100 1	Brower, Kate Andersen, eauthor.
▼ Title	245 14	The Residence : bInside the Private World of the White House / cKate Andersen Brower.
▼ Portion of title	246 30	Inside the private world of the White House
▼ Edition	250	First Harper paperback edition.
▼ Publication	264 1	New York, NY : bHarper, c2016.
▼ Copyright	264 4	c©2015
▼ Physical description	300	x, 315 pages, 14 unnumbered pages of plates : billustrations, portraits ; c21 cm



Supplemental Pages

Pages at the end of a book that may include a discussion guide, references, an index, or an excerpt from the author's next book. Supplemental pages that use a separate sequence of page numbers from the main text are included in the bibliographic record. Supplemental page numbers may appear in lower case Roman numerals (i, ii, iii, etc.), Arabic numerals (1, 2, 3, etc.), or letters (a, b, c, etc.). The bibliographic record will note the last page number in the supplemental sequence last, as in the following example.



The book's last supplemental page number is page number 10. The publisher has given the *Reading Group Guide* its own sequence.

Personal Author	100	1	Nunn, Kayte, eauthor. ?UNAUTHORIZED
Title	245	14	The forgotten letters of Esther Durrant / cKayte Nunn.
Edition	250		First U.S. edition.
Publication	264	1	New York, NY : bWilliam Morrow, an imprint of HarperCollins Publishers, c[2020]
Copyright	264	4	c@2020
Physical description	300		375, 10 pages ; c21 cm

