



Pagination Considerations in Cataloging Guide

Last updated: September 22, 2026

Pagination

Defined as 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

These are the 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.

The diagram illustrates how the page number of the first page of the main text is recorded in a cataloging record. It shows a snippet of a book's introduction page and a corresponding MARC record.

Book Page Snippet:

xvi *Introduction*

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-

Amendment, and in the battle over privacy that is a truly powerful shield.

Cataloging Record:

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

A red arrow points from the 'xvi' in the book's introduction to the 'xvi' in the 300 field of the cataloging record.

Last Page Number

Usually in Arabic numerals (1, 2, 3, etc.), this 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.

The photograph shows a book's index page. At the top right, the word "INDEX" is printed above the page number "315". A red arrow originates from the "315" and points down to the MARC record table below. The index page contains two columns of text listing topics and their corresponding page numbers. The MARC record table below the photograph contains the following data:

▼ 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

After the main text, a book may include a discussion guide, references, an index, or an excerpt from the author's next book, and this extra content might have its own sequence of numbered pages. These supplemental pages with their own numbering, different from the main text, are included in the bibliographic record. Supplemental page numbers may appear in lowercase 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.

Copyrighted Material

About the book

Reading Group Guide *(continued)*

friendship, Rachel and Noah's, Esther and Robbie's, and Esther and Richard's. Do you think the portrayals of friendship here are realistic? Why do you think Jean fails to find any meaningful connection with the other characters? ~

☐ 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

Copyrighted Material

Discover great authors,
exclusive offers, and more
at hc.com.

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

No Numbered Pages

Sometimes a book might not have any numbered pages. This is most frequently found with children's books, but it may be seen with adult works as well. When this happens, you will see the phrase "1 volume (unpaged)" as the pagination in the 300 field.

▼ Physical description	300	1 volume (unpaged) : bcolor illustrations : c24 cm
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Various Pages

When a book's pagination starts and stops so frequently it becomes difficult to transcribe them all in the 300 field—or a cataloger feels it would be challenging for a user to understand the pagination—you will not see the last printed page number of every sequence listed. Instead, you will see a variation of the phrase "various pagings" in the 300 field.

▼ Physical description	300	1 volume (various pagings) : billustrations : c29 cm
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▼ Physical description	300	1 volume in various pagings : billustrations, charts : c28 cm
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Manga Pagination

Pagination for manga can be difficult because many of these books use very sporadic pagination. Sometimes there is a final numbered page close enough to the end of the manga where it makes sense to include it in the 300 field to provide users with an idea of the book's length.

With manga where there is technically a final numbered page, but it is nowhere near the end of the book, many catalogers will use "1 volume (unpaged)" because the item is essentially unpaged. If the final numbered page were recorded in this situation, it would not truly represent how many pages are in the book. The cataloger would need to count the unnumbered pages (e.g., 45, 155 unnumbered pages). Using "1 volume (unpaged)" is preferred in this situation.

Questions? Please contact the RSA Help Desk at help@librariesofrsa.org or 866-940-4083.