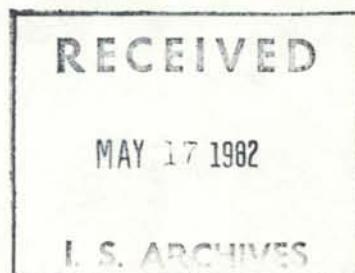Recommended Methods for Development-
Information Systems, Volume 1

MANUAL FOR THE PREPARATION
OF RECORDS IN
DEVELOPMENT-INFORMATION SYSTEMS

by
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The first draft of this manual was reviewed at the *Technical Meeting on Common Methodologies, Ottawa and Mont Ste. Marie, Canada, 3-13 November 1981*. This final version embodies the recommendations of that meeting.

DRAFT
March 1982

IDRC-doc. 309

ARCHIV
MORIN
no. 2

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FOREWORD

In 1975, six international organizations sponsored a feasibility study and design effort for a global information system aimed to support persons involved in the economic and social aspects of development. The proposed system was identified as DEVSIS (Development Sciences Information System), and it was conceived particularly to respond to the needs of organizations with cross-sectoral responsibilities (Ministries of Planning, development banks) and to those of the research community engaged in socio-economic development studies. The report(1) of the DEVSIS Study Team addressed organizational and financial questions, and also outlined the technical methods that could be employed.

DEVSIS, as a global system, has not been implemented. Nevertheless a number of important development-information systems have been started in the intervening years; to a greater or lesser degree, these systems have drawn on the DEVSIS Feasibility Study in defining their technical procedures and, in so doing, have tested the validity of what was recommended in 1975.

The most significant development-information systems have been launched in the United Nations. CEPAL (Santiago de Chile) has a system known as INFLOPLAN in partial operation with the participation of certain Ministries of Planning. CEPAL Caribbean Office (Port-of-Spain) has developed CARISPLAN as a sub-regional system closely linked to INFOPLAN. ECA (Addis Ababa) has launched PADIS-DEV and is seeking the participation of African governments in technical operations. The Department of International Economic and Social Affairs (New York) has an operational Development Information System which covers its own documents as well as those of the Department of Technical Co-operation for Development. ECWA (Beirut) and ESCAP (Bangkok) are in the process of considering the type of systems that they could establish.

IDRC has operated an experimental DEVSIS programme since 1976. In doing so, it has identified the appropriate documents that have been produced in Canada. It has also received experimental input from various institutions in a significant number of countries, including the Federal Republic of Germany, the Netherlands, the Soviet Union, Morocco, Tunisia, Pakistan, India, Bangladesh, Indonesia, and the Philippines.

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(1) DEVSIS Study Team. DEVSIS: the preliminary design of an international information system for the development sciences. Ottawa, International Development Research Centre, 1975. (IDRC-065e)

At one time or another, several national organizations have also mounted experimental DEVSIS-type operations. Some of these have been computerized, e.g. in Tunisia, but others have been manual operations that seek to simulate the type of information retrieval that can be obtained from a computerized system, e.g. in Pakistan, Thailand, the Philippines, etc.

At a meeting convened by the United Nations in New York in June 1981, the participants from the UN Regional Economic Commissions recommended a series of actions that would support their on-going activities, facilitate compatibility among them, and lead to the effective exchange of data[1]. One of these recommendations was in fact to accept an offer by IDRC to attempt to distill the results of the experiences of the last five-six years and produce an up-dated set of recommendations for the methods to be employed in DEVSIS-type systems.

This document is the product of IDRC's effort to respond to that recommendation. A first draft was produced in the fall of 1981, and it was reviewed at an international meeting held in Ottawa and Mont Ste. Marie in November 1981. The participants at this meeting, primarily drawn from the UN Regional Economic Commissions, are listed on pages 7 - 9. The participants proposed many amendments to the specifics of the original draft, as well as some expansions. They re-affirmed the earlier recommendation that IDRC should publish the product in the form of a 'model manual' and expressed their intention to be guided by it in the elaboration of their own systems. This document, which incorporates many of the recommendations of the November 1981 meeting, should be viewed as the final report of that meeting. IDRC sees it as the first major up-date of the technical recommendations made by the DEVSIS Study Team in 1975.

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[1] Technical Expert Group Meeting on Common Indexing Tools, New York, 15-17 June 1981. Report of the meeting. New York, Information Systems Unit, UN Department of International Economic and Social Affairs, 1981.

The manual, which is the main part of this document, is seen as a 'model'; the procedures described are essentially recommendations. It would not be possible for every development-information system to implement the manual in its entirety. The participants at the meeting in November 1981 recognized this and tried to allow for the flexibility that will be necessary if specific local situations are to be accommodated, e.g. limitations of hardware and software, previous investments in files that cannot easily be converted, etc. The manual is, however, offered as a guide to the designers of new systems and to those seeking to improve existing systems. Users are encouraged to follow it to the extent possible and, when deviations are needed, to try to limit these to those that will not affect the ability to exchange data. It is this exchangeability of data that is paramount if the world is to benefit from cooperation among development-information systems - offering a greater spectrum of relevant information than any one system could hope to capture on its own.

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I.   GENERAL INTRODUCTION

1.   Experiences upon which this document is based

As indicated in the Foreword, there are now several centres which have established development-information systems. The authors of this document have drawn, as far as possible, upon the experience of centres in Santiago de Chile and Port-of-Spain, but they have been more directly involved with systems in Ottawa, New York, Addis Ababa and Tunis. All of these last four have made use of the same computer software package, known as MINISIS.

One of the authors has also been working closely with the Institut du Sahel (Bamako) on the design of a decentralized information system known as RESADOC. RESADOC is not yet operational, but a great effort has gone into the optimization of the methods it will employ. It will, in fact, be a system to cover all sectors and, thus, will include the scientific and technical aspects of development as well as the economic and social aspects. The exercise has been particularly illuminating because, with the very limited resources of the sub-region, every effort has to be made to ensure that unnecessary duplication of work is eliminated.

For the countries of the Sahel, agriculture is the dominant sector. These countries, as members of FAO, are invited to participate in AGRIS. The responsible people at the Institut du Sahel are very anxious to ensure that input to RESADOC will also be valid as input to AGRIS. Believing that the requirements of the Institut du Sahel would likely be similar to the requirements of many other institutions, particularly at the national level, the authors have attempted to formulate a set of recommended methods that would meet this objective.

Doing so is not easy. The original DEVSIS recommendations were based on the UNISIST Reference Manual for Machine-Readable Bibliographic Descriptions (1), whereas AGRIS methods were based largely on those already designed for INIS in the late 1960's. The differences are not negligible. However, a series of compromises have been proposed. With AGRIS as an already operating system with more than 720 000 records in its data base, the flexibility had necessarily to come mainly from the other side.

2. Influence of available computer software

All the existing computerized development-information systems that have been taken into account employ either ISIS or MINISIS. These two packages have a high degree of compatibility at the functional level(2). The authors have had more experience with MINISIS although they were using ISIS in the mid-1970's.

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(1) UNISIST/ICSU-AB Working Group on Bibliographic Descriptions. UNISIST reference manual for machine-readable bibliographic descriptions. Paris, Unesco, 1974

(2) Valantin, Robert L. CDS/ISIS and MINISIS: a functional analysis and comparison. Ottawa, International Development Research Centre, 1981. (IDRC-TS37e)

In the main body of the text of this document the implementation in MINISIS has been used as the basis for the numbering of fields. Annex 9, however, discusses how the methods can be implemented with CDS/ISIS, DOS/ISIS or MINISIS.

MINISIS, to conserve its computer operations, does not distinguish structurally between 'fields' and 'subfields'. However, the tagging system permits the software to recognize the association of a group of such entities and to treat them as though they were 'subfields'. To do so means that MINISIS has had to go from a three-character to a four-character tag for each field.

In this document, a four-character tag ending with a zero is employed in two different senses:

(1) As the tag for a field which is <u>not</u> subfielded;

(2) As a designation of the sum of a set of subfields tags ending in 1, 2, 3 etc.). In this case, the computer holds the data only behind the subfield tags but, in retrieval, it recognizes the zero-ending tag as a call for the complete set.

3. Centralized and decentralized systems

As previously explained, an effort has been made to distill the results of experience over the last few years; the authors have sought to recommend a set of methods that will be as simple as possible, get around technical difficulties that a 'perfect' system might impose in an operating environment, ensure compatibility with AGRIS, and be capable of implementation using software that exists today.

The experience of the last five-six years involves both centralized and decentralized systems. A centralized system is one where the work of preparing input is under the control of a single authority and is usually carried out at a single location. A decentalized system is one that invites various participating centres (usually in different countries) to prepare input that is sent to a coordinating centre for merging into a combined data base. Obviously, the first is easier to manage, although only the second may be capable of ensuring comprehensive coverage of available information.

In this document, the more difficult case has been assumed, i.e. the decentralized system. The short-cuts that will be possible in a centralized system will be obvious to the attentive reader.

4.   Content of this document

Section II of this document provides background to the definition of the recommended record structure and shows its relationship to those of UNISIST and AGRIS. In Section III, the specific details of the recommended record structure and worksheet are outlined. In addition, possible local modifications are discussed. Sections IV, V and VI constitute the main body of the manual.

This document is the first volume of the three-volume collection, Recommended Methods for Development Information Systems. Volumes two and three, currently in preparation, will cover specific technical questions, including the creation and maintenance of authority files, serials control, thesaurus maintenance, etc., and indexing theory and procedures.

5.   Language of this document

This document has been prepared in English, the language in which the authors are most accustomed to work. It was also the language of the meeting that was held in November 1981, when the content was reviewed and modified.

The participants at the November 1981 meeting saw early requirements to have versions in Arabic, French and Spanish (the other official languages of the UN Regional Economic Commissions). They are not convinced that these requirements can be met by simple translation. From experience with French-language systems, it is realized that all concepts are not transferable between language groups, and that accommodations may be needed. Efforts will be made, in cooperation with the Regional Economic Commissions, to start work on the other language versions and, as problems are identified, it may be necessary to find compromises that could occasionally involve making amendments to the English version. The participants at the November 1981 meeting were confident, however, that these would be few and would not affect the basic record structure.

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II RELATION TO EXISTING RECORD STRUCTURES

The concept of bibliographic level is always applied, whether describing an item in a printed bibliography, a library catalogue or an information system, and regardless of the bibliographic standard followed. A decision must be taken as to which bibliographic information is required to adequately describe the item so that it can later be identified and located. For example, it is necessary to record not only the author, title, pagination and date of a chapter of a book, but also, to record sufficient information to identify the book from which the chapter has been extracted.

In choosing the record structure recommended in this manual, two models were considered, the UNISIST and the AGRIS models.

The UNISIST record structure, as defined in the Reference Manual for Machine-Readable Bibliographic Descriptions(1), requires, for a given data element, the creation of separate fields at each applicable bibliographic level (analytic (A), monographic (M), collective (C), serial (S)). This means that, for example, four separate title fields (A,M,C,S) and three separate personal author fields (A,M,C) must be defined.

The AGRIS model is based on the concept of documentary unit and generic document. The item being described, i.e. the item at the lowest bibliographic level, is defined as the documentary unit. The generic document is the monograph or collection from which a part has been extracted to be treated as a documentary unit. Information pertaining to the documentary unit is always entered in the same set of fields, regardless of whether the documentary unit is an article, a book, a multivolume work, etc. Such fields include personal names (documentary unit), corporate names (documentary unit), etc. When necessary, information pertaining to an item at a higher bibliographic level is recorded in the generic document or serial section of the record. Examples include the book from which a chapter has

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(1) Dierickx, Harold. Reference manual for machine-readable bibliographic descriptions. 2d rev. ed. Paris, Unesco, 1981. (PGI/81/WS/22)

been extracted, the periodical in which an article was published, the monographic series of which a report is a part, etc. The bibliographic levels of the documentary unit and the generic document are recorded as codes in the header of the record.

Because it requires fewer fields and, thus, allows a simpler and more compact record structure and worksheet, the documentary unit/generic document structure was chosen for this manual. This means that the information about the item being described, i.e. the item at the lowest bibliographic level, is always found in the documentary unit (B200) series of fields. For more information on bibliographic level, see the guidelines for field A130 in the body of the manual.

Although the structure is not that which is defined by UNISIST, the guidelines for specific fields found in the Reference Manual were taken into consideration in the preparation of this manual. It is possible, moreover, to convert to the UNISIST or AGRIS structures using the ISO 2709 ([1]) format for exchange of bibliographic data on magnetic tape. Annex 8 contains a correspondence table for the fields in the recommended record structure, and those defined by AGRIS and UNISIST.

III   RECORD STRUCTURE AND WORKSHEET

1. Record structure

The information pertaining to a given documentary unit will be stored in one record in the data base. The record consists of many fields, each of which contains a particular type of data, e.g. personal author, institution name, record number, descriptors, etc. Not all fields will be present in every record. For example, field B660, ISBN, will not be present if the documentary unit does not bear an ISBN.

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[1]   International Organization for Standardization. Documentation - format for bibliographic information interchange on magnetic tape. Geneva, ISO, 1973. (ISO 2709)

Each field in the data base is defined by:

- a full field name;

- a 4-character alpha-numeric tag;

- a mnemonic, i.e., a group of up to six characters
  which constitutes a rough abbreviation of the
  field's name.

Various attributes are also defined for each field, including
the following:

- Maximum length;

- Repeatability;

- Presence or absence of subfields.

Maximum length

Specifies the maximum number of characters permitted in one
occurrence of a field.

Repeatability

A repeatable field is one which may occur more than once,
e.g. report number or symbol. Each occurrence of the data
element is treated as a separate entry.

A non-repeatable field is one in which all data elements are
entered in a single occurrence e.g. descriptors, languages of
text, date of imprint/issue.

Presence of subfields

A simple (not subfielded) field is one in which
data elements are entered directly, and not
subdivided into separate components, e.g. title of
documentary unit, date of imprint/issue.

A subfielded field is one in which data elements
are entered in distinct subfields which behave as
individual fields but are recognized by the system
as belonging to the same set. The publisher
for example, is divided into three subfields:
name, city and country code.

The data definition table in Annex 0 provides the
complete list of attributes of the fields defined
in the manual.

2. Worksheet

The worksheet, also found in Annex 0, is a visual representation
of the bibliographic record. It contains designated areas for
recording information, field by field, pertaining to a
documentary unit. Each designated area bears a field tag.
Repeatable fields are indicated by an asterisk (*).

Fields are grouped on the worksheet in approximately the same
order in which they appear in the data definition table, and fall
into four main areas:

Header

Includes fields which contain codes and record
numbers which identify the bibliographic record or the
documentary unit. These include participating centre record
number, bibliographic level, country of origin, etc.

Such fields are prefixed by the letter 'A', e.g. A190.

Bibliographic description

Includes fields for recording information which uniquely
identifies a documentary unit. The data are selected and
entered on the worksheet consistently and according to
established rules. They include author, title, publisher,
date, etc.

Such fields are prefixed by the letter 'B', e.g. B210.

Content analysis

Includes fields for recording information related to the
content of a documentary unit, e.g. descriptors, geographical
area, statistical data, etc.

Such fields are prefixed by the letter 'C', e.g. C100.

Local

Includes fields for recording information which is only of
interest to the participating centre and/or to the coordinating
centre, e.g. identification of documentalist, date input, etc.

Such fields are prefixed by the letter 'D', e.g. D140.

Annex O also contains a worksheet annex which is used for fields
which require a large amount of space and which do not appear in
every record. Such fields include abstract (C130) and statistical
table (C510).

3. Local modifications

The authors are convinced that there is no 'absolute' or 'perfect' way of preparing a bibliographic record and that alternate methods may produce equally satisfactory results. They are equally convinced that, in the interest of compatibility within and among systems, it would be best to adopt a single set of methods. It is recognized, therefore, that some systems will want to follow the general structure outlined in the manual, while introducing certain modifications to the record structure or to the rules for recording data, in order to meet their own particular needs.

To respond to this, certain short comments, beginning and ending with four asterisks (****) have occasionally been introduced to identify alternative courses of action.

It should be pointed out that certain fields are designated as essential in order to provide the minimum information required to identify the documentary unit described in the record. Essential fields are also of fundamental importance for the effective exchange of information among systems.

A system may add certain fields in order to meet local needs. It is recommended that such fields begin with the letter 'D'. In addition, the decision may be taken to insert one or more of the following fields in the record structure:

- B550: Language of analysis

- B350: Title of generic document - English translation

- B680: Total pages to be microfiched

    This field would record the total of the number of pages in the documentary unit, including the title page, all prefatory material, unpaged sequences, appendices, etc. The number entered would be used when automatically generating the microfiche header from the system, to predict the number of frames and, thus, the number of microfiche required for the documentary unit.

- C180: AGRIS object and geographic codes.

      It is expected that, when the AGRIS thesaurus,
      AGROVOC (1), is implemented this field will become
      obsolete.

At the level of the data to be included in fields, the possibility
of local variations is also accepted, either among systems or
among institutions cooperating within a single system. The
guiding principle, as stated in the Foreword, should be that local
modifications are not such as to hinder the exchange of data
within one system or between that system and another system.

Following are two possible cases:

-     in the examples of titles found in the guidelines for field
      B230, a definite or indefinite article standing as the first
      word of a title has not been eliminated. This has been left
      as something to be decided locally, because it is recognized
      that there may be linguistic and cultural groups within which
      such an elimination would be undesirable. Within a system,
      however, such articles should either be consistenly retained
      or consistenly eliminated; otherwise the system will have
      problems with certain printed outputs, e.g. alphabetical
      lists of tiles. Should some systems, however, retain these
      articles and other eliminate them, it will not be a serious
      impediment to exchange; if necessary, for example, one could
      default to a situation in which all articles were eliminated
      by computer programme;

-     there are other questions on which local variations might be
      permitted even within a single system. For example, some
      authorities prefer to use an upper-case initial letter for
      all principal words in the title of an institution, whereas
      others limit themselves to an upper-case only for the first
      word. In compiling an authority file of institution names
      for a system, allowance could be made for this type of
      variation, and each participating centre could determine how
      it wishes to see the names of institutions that come within
      its territory.

(1) AGROVOC thesaurus. Preliminary ed. 1981.

IV   INTRODUCTION TO THE MANUAL

1.   Outline of the manual

This manual serves to guide the documentalist in
entering data on the worksheet, the first step
in the creation of a bibliographic record. It
follows the same data definition table and contains a
section for each field defined in the data base, which
includes:

- FIELD IDENTIFICATION: name, tag, mnemonic

- CHARACTERISTICS of the field:

   a)   Essential, mandatory or optional

   Essential: Data must be present in the field
   for every record entered in the
   data base.

   Mandatory: Data must be entered in the field
   if the information is available,
   and the field applies to the
   documentary unit in hand (e.g.
   field B730 is mandatory for a
   patent document).

   Optional: Data is entered in the field at the
   discretion of the participating
   centre.

   b)   Repeatability: As defined in Section III.1,
   Record structure.

   c)   Presence of subfields: As defined in Section
   III.1, Record structure.

- PURPOSE and, when applicable, DEFINITION(S)

- Guidelines for the SELECTION of data elements

- Guidelines for DATA ENTRY

In addition, the manual contains various annexes which
supplement the field by field guidelines.

2. Language of analysis

Before entering data on the worksheet, according to the guidelines found in the manual, the documentalist may have to take a decision on the LANGUAGE OF ANALYSIS.

Because of the variation in the predominant languages in the audiences reached by particular systems, the languages designated as official languages will not necessarily be the same for all systems. For example, the Pan-African Documentation and Information System for Social and Economic Development (PADIS-DEV) uses English, French and Arabic as its official languages, whereas a system in South Asia may choose to have English as its only official language.

The choice of official language(s) for a particular system will be made by its coordinating centre. A particular participating centre which is part of a multi-language system, may, however, choose to use only one of the designated official languages. When a participating centre uses only one official language the following guidelines should be ignored. All references in the manual to 'language of analysis' can be replaced by the name of that language.

General principle

Information pertaining to a documentary unit is recorded in one of the official languages of the system. This language is referred to as the language of analysis.

EXCEPTION 1: The original title or titles of a documentary unit are recorded in field B230.

EXCEPTION 2: Fields where several different language versions
of the same data appear on the documentary unit,
and where one language is selected for data
entry. In these cases, specific guidelines
concerning choice of language are provided.

Examples: fields concerning institution names,
titles, meeting name, etc.

In all other cases, data is entered in the official language
selected as the language of analysis for the documentary unit in
hand.

Selection of language of analysis

1. Unilingual documentary unit

A unilingual documentary unit contains TEXT written in only one
language. (Summaries or abstracts written in other languages are
not considered to be text.) The language of analysis is
selected as follows:

1.1 Unilingual documentary unit WRITTEN IN AN OFFICIAL LANGUAGE
of the system

Language of analysis: the language in which the
documentary unit is written.

1.2 Unilingual documentary unit NOT WRITTEN IN AN OFFICIAL
LANGUAGE of the system

Language of analysis: the official language of the system
which is most appropriate for the
user community.

Note: When the title does not appear on the documentary
unit in the language of analysis, a translated
title in the language of analysis must be entered
in field B240, B250, B260, or B270, as applicable.

2. **Multilingual documentary unit**

A multilingual documentary unit is one which contains <u>TEXT</u> in more than one language. Documentary units written <u>in a</u> single language which also contain abstracts or summaries in other languages are considered to be unilingual.

<u>One record only</u> is created for multilingual documentary units. When a title does not appear on the documentary unit in the language of analysis, a translated title in the language of analysis must be entered in field B240, B250, B260, or B270, as applicable.

2.1 <u>Multilingual documentary unit NOT WRITTEN IN AN OFFICIAL LANGUAGE of the system</u>

Language of analysis: the official language of the system which is most appropriate for the user community.

2.2 <u>Multilingual documentary unit written in ONE OFFICIAL LANGUAGE of the system</u>

Language of analysis: the only official language in which the documentary unit is written.

2.3 <u>Multilingual documentary unit written in MORE THAN ONE OFFICIAL LANGUAGE of the system</u>

Language of analysis: the official language of the system that is most appropriate for the user community.

3. Institution authority file

As the institutions entered in bibliographic records will be
used for document retrieval and for the generation of printed
indexes, it is desirable to enter the name of a given
institution in a consistent manner in all records. This
consistency is attained through the use of an authority file of
institution names. Ideally, all participating centres within a
given region will use a common institution authority file, one
which is maintained by the coordinating centre. Should this not
be feasible, it is recommended that a participating centre build
its own authority file. In either case, the participating
centre will ensure that those institutions added to its
authority file are also added to the one maintained by the
coordinating centre.

Fields B220 and B320 in the bibliographic record have been
structured to accommodate institutions for which entries have
been made in either computerized or manual authority files.

A computerized institution authority file is a data base,
separate from the data base which contains the bibliographic
records. Each record in the authority file contains the name,
city and country code of a particular institution, and an
authority code which is unique to that institution.

When analyzing a documentary unit, it is necessary to enter only
the authority code in the bibliographic record, in subfield B224
or B324. The code provides the link between the authority file
and the main data base containing all the bibliographic
records. When the authority file is joined to the main
bibliographic data base, the code becomes invisible to the user,
and is replaced by the name, city and country code of the
institution it represents.

A manual institution authority file serves to indicate the
correct form of entry for an institution. The name, city and
country code are copied from the authority file and are entered
in the appropriate institution subfields (B221-B223 or
B321-B323) in the bibliographic record.

Detailed guidelines on the construction of institution authority
files will be found in volume two of this collection, currently
in preparation.

CONVENTIONS USED IN THE MANUAL

The following symbols have been used throughout the manual:

  # #   to separate two occurrences of data in a repeatable field

        Example

            B210 (personal author of documentary unit):

            Jones, C.H. # # Wallace, George

  /   to separate two subfields

        Example

            B320 (institution - generic document):

            Unesco / París / FR

  * * to indicate the absence of data in a subfield

        Example

            B220 (institution - documentary unit):

            Gambia. Ministry of Agriculture and Natural
            Resources / * * / GM / A

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**********
* HEADER *
**********
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+----------------------------------------------------------+-------------------+
|                                                          |                   |
|              INTERNAL SEQUENCE NUMBER                    |       ISN         |
|                                                          |                   |
+----------------------------------------------------------+-------------------+
```

CHARACTERISTICS

Essential

Assigned to the record at the time of input

PURPOSE

The Internal Sequence Number (ISN) is a unique identifier for a
given record in a computerized system. Once assigned, it
remains permanently associated with that record and may not be
changed. The ISN is one of the points of direct access to a
record.

DATA ENTRY

The ISN is assigned to a record and copied onto the worksheet at
the time of entry into the computerized system.

```
-----------------------------------------------------------------
|                                          |                      |
|                                          |                      |
|        RESEQUENCED RECORD NUMBER         |      A100            |
|                                          |      RESNUM          |
|                                          |                      |
-----------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field A100 is used to record the number identifying a
bibliographic record which appears in a printed index. It is
generated by the system after the sequence of records to be
printed in the index has been determined and, therefore, is not
entered on the worksheet.

```
---------------------------------------------------------------------------
|                                                |                         |
|                                                |                         |
|     PARTICIPATING CENTRE RECORD NUMBER         |        A110             |
|                                                |        PCN              |
|                                                |                         |
---------------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field A110 is used to enter the participating centre's
record number (PCN) assigned to each record to identify
it uniquely in a cooperative system.

The PCN consists of the following elements:

a)   participating centre code: assigned by the
        coordinating centre to identify it uniquely
        (2 alphanumeric characters);

b)   year of entry of record: last two digits of the
        year in which the documentary unit is
        analyzed;

c)   sequential number: assigned on a yearly basis
        in the sequence 00001 to 99999. Each number
        consists of five digits.

DATA ENTRY

Enter the participating centre code, followed by the last two
digits of the current year. Assign the number 00001 to the first
record entered each year, and continue assigning numbers
sequentially, to each record as it is completed, ensuring that
the same number is not used twice.

Format

XX-YY-NNNNN

    XX: participating centre code

    YY: year of entry of record

    NNNNN: sequential number

Examples

The first record submitted by IDRC in 1982:

    54-82-00001

The 345th record submitted by Bangladesh
Institute of Development Studies in 1980:

    07-80-00345

The 25th record submitted by the national
input centre for Mauritania in 1981:

    MR-81-00025

```
-----------------------------------------------------------------------
|                                            |                         |
|                                            |                         |
|        LIBRARY CODE AND CALL NUMBER        |   A120                  |
|                                            |   LIBCAL                |
|                                            |                         |
-----------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Repeatable

Subfielded

PURPOSE

Field A120 is used to record a code representing the name of the library or documentation centre where the documentary unit being analyzed is located, and its call number. This information makes possible ready access to the documentary unit, even before a microfiche or photocopy is available.

SUBFIELDS

A121   LIBRARY CODE   LIBCOD

A122   CALL NUMBER   CALLNO

DATA ENTRY

LIBRARY CODE   A121

The code representing the library or documentation centre is established in cooperation with the coordinating centre.

1. General rule

The library code consists of the following elements:

a) the ISO code of the country in which the
    institution is located;

    EXCEPTION: For institutions within the United
                Nations system, see 2 below.

b) the acronym representing the name of the
    institution in which the library or documentation
    centre is located.

The two elements are separated by a dash.

2. Institutions within the United Nations system

For the following UN specialized agencies and autonomous
bodies within the UN system, use the code of the country in
which the institution is located:

FAO	ICAO	IMCO	UPU
GATT	IDA	IMF	WHO
IAEA	IFC	ITU	WIPO
IBRD	ILO	Unesco	WMO

For all other UN organs, use the code UN.

Examples

    Bangladesh Institute of Development Studies:

        BD-BIDS

    Organisation pour la Mise en Valeur du Fleuve
    Senegal:

        SN-OMVS

    International Livestock Centre for Africa:

        ET-ILCA

    Economic Commission for Western Asia:

UN-ECWA

International Labour Organization:

CH-ILO

CALL NUMBER   A122
==========================

A call number is a combination of characters used to identify a specific documentary unit and to indicate its physical location within a particular library or documentation centre. Part of the call number may be a classification number, which indicates the subject of the documentary unit.

Enter the full call number assigned to the documentary unit by the library or documentation centre in which it is located.

Examples

L525

711.2(665.7) D4

Z694 B5 1978

```
-----------------------------------------------------------------
|                                      |                          |
|                                      |                          |
|        BIBLIOGRAPHIC LEVEL           |        A130              |
|                                      |        BIBLEV            |
|                                      |                          |
-----------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Subfielded

SUBFIELDS

A131	LEVEL - DOCUMENTARY UNIT	LEVDU
A132	LEVEL - GENERIC DOCUMENT	LEVGD

PURPOSE

Field A130 serves to identify the bibliographic level at which
the documentary unit is described and, if applicable, the
bibliographic level(s) of the generic document of which the
documentary unit is a part.

The concept of bibliographic level allows the identification,
within a single record, of the bibliographic entities of which
the record itself is composed and which are required to make the
description of a documentary unit complete.

The following bibliographic levels are defined:

Analytic   : Relates to an item which is not issued separately,
               but as part of a larger bibliographic entity,
               e.g. chapter in a book, article in a periodical,
               section in a report, map or any other piece
               extracted from a single document, etc.

Monographic: Relates to an item issued as a single physical piece
               which is complete in its own right, e.g. book,
               report, thesis, map, film, sound recording, one

part of a multivolume work bearing its own
title, etc.

Collective : Relates to an item comprised of
two or more physical pieces issued at once
or over a predetermined period of time, e.g.
multivolume report, multivolume encyclopedia,
etc.

Serial : Relates to a number of physical pieces produced
over an indefinite period of time, and bearing
a common title, e.g. a periodical, monographic
series,
annual report, yearbook, newspaper, etc.

DATA ENTRY

LEVEL - DOCUMENTARY UNIT   A131

Circle the letter corresponding to the bibliographic level of
the documentary unit being analyzed.

Circle ONE letter in subfield A131:

A   - analytic level

M   - monographic level

C   - collective level

S   - serial level

NOTE: The level of the documentary unit is "S"
when a record is being prepared for the
entire serial, rather than for an individual
part of it. In such cases a serials
worksheet is used. See section on
serials control to be published in Volume 2.

LEVEL - GENERIC DOCUMENT   A132

When applicable, select the letter corresponding to the
bibliographic level(s) of the generic document from which the
documentary unit is extracted.

Circle the appropriate letter(s) on the worksheet:

M   if the documentary unit is part of a monograph

C   if the documentary unit is part of a collection

S   if the documentary unit is part of a serial
(periodical or monographic series)

Example 1

The documentary unit is a report published
as a single piece.

A131: M

(subfield A132 is not entered)

Example 2

The documentary unit is an article in a periodical.

A131: A

A132: S

Example 3

The documentary unit is a map extracted from a one
volume report.

A131: A

A132: M

Example 4

The documentary unit is one volume of a two volume
collection.

A131: M

A132: C

Example 5

The documentary unit is a chapter from a monograph.
The complete monograph is one issue in a
monographic series.

A131:   A

A132:   M S

NOTE: As the chapter is not the complete issue
        of the monographic series, level S is
        optional.

Example 6

The documentary unit is a single volume of a
collection and bears its own distinctive title.
It is also part of a monographic series.

A131:   M

A132:   C S

Example 7

The documentary unit is a chapter from a monograph
which is one volume of a collection.

A131:   A

A132:   M

NOTE: As the chapter is not the complete volume
        of the collection, level C is not entered.

The letters circled in subfields A131 and A132 determine which
section(s) will be completed on the first page of the worksheet.

The author(s), institution(s) and title(s) associated with a
documentary unit are always entered in the "DOCUMENTARY UNIT
(A/M/C)" section of the worksheet (B200 series of fields).

The "GENERIC DOCUMENT (M/C/S)" section (B300 and B400 series,
fields) is completed when applicable.

Various cases are summarized in the following table:

	A131	A132	Sections to complete on page 1 of worksheet
Periodical article	A	S	B200, B400
Chapter from a book, report, etc.	A	M	B200, B300
Book, report, film, sound recording, etc., treated as a unit	M	-	B200
Book, report, etc. belonging to a monographic series	M	S	B200, B400
A work in several volumes analyzed as a single documentary unit	C	-	B200
One volume of a collection	M	C	B200, B300
A multivolume collection which is also part of a monographic series	C	S	B200, B400
A single volume of a collection which bears its own distinctive title and is part of a monographic series	M	C S	B200, B300, B400
A chapter from a monograph which is part of a monographic series	A	M S(1)	B200, B300, B400(1)
An entire serial rather than an individual issue or part	S(2)		

1. Level S is optional.

2. Use Serials Worksheet; see section on serials control, to be published in Volume 2.

```
-----------------------------------------------------------------------
|                                             |                         |
|                                             |                         |
|              RELATED RECORD                 |        A140             |
|                                             |        RELREC           |
|                                             |                         |
-----------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Repeatable

Subfielded

SUBFIELDS

A141	RELATOR	RELATR
A142	RESEQUENCED RN OF RELATED RECORD	RELRN
A143	PCN OF RELATED RECORD	RELPCN

PURPOSE

Field A140 serves to identify other records in the system which are linked to the record being prepared. It is used only when the link cannot be established through the use of other fields, e.g. B710 (meeting, conference, etc.), B410 (title of generic document), B740 (development project), etc.

Specific parameters for field A140 will be defined by each coordinating centre and may include:

- other language versions of the documentary unit

- other editions or versions of the documentary unit

- supplements to the documentary unit.

RELATOR   A141
=================

DATA ENTRY

Enter T (translation) if the related record pertains to a
documentary unit which is another language version of the
documentary unit being analyzed.

Enter O (other) to indicate any other relationship, as defined
by a particular system.

Example 1

The documentary unit being analyzed is a translation
of another documentary unit already recorded in the
system.

Enter T in subfield A141 on the worksheet currently
being prepared.

Example 2

The documentary unit being analyzed describes an
unnumbered development project. Another document
dealing with the same project has previously been
entered in the system.

Enter O in subfield A141 on the worksheet currently
being prepared.

RESEQUENCED RECORD NUMBER OF RELATED RECORD   A142
===

SELECTION

When a record pertaining to a documentary unit is already in the
data base and has been assigned a resequenced, i.e. definitive,
record number, select this record number for entry in subfield
A142. The resequenced record number may be found in field A100
in the data base, or in the main bibliographic index of the
printed index.

If a resequenced record number has not yet been assigned to the
related record, select its PCN and enter in it subfield A143,
following the guidelines provided below.

DATA ENTRY

Enter the resequenced number of the related documentary unit as found in field A100 or in the printed index.

Example

The documentary unit in hand bears the PCN NL-82-00131. It is a translation of a documentary unit entered previously, to which the resequenced number 001784 was assigned.

A110:   NL-82-001321

A141:   T

A142:   001784

PCN OF RELATED RECORD   A143

SELECTION

When a resequenced record number has not yet been assigned to a record related to the documentary unit in hand, select the PCN of the related record.

DATA ENTRY

Enter the PCN of the documentary unit related to the documentary unit in hand.

Example 1

The documentary unit in hand is assigned PCN LK-80-00035. It is a translation of a documentary unit with PCN LK-80-00017. The following data should be recorded on the worksheet in hand:

A110:   LK-80-00035

A141:   T

A143:   LK-80-00017

Example 2

The documentary unit in hand bears PCN 07-81-00345.
It is a revised edition of a documentary unit
analyzed earlier, and assigned PCN 07-81-00002. The
following data should be recorded on the worksheet
in hand:

A110:   07-81-00345

A141:   O

A143:   07-81-00002

```
------------------------------------------------------------------
|                                    |                            |
|                                    |                            |
|         RECORD STATUS              |      A150                  |
|                                    |      STATUS                |
|                                    |                            |
------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field A150 is used by the participating centre to indicate that a record previously submitted to the coordinating centre is to be changed or deleted.

SELECTION

Select one of the following codes:

C - change - to indicate an amendment to a record previously submitted to the coordinating centre, e.g. to correct data in a particular field, to add a field, etc.

D - delete - to remove a record previously submitted to the coordinating centre.

DATA ENTRY

Change

1. Enter the PCN of the record to be altered in field A110.

2. Circle C on the worksheet in field A150.

3. To ensure that the correct record will be changed, enter the title of the documentary unit in field B230. When field B230 is to be amended, enter both the existing and amended title in field B230, as in the following example:

    Example

        Existing: A brief situation report in research

        Amended : A brief situation report in agricultural
                   credit research

4. Complete all other fields which are to be amended, indicating clearly the specific changes which are to be made.

5. The documentalist's initials are entered in field D100 and the current date is entered in field D140 (date changed).

Delete
------

1. Enter the PCN of the record to be deleted in field A110.

2. Circle D on the worksheet in field A150.

3. To insure that the correct record will be deleted, enter the title of the documentary unit in field B230.

4. The documentalist's initials are entered in field D100 and the current date is entered in field D140 (date changed).

```
-----------------------------------------------------------------------
|                                              |                        |
|                                              |                        |
|      COUNTRY OF ORIGIN OF DOCUMENT           |     A160               |
|                                              |     ORIGIN             |
|                                              |                        |
-----------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field A160 is used to identify the country from which the documentary unit emanated. It serves to retrieve all of the items originating from a particular country or group of countries.

SELECTION

1. System with territorial formula

In a system in which a participating centre is responsible for reporting only those items emanating from its own country, i.e. a system following the territorial formula, field A160 is always the country in which the participating centre is located.

2. System without territorial formula

When a participating centre reports all the literature pertaining to a specific geographical area, regardless of where the individual items were produced, select the country of origin in the following order of preference:

- country of publication as selected for subfield B613 (see Example 3 below)

- country where the documentary unit was prepared, i.e. the country of the institution with role "A" entered in subfield B226.

  When the work was carried out in several institutions located in different countries, select the country in which the participating centre is located. (see Example 4).

3. Reprints

When the documentary unit is a reprint issued in a different country, select the country of origin as the country in which the documentary unit was originally issued. (See Example 6).

DATA ENTRY

Enter the ISO country code corresponding to the country of origin, as found in Annex 1.

Example 1

The documentary unit is an article from the journal, Caribbean Quarterly, published in Mona, Jamaica.

A160: JM

Example 2

The documentary unit is a photocopy of a typewritten paper written by J. Thomson, of the Norman Paterson School of International Affairs, Carleton University, Ottawa, Canada.

A160: CA

Example 3

The documentary unit is a book simultaneously published by Longman in England and in Kenya. The

country of publication entered in field B613 is
Kenya.

A160:   KE

Example 4

The documentary unit was prepared jointly by UNDP in
New York and the Ministry of Planning in Colombo,
Sri Lanka. The participating centre
is located in Sri Lanka.

A160:   LK

Example 5

The documentary unit is an unpublished report
produced in France at the request of ESCAP.

A160:   FR

Example 6

The documentary unit is a reprint, produced
in Indonesia, of a publication originally
produced in the Netherlands.

A160:   NL

```
------------------------------------------------------------------
|                                      |                          |
|                                      |                          |
|         AGRIS RECORD TYPE            |         A170             |
|                                      |         RECTYP           |
|                                      |                          |
------------------------------------------------------------------
```

CHARACTERISTICS

Essential when the record is to be reported to AGRIS

Not repeatable

Not subfielded

PURPOSE

Field A170 is used to enter the record type according to
AGRIS guidelines.

NOTE: For a complete discussion of AGRIS record types, see AGRIS
        Guidelines for Bibliographic Description, Section 1.31.

SELECTION

Select ONE AGRIS record type per documentary unit,
from the list below.

COMPUTER MEDIUM   T   All forms of information storage that can be
                          read and used by a computer: punched cards
                          and tape, magnetic disks and tapes, etc.

DRAWING, PHOTO   D   Photographs, industrial illustrations, and
                          drawings or sketches of any other type.

FILM   F   Visual recordings on film, slides, or video
                          tape.

JOURNAL ARTICLE   J   Individual articles taken from a serial or
                          journal (serial analytics).

MAP, ATLAS   G   Maps and illustrated atlases of a country,
                          a region or a geographical area; political,

		meteorological, hydrographic, hydrological, botanical, demographic maps, etc.
PATENT	P	Patent documents published by an organization responsible for attributing intellectual property rights: patents, inventor's certificates, etc. publications concerning patents; patent requests; patents included in a document being indexed.
REPORT	R	Scientific and technical documents, usually not published, written to communicate results of studies or research on development projects. Reports can vary greatly in nature and content: memo-reports, technical notes, research reports, etc.
SOUND RECORDING	H	All types of sound recordings.
STANDARD	C	Documents defining standards or specifications; not limited to official publications of national and international organizations.
MONOGRAPH	B	All written documents published or reproduced and which do not belong to any other category mentioned above.

DATA ENTRY

Enter the letter corresponding to the appropriate record type in field A170.

```
-------------------------------------------------------------------------
|                                          |                             |
|                                          |                             |
|       AGRIS LITERARY INDICATORS          |       A180                  |
|                                          |       LITIND                |
|                                          |                             |
-------------------------------------------------------------------------
```

CHARACTERISTICS

Essential when the record is to be reported to AGRIS

Not repeatable

Not subfielded

PURPOSE

Field A180 is used to record literary indicators as defined by AGRIS.

NOTE: For a complete discussion of AGRIS literary indicators, see AGRIS Guidelines for Bibliographic Description, Section 1.32.

SELECTION

Select, from the following list, the AGRIS literary indicators which apply to the documentary unit.

BIBLIOGRAPHY	Z	Documentary unit containing at least 20 bibliographic references.
CONFERENCE	K	Proceedings or reports of congresses, conferences, meetings, workshops, etc.; papers presented to meetings or abstracts of those papers.
DICTIONARY	L	Dictionaries, encyclopedias, glossaries, or a documentary unit containing a glossary as an appendix.
LEGISLATION	W	Texts of laws, statutes, etc., produced separately or included in a documentary unit as an appendix.

MAP(S) INCLUDED	Y	Maps included in a documentary unit but which are not selected to be analyzed separately themselves.
NON-CONVENTIONAL	V	All types of material not available through normal distribution channels.
NUMERICAL DATA	N	Numerical data presented in tables or graphs, mathematical tables, statistical tables, physical data, etc.
REVIEW	R	Bibliographic syntheses, i.e. critical and state-of-the-art reviews in a given discipline. These reviews include evaluations of the most important literature being contributed to the development of a discipline, and comprehensive bibliographies.
SUMMARY ONLY	E	Documentary unit is a shortened form of the original. Do NOT circle E to indicate that the document being indexed also contains an abstract.
THESIS	U	Essays or theses written by a candidate for a degree from a university or other academic institution.

DATA ENTRY

Circle the letter(s) corresponding to the literary indicator(s) applicable to the documentary unit.

```
-----------------------------------------------------------------
|                                           |                   |
|                                           |                   |
|         RECORD ACCESS CODE                |      A190         |
|                                           |      ACCESS       |
|                                           |                   |
-----------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field A190 serves to enter a code which categorizes a record according to the type of access allowed to it. Records assigned a particular access code may be suppressed from certain on-line or printed outputs of the data base.

Field A190 is NOT used to indicate that access to the documentary unit itself is restricted; this information is recorded in field B810 (availability).

Record access codes are system specific and are defined according to the needs of a particular system.

SELECTION

Select ONE code per documentary unit.

DATA ENTRY

Enter the record access code in the space provided on the worksheet.

```
********************************
* BIBLIOGRAPHIC DESCRIPTION *
********************************
```

```
-------------------------------------------------------------------
|                                            |                     |
|                                            |                     |
|   PERSONAL AUTHOR - DOCUMENTARY UNIT       |   B210              |
|                                            |   AUTHOR            |
|                                            |                     |
-------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

PURPOSE

Field B210 is used to record the names of persons responsible
for the intellectual content of the documentary unit (authors,
editors, compilers, etc.).

SELECTION

1. Select a MAXIMUM OF FIVE personal authors per documentary unit.
   When there are more than five authors, select the principal
   author(s), if indicated, or else the first five mentioned.

2. Select the names of editors and compilers.

3. Do not select names of translators, illustrators, persons
   writing the introduction or preface, etc.

Example 1

Authorship as shown on the documentary unit:

"By Floyd O. Slate, Professor of Structural
Engineering, assisted by Mary Ann Acton and
Thandirve Chinamora, Graduate Assistants."

Select as authors: Floyd O. Slate, Mary Ann Acton
                     and Thandirve Chinamora

Example 2

Authorship as shown on the documentary unit:

"By W.O. Aiyepeku, illustrated by R.M. Bechtel."

Select as author: W.O. Aiyepeku

Example 3

Authorship as shown on the documentary unit:

"Edited by Alan Denson, with a foreword by Mark Gibbon."

Select as author: Alan Denson

DATA ENTRY

General rules

1. Record names in order of their appearance on the document.

2. Do not add indications of rank or title such as Father, Professor, General, Engineer, Dr.

3. Enter the family name first, followed by a comma and a space, and the given name(s) or initial(s).

   Note that family names are sometimes written in CAPITAL LETTERS on the documentary unit, e.g. Amadi Kane DIALLO.

   NOTE: The comma separating the family name(s) from the given name(s) indicates that the form of entry differs from the form of the name normally used in written communication, when citing the person's name.

   ### Examples

   Chowdhury, Naimuddin

   Da, Marcellin

   Dominguez, B.H.

Engberg, L.E.

Manyanina, Mary

Traore, Pierre Issa

4. When there is more than one family name, begin the entry with the last family name.

> EXCEPTION: Do not separate a hyphenated name or or a name known to be compound, as is often the case with Spanish names.

Examples

Diallo, Amadi Kane

Sissoko, Mariam Tall

Massingue, Servelina dos Santos

Goncalves, Agostinho Ribeiro

Sousa, M. Camois

Ndong-Ondo, J. Frederic

Acquaah-Harrison, R.

Abu-Kandeel, A.

Sala-Diakanda, M.

Mueller-Debus, T.

Leyton-Brown, D.

Gerin-Lajoie, Michele

Isaza V., Guillermo

Montenegro Galdamez, Maria

Abdul Quasim, Mohammed

Doo Kingue, M.

Ky Zerbo, Joseph

5. When it is not possible to identify a family name, copy the full name, exactly as it appears on the documentary unit, without adding any punctuation.

6. When more than one author is selected for entry in field B210, precede the second and subsequent occurrences by the delimiter "##".

        Example

            Lawrence, J. ## Deblissche, B.

            ## Long, G.

Guidelines for determining the form of entry of specific
----
categories of names

**** Each system will establish its own detailed guidelines for the form of entry of personal names, with particular emphasis on categories of names predominent within the region. In addition, each system will also specify guidelines, or a source thereof, for categories of names less likely to occur in the region, e.g. for Chinese names in a Latin American regional system.

     A system may decide to follow the comprehensive rules for entry of personal names found in the Anglo-American Cataloguing Rules (AACR2), in IFLA's Names of Persons: National Usages for Entry in Catalogues, or in other recognized cataloguing standards. As an alternative, the system may use the simplified guidelines below as a basis for preparing its own rules. ****

1. The following are to be used in conjunction with the general rules above.

2. Use as aids to determine the correct form of a personal name:

        - references to the person in a preface, introduction, foreword, etc.;

        - bibliographies and references contained in the documentary unit;

        - appropriate national bibliographies.

African names

For the following countries, the first name is the more significant element. Enter the full name exactly as it is found on the documentary unit.

Country	Examples
Chad	Sou Ngonn Sou Bongbanda Hogra
Ethiopia	Tesfa-Yesus Mehary Eshetu Habte Georgis
Madagascar	Razafindramainty
Mauritania	Moktar Ould Haiba Ahmed Ould Djeddou
Zaïre	Ilanda Nyonschi Lumpungu Kamanda

Arabic names

1. When an Arabic name has only two elements, the second element is the family name.

   Examples

   Fatimah Barakat
   B210: Barakat, Fatimah

   Jamil Mattar
   B210: Mattar, Jamil

2. Compound names containing prefixes

   The prefixes Al, El, Abou, Abun, Abdul, Abdel, Ben and Ibn are the first element of a compound name (family name or given name).

Examples

   Mohammed Al-Afghani
   B210: Al-Afghani, Mohammed

   Tahir Abdul Hakim
   B210: Abdul Hakim, Tahir

   Tawfiq Abou Shakra
   B210: Abou Shakra, Tawfiq

   Tariq Ben Hamoud
   B210: Ben Hamoud, Tariq

   Abdel Khader Shukrallah
   B210: Shukrallah, Abdel Khader

   Abdul Rahman Ibn Khaldoun
   B210: Ibn Khaldoun, Abdul Rahman

   N. El-Madji-Amor
   B210: El-Madji-Amor, N.

3. Compound names containing suffixes

"El-Dine", in its various forms ("al-din", "al-Din", etc.) is a suffix and, therefore, is always the second part of a compound name (family name or given name).

Examples

   Kheir El-Dine Raouf
   B210: Raouf, Kheir El-Dine

   Ahmad Izz El-Dine
   B210: Izz El-Dine, Ahmad

   Muhammad Sadr al-Din
   B210: Sadr al-Din, Muhammad

Asian names

NOTE: For Chinese and Korean names, see section
   below on Chinese names.

1. When it is not possible to identify the family name(s)
   of an author, select the last element as the family
   name, as in the examples below.

> EXCEPTION: Malaysian and Thai names are
> entered in the order in which they
> appear on the documentary unit.

Country	Examples
India	Chatterjee, Bishwa B. Sharma, Baldev Raj
Indonesia	Soedjatmoko Martadihardja Dachlan, Eddie Sumardi
Malaysia	Merican Faridah Abdullah Sanusi bin Ahmad
Pakistan	Siddiqui, Akhtar H. Hasnain, Mehdi
Thailand	Chakrit Noranitpadungkarn Jingjai Hanchanlash

Chinese names

> NOTE: The following guidelines also apply to Korean
> names. (See 6 below for examples of Korean names).

1. When a Chinese name has no Western element, it is
   traditionally comprised of a one-syllable family
   name followed by one or two given names.

   Enter such names exactly as they appear on the
   documentary unit, without adding any punctuation,
   as in the following examples.

Examples

    Lim Hong-Too
    B210: Lim Hong-Too

    Mao Zedong
    B210: Mao Zedong

    Chung Ling
    B210: Chung Ling

2. People of Chinese origin living overseas, or Chinese
   writing for a Western audience, may write their given
   name(s) first, followed by the family name. If this
   can be ascertained, enter the family name first,
   followed by the given name(s), as in the following
   examples.

    Examples

    Hwa-Wei Lee
    B210: Lee Hwa-Wei

    Yok-Leng Chan
    B210: Chan Yok-Leng

3. Treat a name consisting of only a Western given name
   and a Chinese family name as a Western name, and
   enter it as in the following example.

    Example

    Richard Lee
    B210: Lee, Richard

4. Enter a name consisting of a Western given name,
   a Chinese family name and one or more Chinese
   given names, as in the examples below.

Examples

> Philip Loh Fook Seng
> B210: Loh, Philip Fook Seng
>
> Maria Ng Lee Hoon
> B210: Ng, Maria Lee Hoon

5. In case of doubt, copy the full name, exactly as it appears on the document, without inserting any punctuation.

Examples

> Lim Huck Tee
> B210: Lim Huck Tee

6. The following are examples of Korean names.

Examples

> Koh Hoe-Young
>
> Choe Jung-Tai
>
> Yu Kyong-Hee
>
> Lee Jai-Chuel
>
> Kim Ku
>
> Namgung Pyok

European names

NOTE: For Portuguese names, see separate section below.

1. Compound family names

Do not separate family names which are hyphenated or known to be compound.

Examples

        T. Muller-Debus
        B210: Muller-Debus, T.

        W. Schneider-Barthold
        B210: Schneider-Barthold, W.

        Rita Cruise O'Brien
        B210: Cruise O'Brien, Rita

        Frederic Strickland-Constable
        B210: Strickland-Constable, Frederic

        Martha Beya de Modernell
        B210: Beya de Modernell, Martha

        Alfonso Medina Echeverria
        B210: Medina Echeverria, Alfonso

        C.L. Torres y Torres
        B210: Torres y Torres, C.L.

2. Compound family names with prefix(es)

    The following prefixes are entered after the given names:

        van   van der   op de   den   af

        von   von der   ter   ten

    Examples

        P. von Blanckenburg
        B210: Blanckenburg, P. von

        M.P. van Dijk
        B210: Dijk, M.P. van

        Leo op de Beech
        B210: Beech, Leo op de

        Menno ter Braak
        B210: Braak, Menno ter

        Gunnar af Hallstrom
        B210: Hallstrom, Gunnar af

The following prefixes are entered without inversion,
i.e. before the family name:

le	les	de	de la	zur	am
la	las	du	della	zum	vom
l'	los	li	delle	di	ver

Examples

          S.J. Du Toit
          B210: Du Toit, S.J.

          Jean de Chantal
          B210: de Chantal, Jean

          Rene La Bruyere
          B210: La Bruyere, Rene

          M. della Rosa
          B210: della Rosa, M.

          Isidoro del Lungo
          B210: del Lungo, Isidoro

          Bernardo la Fuente
          B210: la Fuente, Bernardo

          Susana las Heras
          B210: las Heras, Susana

          Aja ver Boven
          B210: ver Boven, Aja

3. Portuguese names

Enter Portuguese names under the last element of the family
name.

Examples

          Silva, Ovidio Saraiva de Carvalho e

          Farias, Paulo Fernando de Moraes

When the last element of the family name is a
qualifier indicating a family relationship such as Junior,
Filho, Neto, Sobrinho, entries are made as in the
following examples:

Examples

Victor Vidal Neto
B210: Vidal Neto, Victor

A.F. Coimbra Filho
B210: Coimbra Filho, A.F.

Antonio Ribeiro de Castro Sobrinho
B210: Castro Sobrinho, Antonio Ribeiro de

NOTE: In former Portuguese colonies, the above qualifiers
      sometimes constitute the only family name. In
      such cases, enter as in the following examples:

Examples

Antonio Luis Neto
B210: Neto, Antonio Luis

Jorge Sobrinho
B210: Sobrinho, Jorge

```
--------------------------------------------------------------------
|              |                       |                            |
|    INSTITUTION - DOCUMENTARY UNIT    |       B220                 |
|                                      |       INST                 |
|                                      |                            |
--------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory   (At the time of data entry, when subfield B224
             can be filled, subfields B221-223 are left blank.)

Repeatable

Subfielded

SUBFIELDS

B221	INSTITUTION DU - NAME	INSTNA
B222	INSTITUTION DU - CITY	INSTCI
B223	INSTITUTION DU - COUNTRY CODE	INSTCC
B224	INSTITUTION DU - AUTHORITY CODE	INSTAC
B225	INSTITUTION DU - SUB-BODY	INSTSB
B226	INSTITUTION DU - ROLE	INSTRO

PURPOSE

The principal purpose of field B220 is to identify the
institution(s) where the documentary unit was prepared.

Field B220 is also used to identify other institutions
associated with the documentary unit, e.g. a corporate author,
degree granting institution, etc.

SELECTION

1. Select the institution where the documentary unit was prepared as the first and, possibly, only occurrence of field B220. This institution may be indicated in the documentary unit as an author's affiliation or as a corporate author. In some cases, it may be stated in a footnote or acknowledgement.

2. Select institutions associated with the documentary unit when they fall under one or more of the following categories. Note that they are divided into two groups, MANDATORY and OPTIONAL.

   MANDATORY, i.e. must be entered if the information is available
   ----

   - corporate authors, i.e. institutions which bear some responsibility for the intellectual content of the documentary unit;

     NOTE: An institution which only publishes a documentary unit or only provides financial support for its production is not a corporate author.

   - institutions sponsoring a meeting, conference, etc., when the documentary unit is a report, proceedings, etc. of the meeting;

   - the degree-granting institution, when the documentary unit is a thesis or dissertation;

   - the institution which is the owner or assignee of proprietary rights, when the documentary unit is a patent.

   OPTIONAL, i.e. entered at the discretion of the documentalist
   ----

   - the institution which is the normal place of work for one or more of the personal authors who were temporarily located elsewhere at the time of preparing the documentary unit;

   - institutions which provided financial support for the preparation of the documentary unit.

3. Individual conference papers

When the documentary unit is an individual paper prepared for a meeting, conference, etc., select only those institutions which are connected with the paper, and NOT those institutions that are concerned only with the organization or sponsorship of the meeting.

> ### Example 1
>
> > A paper by M. Gillis of IBM is prepared for a conference sponsored by the American Enterprise Institute.
> >
> > Institution selected for field B220:   IBM
> > (NOT American Enterprise Institute.)
>
> ### Example 2
>
> > A background paper, with no personal or corporate author, is prepared for a conférence sponsored by UNEP. The paper is printed on UNEP letterhead.
> >
> > Institution selected for field B220:   UNEP

Note that when the documentary unit is NOT an individual conference paper, but is a collection of such papers, or a report or proceedings of the meeting, the institutions organizing or sponsoring the meeting are selected for field B220.

DATA ENTRY

> **** It is recommended that all participating centres use an authority file of institution names, either their own or that of the coordinating centre. ****

1. General rule

For each institution selected for field B220, consult the authority file of institution names to determine the correct form of entry for the institution.

When no entry is found for the institution in the authority file, prepare an entry for the authority file according to the guidelines for entry of subfields B221-223 below.

Example 1

An institution appears on the documentary unit as "Economic Commission for Africa". Entry in the authority file:

"Economic Commission for Africa
            see   ECA"

The form chosen for entry in field B220 is: ECA

Example 2

An institution appears on the documentary unit as "German Research Society". Entry in the authority file:

"German Research Society
            see   Deutsche Forschungsgemeinschaft"

The form chosen for entry in field B220 is:
Deutsche Forschungsgemeinschaft

2. Language

When the name of the same institution has been established in the authority file in several language versions, enter only ONE LANGUAGE VERSION in field B220. Enter, in order of preference, the version corresponding to

- the language of analysis

- the language of text.

Example

Institution appears on the documentary unit as:
"South Pacific Commission - Commission du Pacifique Sud"

Language of analysis is English.

Entries in the authority file:

"Commission du Pacifique Sud
          see also   South Pacific Commission"

"South Pacific Commission
          see also   Commission du Pacifique Sud"

The English language version is entered in
field B220.

3. Entry on worksheet

**** Field B220 accommodates institutions for which
     entries have been made in either computerized or
     manual authority files. Use (A) or (B) according
     to the type of authority file used in the system. ****

(A) COMPUTERIZED AUTHORITY FILE

3.1 Copy the authority code corresponding to the
    institution as found in the authority file.

3.2 Follow the code with part of the name of the institution
    sufficient to identify it for checking purposes. Enclose
    this portion in parentheses.

3.3 Follow the parentheses with a space slash space
    and the name of the subordinate entity. When no
    subordinate entity is recorded, enter "* *".
    (see subfield B225 following.)

3.4 Follow the subordinate entity with a space slash
    space and the code(s) indicating the institution's
    role. (see subfield B226 following.)

Format

        Authority code   (Institution name) / Sub-body /
        Role(s)

Examples

        001554 (University of Ibadan) / Department of
        Library Studies / A E

        001776 (WHO. Regional Office for Africa) / * * / B

3.5 When more than one institution is entered in field
B220, precede the second and subsequent occurrences
by the delimiter "##".

Example

        002171 (U. of the Philippines, Quezon City) /
        School of Economics / A ## 004459
        (SEAFDEC) / * * / B

(B) MANUAL AUTHORITY FILE
============================

3.1 Copy the institution name, city and country code
exactly as found in the authority file.

    Format 1: General
    --------- -------

        Institution name / City / Country code

    Examples

        Social and Economic Development Centre / Colombo /
        LK

        CEPAL / Santiago / CL

        Universite d'Abidjan / Abidjan / CI

    Format 2: Government department, ministry, etc.
    --------- -------------------------------------

        Institution name / * * / Country code

    NOTE: "* *" indicates that subfield B222 is to be
          left blank; see guidelines under subfield B222
          following.

    Examples

Jamaica. Ministry of Education / * * / JM

Peru. Ministerio de Comercio / * * / PE

3.2 Follow the country code with a space
slash space and add the subordinate entity.
When no subordinate entity is recorded, enter
"* *". (see subfield B225 below.)

Examples
_____

University of Zambia / Lusaka / ZM / School
of Education

International Crops Research Institute for the
Semi-Arid Tropics / Hyderabad / IN / * *

3.3 Follow the subordinate entity with a space slash
space and add the code(s) that designate the role
of the institution with respect to the documentary
unit. (see subfield B226 below.)

3.4 When more than one institution is entered in field
B220, precede the second and subsequent occurrences by
the delimiter "##".

Example
_____

OCDE / Paris / FR / Centre de Developpement /
A ## Unesco / Paris / FR / * * / B

Guidelines for entry of subfields
=================================

**** The following guidelines for subfields B221 to B223 are
used to enter an institution on the worksheet when
it does not have an entry in the authority file.

They are also used to prepare new entries for the
authority file. ****

INSTITUTION DU - NAME   B221
=================================

1. General rule

Enter the institution under an official name.

When the institution is located within the territory
of the participating centre, every effort should be
made to identify the official name, so that it can be
reported to the coordinating centre and incorporated
into authority files.

For an institution located outside the territory
of the participating centre for which the official
name(s) cannot be verified, enter the name as it
appears on the documentary unit.

2. Language

When an institution has official names in·more than one
language, enter, in order of preference, the version
corresponding to

- the language of analysis

- the language of text

- the principal language of the country in which the
  institution is located.

When entering an institution name in the authority file,
separate entries should be made for each official language
version of the name. These should be linked by "see also"
references.

Omit official language versions that cannot be transliterated
into the character set of the participating centre.

When an institution has official names in several languages, the
participating centre may enter only those which correspond to
the official languages of the system.

3. Acronyms

Use the acronyms for international organizations when they are
found in the Macrothesaurus.

4. Capitalization

Capitalize the first letter of all significant words in the name of the institution.

5. Government agencies and departments

Enter agencies and departments through which the basic legislative, judicial and executive functions of government are exercised following the name of the government.

Examples

> Singapore. Ministry of National Development
>
> Bolivia. Ministerio de Planeamiento y Coordinacion
>
> Tunisie. Conseil National du Plan
>
> Cabo Verde. Ministerio do Desenvolvimento Rural

State, provincial, regional and municipal governments

Add the appropriate qualifier in parentheses following the name of the government.

Examples

> Sind (Province). Department of Agriculture
>
> Uttar Pradesh (State). Department of Social Welfare

INSTITUTION DU - CITY   B222

1. General rule

Enter the name of the city where the institution is located.

EXCEPTION: Do NOT add the name of the city if the institution
             is entered under the heading for a government.
             Indicate the absence of a city name by "* *".

Include such terms as "City", "Ciudad de", "DF", etc.,
when appropriate.

        Examples

                Mexico, DF

                Washington, DC

                Ciudad de Guatemala

                Belize City

                Singapore (NOTE: SG is entered as the
                                   country code in subfield
                                   B223.)

2. Language

NOTE: The following recommendations on choice of language of
      city name promote consistency in names of cities across
      authority files in different coordinating centres. They
      also facilitate retrieval by city name.

Enter the name of the city in the official language of the
country in which it is located. (The official languages of a
country can be found in the Europa Yearbook, and the official
names of cities in the Times Atlas.)

        Examples

                Roma   (Italian form of Rome)

                Wien   (German form of Vienna)

                Munchen   (German form of Munich)

                Praha   (Czech form of Prague)

When a country has more than one official language, enter, in
order of preference, the version corresponding to

- the language of the city

- the official language of the system which is most
  appropriate for the user community.

  Example

        Geneva is known as Geneve (French), Genf (German)
        and Ginevra (Italian). French is the predominant
        language of the city.

        B222: Geneve

3. Qualifiers

When necessary to identify the city or town unequivocally,
follow it with the name of the province, state, county, etc.
Use the official abbreviation for the qualifier as found in
Annex 4.

Separate the qualifier from the city by a comma and a space.

        Examples

                Victoria, BC

                Portland, OR }
                              }   (Both cities are located in the US)
                Portland, ME }

                Newcastle, NSW

                New York, NY

4. Suburbs

Add the name of a city in which a suburb is located if the
latter is not well-known.

Separate the city from the suburb by a comma and a space.

Examples

Clayton, Melbourne

Diliman, Quezon City

Legon, Accra

Format for Entry on Worksheet

Enter the city following the name of the institution.

Precede the city by a space slash space.

Examples

Pan American Union / Washington, DC

Conseil International des Agences Benevoles / Geneve

International Council of Nurses / Geneve

Universitaet Wien / Wien

France. Ministere de la Cooperation / * *

FAO / Roma

Singapore Institute of Planners / Singapore

INSTITUTION DU - COUNTRY CODE   B223
==

Enter the ISO code representing the country in which the institution is located, as found in Annex 1.

Separate the country code from the city by a space slash space.

Examples

Instituto Interamericano de Ciencias Agricolas /
San Jose / CR

Brasil.   Ministerio do Interior / * * / BR

INSTITUTION DU - AUTHORITY CODE   B224

****   Subfield B224 is reserved for centres using computerized
authority files. ****

See (A) COMPUTERIZED AUTHORITY FILE in Section 3, "Entry
on worksheet" in DATA ENTRY above.

INSTITUTION DU - SUB-BODY   B225

A subordinate body is one which is administered by a parent
institution at the same location.   Subordinate bodies include:

- a teaching or research department or unit of a university;

- a library of a university, association, government;
department or international body;

- a committee of a government, university or association;

- a division or branch of a government ministry;

- a branch of an association.

1. General rule

In general, institutions are established in the authority file
only under the name of the parent institution, with subordinate
bodies being ignored. Subordinate bodies are added to subfield
B225, provided the sub-body is located in the same city as the
parent institution. However, a separate entry in the authority
file is needed for a sub-body that is located in a city
different from that of the parent institution.

A subordinate body must be entered, if applicable, when the
institution represents the place where the documentary unit was
prepared (code "A" in subfield B226 below). In all other cases
it is entered at the discretion of the documentalist, according

to guidelines established by the coordinating centre.

> **Example**
> -------
>
>> Author's affiliation as shown on the documentary
>> unit: "A. Barsony, Centre de Developpement, OCDE."
>>
>> Centre de Developpement must be entered as a
>> sub-body in subfield B225. (The role "A" is entered
>> in subfield B226.)

2. Language

When the same sub-body exists on a documentary unit in more than
one language, enter only one language version in subfield B225.
Enter the version that corresponds to the language of the parent
institution name.

> **Example**
> -------
>
>> Institution name: OIT (same in French and Spanish)
>> Sub-body as written on documentary unit:
>>
>>> Programme Mondial de l'Emploi / Programa
>>> Mundial del Empleo
>>
>> Language of analysis is French.
>>
>> Enter French version of sub-body in subfield B225.

Format for Entry on Worksheet

Separate subfield B225 from the preceding
subfield by a space slash space.

> **Example 1**
> ---------
>
> No sub-body is to be entered
> ---------------------------

000711 (IDRC) / * *

Example 2

Parent institution is in computerized authority file

008680 (Quaid-i-Azam University) / Department of
Economics

004659 (Gambia. Ministry of Agriculture and Natural
Resources) / Department of Animal Husbandry

Example 3

Parent institution is not in computerized authority file

        Ecole Nationale d'Administration / Tunis / TN /
        Centre de Recherches et d'Etudes Administratives

        Canada. Department of the Environment / * * / CA /
        Fisheries and Marine Service

INSTITUTION DU - ROLE   B226
=====================================

    The role of an institution with respect to the work
    described in the documentary unit is indicated by one
    or more single-character codes, from the following list:

    NOTE: "*" indicates that the code is MANDATORY.

    * A   institution where the
           documentary unit was prepared.

           NOTE: This code must be assigned to at
                  least one institution in the record,
                  except in the case when it is
                  impossible to identify the institution
                  where the documentary unit was prepared.
                  In the case of joint activities, it is
                  applied to all institutions
                  involved.

    * B   corporate author, i.e. a institution which has
           responsibility for the intellectual
           content of the documentary unit

    * C   institution organizing or sponsoring a meeting,
           when the documentary unit is its report,
           proceedings, etc.

    * D   degree-granting institution, when the documentary
           unit is a thesis or dissertation

    * E   institution which is the owner or assignee of
           proprietary rights, when the documentary unit
           is a patent

      F   institution which is the normal place of work
           for one or more of the personal authors who

were temporarily located elsewhere at the time of preparing the documentary unit

G   institution which provided financial support for the preparation of the documentary unit

Format for Entry on Worksheet

Separate subfield B226 from the preceding subfield by a space slash space. When more than one code is entered, separate the codes by single spaces.

Example 1

The FAO Documentation Centre produces a document for which it accepts intellectual responsibility.

B220:   000603 (FAO) / Documentation Centre / A B

Example 2

A Master's degree is granted by the University of Ibadan. The major part of the work was completed at the National Library of Nigeria.

B220:   001144   (National Library of Nigeria) / * * /

A ## 001554   (University of Ibadan) / * * / D

```
-----------------------------------------------------------------------
|                                              |                        |
|                                              |                        |
|        TITLE OF DOCUMENTARY UNIT             |       B230             |
|                                              |       TITLE            |
|                                              |                        |
|                                              |                        |
-----------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Repeatable when parallel titles are present

Not subfielded

PURPOSE

Field B230 serves to enter the title and subtitle and, if
applicable, the parallel title, of a documentary unit.

DEFINITIONS

Title

A word, phrase, character or group of characters, normally
appearing in an item, naming the item.

Subtitle

A secondary title consisting of a word, phrase, character
or group of characters which is explanatory to the title.

Parallel title

The same title appearing in several language versions.

NOTE: In the following text, the full title, comprising both
       title and, if applicable, subtitle, is referred to as the
       "title".

SELECTION

Select only one title to be entered in field B230.

EXCEPTION : When the documentary unit has parallel titles, they are selected and entered according to guidelines in Special Case 2, following.

1. Select the title by which the documentary unit is most likely to be cited; this will usually be the most prominent title on the title page.

2. When the documentary unit has no title page, select the cover title, spine title or title as cited in the introductory material.

3. In rare cases when no title appears on the documentary unit, e.g. in editorial articles, supply a title in the language of analysis. When this is done, enter the note, "Supplied title", in field B820.

DATA ENTRY

Enter the selected title exactly as it appears on the documentary unit, using the same order, wording and spelling, WITH THE FOLLOWING EXCEPTIONS:

1. Correct obvious typographical errors.

2. Do not enter periods which follow the letters in acronyms. Do not leave spaces in acronyms.

3. Capitalize the first word of the title. Enter all other words in the title in lower case, except for words that would normally be capitalized in the language involved, i.e. proper nouns in English, all nouns in German, etc.

4. Capitalize the first letter of all significant words in the names of institutions and conferences which appear in a title.

5. When a subtitle is present, precede it by a colon and space. Other punctuation may be added, if needed for clarity, to the title and/or subtitle.

6. Do not enter any end punctuation.

7. When a title is unusually long it may be abridged, but only if this is possible without loss of essential information.

   Indicate omissions by "...".

Examples

  Indicadores socioeconomicos: Chile

  Vocabulaire quadrilingue de l'environnement
  mediterraneen: anglais, arabe, espagnol, francais;
  document de travail

  Estatutos do PAIGC, aprovados pelo III Congresso do
  PAIGC

  US policy towards Latin America

  Monnaie et developpement en Afrique occidentale
  sous-saharienne

  Chancen regionaler Integration in Westafrika

  Report of the First ECA/UNIDO Basic Metals and
  Engineering Industries Development Programmes
  Mission, July to December 1978

  Manufacturing output and trade in developing Africa:
  the position of Africa in the Lima Target

  Suicide or survival: the challenge of the year 2000

  Plan nacional de desarrollo, 1975-1979

  El petroleo y el desarrollo en Bolivia

  La production alimentaire et l'amenagement rural

  The economics of relevance

  Canada and the Third World: what are the choices

SPECIAL CASES

1. Title in language other than an official language of the
   system

1.1 Select the title according to the guidelines in SELECTION above.

1.2 Enter the title in field B230 following the general guidelines in DATA ENTRY above.

1.3 Translate the title into the language of analysis and enter it in the appropriate translated title field.

Example

      B230: Hulpverlening ten behoeve van de Sahel

      B240: Development aid to the Sahel

      (language of analysis is English)

2. Parallel titles in several languages

2.1 Select as the first parallel title, in order of preference, the language version of the title which corresponds to the:

- language of analysis

- language of text

- first title appearing on the documentary unit.

2.2 Enter the first parallel title following the general guidelines in DATA ENTRY above.

2.3 Follow the first parallel title by the other parallel titles in the order in which they appear on the documentary unit. Precede second and subsequent parallel titles by the delimiter "##".

Example 1

      B230: Women in international development ## La femme et le developpement international

      (language of analysis is English)

Example 2

    B230:   Fecondite naturelle: niveaux et determinants
           de la fecondite naturelle; actes d'un
           Seminaire sur la Fecondite Naturelle ##
           Natural fertility: patterns and determinants
           of natural fertility; proceedings of a
           Seminar on Natural Fertility

           (language of analysis is French)

Example 3

    B230:   Fuerza de trabajo femenina ## Female labour
           force ## Força de trabalho feminina

           (language of analysis is Spanish)

Example 4

    The documentary unit has titles and text in German,
    Italian and Dutch. The German title appears first
    on the documentary unit and the language of analysis
    is English.

    B230:   Entwurf mehrsprachiges Glossar "Informatik"
           ## Progetto glossario multilingue
           dell'informatica ## Ontwerp meertalige
           glossaire voor de informatica

3. Title in non-Roman script

3.1   Select the title according to the guidelines in SELECTION
      above.

3.2   Enter the transliterated title in field B230 following the
      general guidelines in ENTRY above. Transliterate titles in
      non-Roman scripts according to the appropriate ISO
      standard for transliteration (see Annex 3). If no ISO
      standard exists, use the rules for transliteration adopted
      by the country of origin of the documentary unit.

3.3 Translate the title into the language of analysis and enter it in the appropriate translated title field.

Example

    B230: Afrika: problemy regional'nogo razvitiya

    B250: Afrique: problemes de developpement regional

    (language of analysis is French)

```
---------------------------------------------------------------
|                                        |                     |
|                                        |                     |
|    TRANSLATED TITLE - ENGLISH          |     B240            |
|                                        |     TRTIEN          |
|                                        |                     |
---------------------------------------------------------------
```

CHARACTERISTICS

> Mandatory under following circumstances:
>
> a) the record is to be reported to AGRIS and the title does not appear in English on the documentary unit; OR
>
> b) the language of analysis is English and an English version of the title does not appear on the documentary unit.
>
> Not repeatable
>
> Not subfielded

PURPOSE

> Field B240 serves to enter the English translation of the title of a documentary unit (field B230) when the documentary unit is written in a language other than English.
>
> NOTE: The translation entered in field B240 is one supplied by the documentalist. When an English version of the title appears on the documentary unit, enter it in field B230 as a parallel title.

DATA ENTRY

> 1. Follow the guidelines for DATA ENTRY in field B230.
>
> 2. When it is necessary to distinguish between a "non-official" and an "official" (i.e. supplied by the author) translated title, enter the non-official translated title within square brackets.

Example 1

A monograph written in Indonesian is entitled "Pola permasaran kaju de Djakarta".

B230:   Pola permasaran kaju de Djakarta

B240:   The pattern of timber marketing in Jakarta

Example 2

A monograph has parallel titles in Portuguese and French: "Historia da Guine e das ilhas de Cabo Verde. Histoire de la Guinee et des iles du Cap Vert"

B230:   Historia da Guine e das ilhas de Cabo Verde
        ## Histoire de la Guinee et des iles du
        Cap Vert

B240:   History of Guinea and of the Cape Verde
        islands

Example 3

The record for the monograph, Techniques de reboisement dans les zones sub-desertiques d'Afrique, will also be reported to AGRIS.

B230:   Techniques de reboisement dans les zones
        sub-desertiques d'Afrique

B240:   Reforestation techniques in semi-arid areas
        of Africa

```
---------------------------------------------------------------
|                                        |                     |
|                                        |                     |
|     TRANSLATED TITLE - FRENCH          |     B250            |
|                                        |     TRTIFR          |
|                                        |                     |
---------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when the language of analysis is French and a French
version of the title does not appear on the
documentary unit.

Not repeatable

Not subfielded

PURPOSE

Field B250 serves to enter the French translation of the title
of a documentary unit (field B230) when the documentary unit is
written in a language other than French.

NOTE: The translation entered in field B250 is one supplied by
the documentalist. When a French version of the title
appears on the documentary unit, enter it in field B230
as a parallel title.

DATA ENTRY

1. Follow guidelines for DATA ENTRY in field B230.

2. When it is necessary to distinguish between a "non-official"
and an "official" (i.e. supplied by the author) translated
title, enter the non-official translated title within square
brackets.

Examples

B230: Cabo Verde: classes sociais, estrutura
familiar, migracoes

B250: Cap Vert: classes sociales, structure
familiale, migrations

```
-----------------------------------------------------------------
|                                          |                     |
|                                          |                     |
|        TRANSLATED TITLE - ARABIC         |     B260            |
|                                          |     TRTIAR          |
|                                          |                     |
-----------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when the language of analysis is Arabic and an Arabic
version of the title does not appear on the
documentary unit.

Not repeatable

Not subfielded

PURPOSE

Field B260 serves to enter the Arabic translation of the title
of a documentary unit (field B230) when the documentary unit is
written in a language other than Arabic.

NOTE: The translation entered in field B260 is one supplied by
the documentalist. When an Arabic version of the title
appears on the documentary unit, enter it in field B230
as a parallel title.

DATA ENTRY

1. Follow the guidelines for data entry in field B230.

2. When it is necessary to distinguish between a "non-official"
and an "official" (i.e. supplied by the author) translated
title, enter the non-official translated title within square
brackets.

```
-------------------------------------------------------------------------
|         |                                      |        |               |
|         |  TRANSLATED TITLE - SPANISH          |        |   B270        |
|         |                                      |        |   TRTISP      |
|         |                                      |        |               |
-------------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when the language of analysis is Spanish and a Spanish version of the title does not appear on the documentary unit.

Not repeatable

Not subfielded

PURPOSE

Field B270 serves to enter the Spanish translation of the title of a documentary unit (field B230) written in another language.

NOTE: The translation entered in field B270 is one supplied by the documentalist. When a Spanish version of the title appears on the documentary unit, enter it in field B230 as a parallel title.

DATA ENTRY

1. Follow guidelines for DATA ENTRY in field B230.

2. When it is necessary to distinguish between a "non-official" and an "official" (i.e. supplied by the author) translated title, enter the non-official translated title within square brackets.

   ### Example

   B230: Cabo Verde: classes sociais, estrutura familiar, migracoes

   B270: Cabo Verde: clases sociales, estructura familiar, migraciones

```
------------------------------------------------------------------
|                                        |                        |
|                                        |                        |
|   PERSONAL AUTHOR - GENERIC DOCUMENT   |      B310              |
|                                        |      AUTGEN            |
|                                        |                        |
------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when M or C is circled in subfield A132

Repeatable

Not subfielded

PURPOSE

Field B310 is used to record the name(s) of person(s)
responsible for the intellectual content of the generic document
from which the documentary unit has been extracted, i.e.

- author(s) of the monograph when the documentary unit is
  a part of that monograph;

- author(s) of the collection when the documentary unit is
  a monograph or a contribution belonging to that
  collection.

SELECTION
----

1. Do not repeat the name of a person already entered in field
   B210 as author of documentary unit. (See Example 2 below)

2. Follow the guidelines for SELECTION of personal author of
   documentary unit in field B210.

   Example 1

       The documentary unit is a contribution by Michel Doo
       Kingue of the UNDP entitled "UNDP multi-donor
       approach to river and lake basin development in the
       Sahel". It is extracted from a book by C.L. Joyce,

"Towards U.S. policy on river basin development in the Sahel: proceedings".

Authors are identified as:

Author of documentary unit (B210):

Doo Kingue, Michel

Author of generic document (B310):

Joyce, C.L.

Example 2

The documentary unit entitled "Senegal" is a chapter from the book "Cooperatives ou autogestion: Senegal, Cuba, Tunisie". The author in both cases is G. Gagnon.

Author of documentary unit (B210):

Gagnon, G.

This is not repeated in field B310.

DATA ENTRY

Follow guidelines for DATA ENTRY in field B210, personal author of documentary unit.

```
+------------------------------------------------+----------------+
|                                                |                |
|   INSTITUTION - GENERIC DOCUMENT               |    B320        |
|                                                |    INSTG       |
|                                                |                |
+------------------------------------------------+----------------+
```

CHARACTERISTICS

Mandatory when M or C is circled in subfield A132

Repeatable

Subfielded

SUBFIELDS

B321	INSTITUTION GD - NAME	INSGNA
B322	INSTITUTION GD - CITY	INSGCI
B323	INSTITUTION GD - COUNTRY CODE	INSGCC
B324	INSTITUTION GD - AUTHORITY CODE	INSGAC
B325	INSTITUTION GD - SUB-BODY	INSGSB

PURPOSE

Field B320 is used to record ONLY institution(s) which can be identified as corporate author(s) of the monograph or collection from which the documentary unit has been extracted. A corporate author is an institution which bears some responsibility for the intellectual content of the documentary unit.

NOTE: Field B320 is NOT used to record institutions whose relationship to the monograph or collection is other than corporate authorship.

SELECTION

Do not select an institution which has already been entered in field B220.

Follow the guidelines in field B220 for SELECTION of institutions associated with a documentary unit.

Example 1

A contribution by M. Lukumbuzya entitled "Remarks on Tanzania's initiatives in rural development" is part of a monograph entitled "Rural development in Africa: priorities, problems and prospects", by the University of Ottawa, Canada.

Institution selected for field B320: University of Ottawa.

Example 2

The documentary unit is a monograph entitled "Global strategy and plan of action, first phase, 1980-1983", which is part of an 11 part collection prepared by the ECA entitled "United Nations Transport and Communications Decade for Africa, 1978-1988".

ECA is selected as the institution associated with the documentary unit to be entered in field B220.

This is not repeated in field B320.

Example 3

The documentary unit is "International cooperative information systems", a paper presented at a seminar by John Woolston of the International Development Research Centre. It is extracted from the report of the seminar sponsored by IDRC.

IDRC is selected as the institution associated with the documentary unit to be entered in field B220.

This is not repeated in field B320.

DATA ENTRY

Follow guidelines for DATA ENTRY in field B220.

```
----------------------------------------------------------------------
|                                            |                         |
|                                            |                         |
|     TITLE OF GENERIC DOCUMENT (M/C)        |      B330               |
|                                            |      TITLEG             |
|                                            |                         |
----------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when M or C is circled in subfield A132

Not repeatable

Not subfielded

PURPOSE

Field B330 serves to record the title of the monograph or collection from which the documentary unit has been extracted.

NOTE: When the documentary unit has been extracted from a serial, the title of the serial is not recorded in field B330 but in field B410.

SELECTION

Select only one title to be entered in field B330. Include subtitles only when they are required to make the title meaningful. (See Example 2 following).

1. Select the title by which the monograph or collection is most likely to be cited; this will usually be the most prominent title on the title page.

2. When the monograph or collection has no title page, select the cover title, spine title or title as cited in the introductory material.

3. In rare cases when no title appears on the monograph or collection, supply a title in the language of analysis.

4. When the monograph or collection has several language versions of the same title, select as title of generic document, in order of preference, the language version of the title which corresponds to the:

- language of analysis

- language of text

- first title appearing on the generic document.

DATA ENTRY

Follow guidelines for DATA ENTRY in field B230, substituting "monograph" or "collection" for "documentary unit".

Example 1

A worksheet is being completed to describe "Mesure de la migration, 1969-1973", volume 3 of the 4 volume collection, "Les migrations voltaïques".

B230:   Mesure de la migration, 1969-1973

B330:   Les migrations voltaïques

Example 2

A worksheet is being completed to describe the chapter, "Economic planning in the People's Republic of China: central-provincial fiscal relations", published in the monograph, "China: a reassessment of the economy".

B230:   Economic planning in the People's Republic of China: central-provincial fiscal relations

B330:   China: a reassessment of the economy

Example 3

A worksheet is being completed for a chapter
entitled "Vrouwen op Java" (written in Dutch), from
the monograph "Vrouw in zicht: naar een feministiche
antropologie". The language of analysis is English.

B230: Vrouwen op Java

B330: Vrouw in zicht: naar een feministische
        antropologie

Note that the title of the documentary unit is
translated into English and is recorded in B240:

B240: Women in Java

```
---------------------------------------------------------------------
|                                              |                     |
|                                              |                     |
|       VOLUME/PART NUMBER - COLLECTION        |       B340          |
|                                              |       VOLCO         |
|                                              |                     |
---------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B340 serves to record the volume or part number of the
generic title recorded in field B330, when the documentary unit
is a monograph that is part of a collection.

DATA ENTRY

1. Enter the volume or part number in the language of analysis.

2. Convert Roman numerals to Arabic.

3. Use the following abbreviations:

        volume   v.

        number, numero, numero   no.

4. Do not enter a space after a hyphen or a number.

Example 1

The documentary unit is a monograph, The Caribbean
and issues of communication and development, which
is volume 3 of the collection, Latin American
prospects for the '80s.

B230: The Caribbean and issues of communication and
development

B330: Latin American prospects for the '80s

B340: v.3

Example 2

The documentary unit is the monograph, Planning
model and macroeconomic policy issues, which is of
the collection, Essays on the Korean economy. It is
also number 26 in the monographic series, Studies on
Economic Planning.

B230: Planning model and macroeconomic policy
issues

B330: Essays on the Korean economy

B340: v.1

B410: Studies on Economic Planning

B420: no.26

```
----------------------------------------------------------------
|                                  |                             |
|                                  |                             |
|         TITLE OF SERIAL          |        B410                 |
|                                  |        TITLES               |
|                                  |                             |
----------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when S is circled in subfield A132

Not repeatable

Not subfielded

PURPOSE

Field B410 serves to record the title of the serial of which the documentary unit is a part, e.g.

- the title of a periodical, annual report, yearbook or newspaper from which an article has been extracted;

- the title of a monographic series of which an individual book, report, etc. is a part.

DEFINITIONS

Serial

A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials are normally issued by the same publisher or organization, in a uniform style and format. Serials include periodicals, newspapers, annual reports, yearbooks, and monographic series.

Periodical

A serial issued at regular intervals, at least annually, where each issue contains separate articles, contributions, etc.

Examples

Unesco Bulletin for Libraries

Reflets et Perspectives de la Vie Economique

Economist

Boletin de la Educacion Radiofonica Latinoamericana

Solid State Physics

Canadian Statistical Review

Monographic series

A group of separate items issued in succession and related
to one another by the fact that each bears, in addition to
its own title, a common title applying to the group as a
whole. Each issue in a monographic series has its own
separate pagination. A monographic series differs from a
collection by the fact that it is intended to continue
indefinitely.

Examples

Samaru Research Paper

Etudes sur les Sciences d'Apprentissage

Experiencias e Innovaciones en Educacion

Library Publication - Pakistan Institute of
Development Economics

SELECTION
----

1. Select only one serial title to be entered in field B410.

2. Select the key-title which corresponds to key-title in the
   ISDS Register or the serials authority file.

3. When the title is not listed in the above sources, select
   the title which appears on the title page. When there is no
   title on the title page, select the title from the cover,
   spine, or as it is cited in the introductory material.

   When the same title appears on the issue in several
   different languages, select, in order of preference, the
   language version of the title corresponding to the:

   - language of analysis

   - language of text

   - first title appearing on the item.

4. Reprints

   When the documentary unit is part of a reprint series,
   select the data relating to the issue in hand. Information
   pertaining to the original publication may be recorded as a
   note in field B820.

   Example 1

       An article originally published in Proceedings of
       the Royal Society of London is later issued as part
       of the monographic series, Ford Foundation Reprint.

       B410: Ford Foundation Reprint

       B820: Originally published in Proceedings of the
              Royal Society of London.....

   EXCEPTION: In some cases, the reprint retains the
               pagination and physical lay-out of the
               original publication, the only difference being
               it is issued a second time by a different
               organization. In this case, the reprint is
               considered as a reproduction (such as a
               photocopy) and the data pertaining to the
               original is entered in field B410.

               The fact that the original was subsequently
               reissued as part of a reprint series may be
               recorded as a note in field B820.

Example 2

> An article was originally published on pages 85-96
> in the journal, Developing Economies. It is later
> reprinted as number 96 in the Reprint Series of the
> Department of Economics of the University of
> Windsor, without any change in pagination.

> B410: Developing Economies

> B641: p.85-96

> B820: Reprinted in Reprint Series - University of
>   Windsor. Department of Economics, no.96

5. Documentary unit belonging to two or more different
    ----
    monographic series

Select the series title which is most prominent. If no title
has been given prominence, select the series title which
appears first.

The fact that the documentary unit is part of additional
monographic series may be stated in a note in B820.

6. Supplements

When the documentary unit is part of a supplement to a
serial, and the supplement is itself a serial with its own
distinctive title, select the title of the supplement to be
recorded in field B410.

Example

> Parent publication: Main Economic Indicators

> Supplement: Industrial Production

> B410: Industrial Production

When the supplement does not have a distinctive title,
select the parent title, followed by a period and space and
the word "Supplement".

Examples

Canadian Statistical Review. Weekly Supplement

Solid State Physics. Supplement

7. Serials published within a serial

When the documentary unit is part of a serial published
within another serial and the "sub-series" has a separate
distinct title, select only the title of the "sub-series".

Example 1

Parent publication: Libri

Inset published with this publication: IFLA
        Communications

B410: IFLA Communications

Example 2

Parent publication: Actualites Scientifiques et
        Industrielles

Sub-series: Chimie des Substances Naturelles

B410: Chimie des Substances Naturelles

DATA ENTRY
----

1. Title is found in ISDS Register or serials authority file

Enter the key-title as found in the ISDS Register or in the
serials authority file. Copy the punctuation and spacing,
and capitalize the first letter of all significant words in
the title.

Examples

South Pacific Bulletin

Industrial Production

Revue Tunisienne des Sciences Sociales

Chimie des Substances Naturelles

Desarrollo Internacional

Circular - Estacion Experimental de Tucuman

Solid State Physics. Supplement

2. Title is NOT found in ISDS Register or serials authority file

Enter the title as it appears on the title page. Omit an article if it appears as the first word, and capitalize each significant word.

EXCEPTION: When the article forms part of a name, (e.g. "Los Angeles") it is included.

Examples

Notas Bibliotecologicas

Revista de la CEPAL

Economist

Los Angeles Medical Society Bulletin

Unesco Bulletin for Libraries

IEEE Transactions

ALA Bulletin

4 Corners Power Review

Journal of Polymer Science. Part A. General Papers

Bulletin Signaletique. Section 101. Information Scientifique et Technique

Canadian Statistical Review

If the title is a generic word or phrase, not significant in itself, enter the name of the issuing body according to the following format:

Format 1:   General
--------   -------

    Generic phrase - Issuing body

Examples

    Informe de Labores - Oficina del Cafe

    Economic Report - Somali National Bank

Format 2:   Issuing body is a subordinate entity
--------   --

    Generic phrase - Parent institution. Subordinate entity

    NOTE: This is a deviation from the ISDS guidelines, which state that generic titles are followed by the name of the issuing body as it appears on the serial, and not in the order of hierarchy. However, because the order of appearance of the parent institution and the subordinate entities may not always be consistent on every issue of the serial, the hierarcical order is not recommended.

Examples

    Bulletin de Liaison - OCDE. Centre de Developpement

    Index Speciaux - FAO. Centre de Documentation

    Bulletin - University of London. Institute of Education

Examples of data entry for documentary units which are parts
----
of serial publications

Example 1

The documentary unit is an article, "China's energy
prospects: a tentative appraisal", from the
periodical Pacific Affairs.

B230: China's energy prospects: a tentative
       appraisal

B410: Pacific Affairs

Example 2

The report, "Development as a smokescreen: the worth
of a United Nations project", is number 21 in the
monographic series, Working Papers, issued by McGill
University's Centre for Developing-Area Studies.

B230: Development as a smokescreen: the worth of a
       United Nations project

B410: Working Papers - McGill University. Centre
       for Developing-Area Studies

Example 3

The documentary unit is an excerpt, "Resolutions
adoptees a l'Assemblee Annuelle du SUCO, 1978", from
the Rapport Annuel du SUCO.

B230: Resolutions adoptees a l'Assemblee Annuelle
       Du SUCO, 1978

B410: Rapport Annuel du SUCO

Example 4

The documentary unit is an article, "Freedom of the
press in Asia", published in the New York Times.

B230: Freedom of the press in Asia

B410: New York Times

Example 5

The documentary unit is an article, "Libye: le pouvoir du peuple", from l'Annee Politique Africaine.

B230: Libye: le pouvoir du peuple

B410: Annee Politique Africaine

```
--------------------------------------------------------------------
|                                        |                          |
|                                        |                          |
|     VOLUME AND PART NUMBER - SERIAL     |     B420                 |
|                                        |     VOLSER               |
|                                        |                          |
--------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B420 serves to record the volume and issue or part number of a particular issue of a serial publication whose title has been entered in field B410.

DATA ENTRY

1. Enter the volume and part number in the language of analysis.

2. Convert Roman numerals to Arabic.

3. Use the following abbreviations:

volume	v.
number, numero, numero	no.
supplement	suppl.
suplemento	supl.

4. Do not enter a space after a hyphen or a number.

5. When both a volume and issue number are used, follow the volume number by the issue number in parentheses. (see Example 1 below)

Example 1

The documentary unit is an article from the
periodical, Canadian Geographer, volume 13, number
3, 1977.

B410: Canadian Geographer

B420: v.13(3)

Example 2

The documentary unit is volume V, part 1 of Economia
e Financas.

B410: Economia e Financas

B420: v.5(1)

Example 3

The documentary unit is issue 10 in the Current
Report of the Australian Institute of International
Affairs.

B410: Current Report - Australian Institute of
       International Affairs

B420: no.10

Example 4

The documentary unit is number 19-20 in the series,
Cahiers Africains d'Administration Publique.

B410: Cahiers Africains d'Administration Publique

B420: no.19-20

Example 5

The documentarv unit is a multivolume collection,
Approaches to planning and design of health care
facilities in developing areas. The individual
volumes in this collection are numbered 29, 37 and
45 in the monographic series, WHO Offset
Publication.

B230:   Approaches to planning and design of health
        care facilities in developing areas

B410:   WHO Offset Publication

B420:   no.29,37,45

```
|                                   |                     |
|              ISSN                 |       B430          |
|                                   |       ISSN          |
|                                   |                     |
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B430 serves to enter the International Standard Serial Number (ISSN) which uniquely identifies a serial title.

The ISSN is an 8 character code divided into two groups of four characters separated by a hyphen.

Examples

0046-9963

0072-193X

DATA ENTRY

Enter the ISSN which corresponds to the serial title entered in field B410.

Example

The ISSN of the serial title Notes Africaines is 0029-3954.

B410: Notes Africaines

B430: 0029-3954

LANGUAGES OF TEXT		B540 LANTEX

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field B540 indicates the language(s) of the text of the documentary unit being analyzed.

SELECTION

Do not enter language(s) in which only a summary or abstract of the text appears. Enter these languages in field B560, languages of summaries.

Example

A documentary unit is written in French, with summaries in English and Spanish.

Select for B540: French

English and Spanish are entered as languages of summaries in field B560.

DATA ENTRY

Enter the appropriate ISO language code(s) as found in Annex 2, in alphabetical order, separated by a comma and a space.

Examples

En

Fr, Nl

En, Es, Pt

```
------------------------------------------------------------------
|                                        |                         |
|                                        |                         |
|        LANGUAGES OF SUMMARIES          |      B560               |
|                                        |      LANSUM             |
|                                        |                         |
------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B560 indicates language(s) of any summaries or abstracts included in the documentary unit which are NOT in the language of the text.

DATA ENTRY

Enter the appropriate ISO language code(s) as found in Annex 2, in alphabetical order, separated by a comma and a space.

Examples

A documentary unit is written in English with summaries in English, French and Spanish.

B540 :   En

B560 :   Fr, Es

PUBLISHER	B610 PUBL

CHARACTERISTICS

Mandatory

Not repeatable **** May be defined as repeatable by a
particular system ****

Subfielded

SUBFIELDS

B611	PUBLISHER NAME	PUBNA
B612	PUBLISHER CITY	PUBCI
B613	PUBLISHER COUNTRY CODE	PUBCC

PURPOSE

Field B610 is used to record the name and location of the
publisher, or other organization or person responsible for the
production and distribution of a non-serial publication.

SELECTION

1. General rule

Select the principal publisher as indicated on the
documentary unit, typographically or otherwise.

When no principal publisher is indicated, enter the first
named publisher. When a second publisher is indicated, it
may be recorded as a note in field B820.

2. No publisher

When no publisher is indicated, enter the printer.

If no printer is indicated, select the institution in which the documentary unit was produced, i.e. the institution assigned role "A" in subfield B226.

When no issuing body can be determined, field B610 is left blank. Enter a note describing the nature of the documentary unit, such as "Unpublished typescript" in field B820, ancillary data.

3. Distributor different from publisher

When the distributor is different from the publisher, enter the data relating to the distributor in field B810 (availability).

Example

B611:   Mouton

B612:   The Hague

B613:   NL

B810:   Aldine Publishing Co., 200 Saw Mill River Rd., Hawthorne, NY, 10532 US

4. Reprints

When the documentary unit is a reprint issued by a different publisher, enter data relating to the reprint publisher in field B610.

Enter data relating to the original publisher and the original date of issue in field B820, ancillary data.

Note that the country of origin (A160) is the country in which the documentary unit was originally issued.

Example

B611:   AID R&D Distribution Center

B612:   Ann Arbor, MI

B613:   US

B820:   Originally published by: AID Food
        Resources and Regional Development
        Division, New Delhi, IN, 1970

A160:   IN

DATA ENTRY

PUBLISHER NAME   B611
=========================

1. General rule

    Enter the publisher name as it appears on document.
    Non-essential words such as Company, Limited, Incorporated,
    Industry, Publishers, and Sons, may be omitted or abbreviated.

        Examples

            Academic Press

            Cambridge University Press

            United Africa Press

            George Allen

            Allen and Unwin

            Longmans Educational

            Elsevier Scientific

            Siglo XXI

            Nijhoff

            Imprimerie Artistique

            Editions Maghrebines

            Maison Tunisienne de l'Edition

Zambia Publishing Co.

East Africa Publishing House

Niogu Gitene

Fundacao IBGE

Editorial Universitaria

Unesco

2. Acronyms

Use acronyms if the publisher name is entered as an institution in fields B220 or B320, or when the publisher is a well-known international organization.

3. Subordinate entities

When several levels of an organization appear as publisher, enter the levels of the hierarchy in the order in which they appear on the document.

Always include the name of the most specific part of the organization. Intermediate levels of the hierarchy may be omitted if they do not add to the identification of the publisher. (See Example 2)

Example 1

Publisher as it appears on the documentary unit:

"Institute for Small-Scale Industries, University of the Philippines"

B611: Institute for Small-Scale Industries, University of the Philippines

Example 2:

Publisher as it appears on the documentary unit:

Lubrication Research Laboratory, Department of
Mechanical Engineering, School of Engineering and
Applied Science, Columbia University

B611: Lubrication Research Laboratory, Columbia
University

PUBLISHER CITY   B612
=========================

1. General rule

Enter the náme of the city or town where the publisher is
located. When two cities are cited for the same publisher, enter
only the first one.

Include terms such as "City", "Ciudad de", "DF", etc. when
appropriate.

> Examples
> ---------
>
> Mexico, DF
>
> Washington, DÇ
>
> Ciudad de Guatemala
>
> Belize City
>
> Singapore   (NOTE: Singapore is entered in subfield
> B612, and the code SG in subfield
> B713.)

2. Qualifiers

When necessary to identify the city or town uniquivocally,
follow it with the name of the province, state, county, etc.
Use the official name for the qualifier as found in Annex 4.

Separate the qualifier from the city by a comma and a space.

> Examples
> ---------
>
> New York, NY
>
> Portland, OR }
>   }   (Both cities are located in the US)
> Portland, ME }
>
> Newcastle, NSW

3. Suburbs

Add the name of a city in which a suburb is located if the latter is not well-known. Separate city from suburb by a comma and a space.

Examples

Clayton, Melbourne

Diliman, Quezon City

Legon, Accra

PUBLISHER COUNTRY CODE   B613

Enter the ISO country code which corresponds to the city or town entered in subfield B612. (See Annex 1)

Examples

B612: San Jose
B613: CR

B612: Singapore
B613: SG

```
------------------------------------------------------------------
I                                        I                         I
I                                        I                         I
I    DATE OF IMPRINT/ISSUE  -  FREE FORM )    B620             I
I                                        I    DATE             I
I                                        I                         I
------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field B620 is used to enter the complete date of publication or
issue of a documentary unit, i.e.

- date of publication of a book, report, or non-serial
  collection;

- issue date of a serial (when the documentary unit is a
  contribution to a serial);

- date of submission of a thesis or dissertation;

- date of filing of an application for a patent.

SELECTION

1. General rule

   Select the date of publication as found on the documentary unit.
   The date may be from other than the Gregorian calendar.

2. Copyright date

   When the documentary unit bears both a copyright date and a date
   of publication, select the date of publication.

3. Editions

When the documentary unit is a second or subsequent edition, select the date of publication of the edition in hand.

4. Reprints

When the documentary unit is a reprint, select the date of reprinting. Enter the original date of publication as part of a reprint note in field B820, ancillary data.

Example

An article is originally published in Convergence, v.11(3-4), 1978 on p.83-92. It is reissued in 1979 with new paging, as part of the Ford Foundation Reprint series. The Ford Foundation Reprint is the documentary unit in hand.

Select for B620: 1979

5. No date

When no date of publication is specified, supply a probable date of publication by checking references, tables, etc. and selecting the latest date mentioned. Enter this supplied date between parentheses.

6. Date spans

When a documentary unit is published over more than one year, select the beginning and end dates.

7. Date of documentary unit different from date of generic document

When a documentary unit has a different date from the generic document from which it is extracted, select the date of publication of the generic document.

Example

The documentary unit is an article dated December 1980 published in a journal dated 22 January 1981.

Select for B620:   22 January 1981

DATA ENTRY

1. General rules

Standardize and abridge the date and enter it in one of the following formats, as applicable:

day month year

month year

year

Omit names of seasons.

Abbreviate the names of the months in the language of analysis, using the abbreviations found in Annex 6. Do not include a period after the abbreviation.

Do not include a space before or after a hyphen.

Enter in parentheses dates which have been supplied.

Examples

Language of analysis: English

On document	B620
8 janvier 1977	8 Jan 1977
1-15 February 1976	1-15 Feb 1976
April/June 1977	Apr-Jun 1977
diciembre 1976 - enero 1977	Dec 1976-Jan 1977

1975 to 1976	1975-1976
Spring 1977	1977
no date	(1980) (parentheses indicate supplied date)

2. Ranges of dates

Enter ranges of dates as in the following examples:

1975-1976

26 May, 2 Jun 1977

19, 26 May; 2, 9 Jun 1977

11-14 Sep 1972

30 Aug-2 Sep 1971

29 Dec 1975-5 Jan 1976

29 Jul-2 Aug, 5-7 Aug 1970

3. Dates from Hijra calendar

**** Systems using the names of the months from the Hijra calendar will be required to add the appropriate abbreviations to Annex 6. ****

Examples

5 Ram 1385

Shw-Ram 1135

1 Sha 1386

```
--------------------------------------------------------------------
|                                           |                        |
|                                           |                        |
|         YEAR OF IMPRINT/ISSUE             |          B630          |
|                                           |          YEAR          |
|                                           |                        |
--------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field B630 serves to record the year of imprint or issue, as opposed to the complete date recorded in field B620. It is used for retrieval purposes, to identify all items produced during, before, or after a specified year.

DATA ENTRY

Enter the four digits corresponding to the year recorded in field B620.

When field B620 contains a range of dates, enter the latest year only in field B630.

Examples

```
B620:  30 July 1980
B630:  1980


B620:  Mar 1981
B630:  1981


B620:  1982
B630:  1982
```

```
B620:   (1981)
B630:   1981


B620:   1979-1981
B630:   1981


B620:   29 Dec 1975-3 Jan 1976
B630:   1976


B620:   5 Ram 1385
B630:   1385
```

```
---------------------------------------------------------------------------
|                                          |                               |
|                                          |                               |
|               COLLATION                  |            B640               |
|                                          |            COLLAT             |
|                                          |                               |
---------------------------------------------------------------------------
```

CHARACTERISTICS

    Essential

    Not repeatable

    Subfielded

SUBFIELDS

    B641   PAGINATION/DESCRIPTION   PAGINA

    B642   COLLATION NOTES   COLNOT

PURPOSE

    Field B640 is used to to describe the physical extent of a
    documentary unit, including pagination, number of physical
    pieces, duration of a film or sound recording, film or map size,
    and the presence of illustrative material.

PAGINATION/DESCRIPTION   B641
=================================

SELECTION
----

    1. General rule

        Enter in subfield B641 the pagination or the number of
        physical pieces in the documentary unit, i.e. for a(n)

                EXTRACT FROM A SERIAL OR MONOGRAPH   - the first and
                                                        last pages

MONOGRAPH   - the number of pages in the major
                  sequence of numbered pages

COLLECTION   - the number of physical pieces.

2. Monograph without major sequence of numbered pages

When the documentary unit is a monograph containing several
sequences of numbered pages, convert the total number of
pages to a single statement in the following format:

       100p. in various pagings

       100p. en paginations diverses

       100p. en paginacion variada

3. Unpaged monograph

When the documentary unit is a monograph with unnumbered pages,
count the number of pages and record this number in parentheses.
(See Example 7 below.)

When the number of pages cannot be readily counted, record an
approximate number of pages in parentheses. (See Example 8
below.)

DATA ENTRY

Enter data as in the following examples. Use the standard
abbreviations "p." and "v.". Do not enter a space after a
hyphen or a number.

Example 1

       A chapter in a book is on pages 19 to 83.

       B641:   p.19-83

Example 2

An article in a periodical is in two subsequent
issues, on pages 1-13 in the first issue and pages
3-19 in the second issue.

B641: p.1-13; 3-19

Example 3

An article in a periodical, not continuously paged,
is on pages 27-40, 44 and 46-57.

B641: p.27-40, 44, 46-57

Example 4

A monograph contains 194 pages.

B641: 194p.

Example 5

A multivolume work contains 6 volumes.

B641: 6v.

Example 6

A monograph contains various sequences of pages
numbered as follows: A1-A26, B1-B39, C1-C36.

B641: 101p. in various pagings

Example 7

A monograph contains 86 unnumbered pages.

B641: (86p.)

Example 8

A monograph is unpaged and contains approximately 200 pages.

B641: (200p.)

COLLATION NOTES   B642
===============================

DATA ENTRY

Enter in subfield B642 notes on illustrative matter, film size and duration, map size and scale, duration of sound recording, etc., as in the following examples.

Use abbreviations in the language of analysis.

Examples

Printed Material

ill., maps, tables

graphs, 500 ref.

ref. p.75-79

ill., ref.

Film

film, 16 mm, 64 min.

Sound Recording

sound cassette, 60 min.

Map

map, 40 x 60 cm, scale 1:50.000

```
-----------------------------------------------------------------
|                                      |                         |
|                                      |                         |
|     REPORT NUMBER OR SYMBOL          |      B650               |
|                                      |      REPORT             |
|                                      |                         |
-----------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

PURPOSE

Field B650 serves to record report number(s) which
identify a documentary unit. It is also used to
record symbol(s) found on official United Nations
documents.

DEFINITIONS

NOTES:　1.　Report numbers are found in a wide variety
of published and unpublished literature
and are not limited to items which are called
reports.

2.　The following definition also applies to
what is known as a symbol in UN terminology.

A report number is a combination of letters and numbers which
serves to identify a documentary unit, and is usually located
prominently on the title page or cover, in the upper right or
lower left hand corner. Report numbers are sometimes referred to
as document numbers. They should not be confused with the
following:

- monographic series statements, which are not so cryptic
  as report numbers, and do not usually contain
  unabbreviated words;

- contract or grant numbers, which are usually identified
  as such;

- sales numbers which are generally on a back page or the back cover.

SELECTION

Select a MAXIMUM OF THREE report numbers to be entered in field B650.

A string of initials and/or acronyms which does not contain a number is not a report number.

Example

NRD/WR/Unesco/WHO/ECA is not entered in field B650 as a report number.

DATA ENTRY

1. Enter each report number exactly as it appears on the documentary unit, including all punctuation and spaces.

2. Ignore such words as "Provisional", "Final", etc. at the beginning of a report number.

Example

Report number as it appears on the documentary unit:

Provisional ST/CS/SER.F/309

B650: ST/CS/SER.F/309

Examples of report numbers

SC.74/WS/20

UNIDO/LIB/SER.D/21

SAHEL D(78) 24

DT 210./Rev.3

TD/B/C.2/158/Supp.1

CDCC/CIS/80/2

```
+---------------------------------------------+-------------------+
|                                             |                   |
|                                             |                   |
|                    ISBN                     |    B660      .    |
|                                             |    ISBN           |
|                                             |  -.               |
+---------------------------------------------+-------------------+
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B660 serves to record the International Standard Book
Number (ISBN) of a documentary unit.

DEFINITION

The International Standard Book Number is a 10-character code
which serves to identify uniquely the title, or edition of a
title, to which it is assigned.

ISBNs are usually assigned by the National Library of a country
and are generally found on a document with the publisher
information.

Examples

ISBN 0 571 08989 5

ISBN 2-225-28-765

SELECTION

When several ISBNs appear, relating to different editions of the
same document, select the ISBN corresponding to the edition in
hand.

Example

> The documentary unit is simultaneously published by
> North Holland and American Elsever. Two ISBNs are
> provided:
>
> ISBN (North Holland) 0-7204-2831-9
>
> ISBN (American Elsever) 0-444-10848-3
>
> The edition in hand is the North Holland edition.
>
> Select for B660: ISBN (North Holland) 0-7204-2831-9

DATA ENTRY

Enter the numerical portion of the ISBN in field B660.

Separate the four numerical portions of the ISBN by hyphens.

> Example
> -------
>
> > ISBN as shown on the documentary unit:
> >
> > ISBN 0 571 08989 5
> >
> > B660: 0-571-08989-5

```
----------------------------------------------------------------
|                                      |                         |
|                                      |                         |
|             EDITION                  |        B670             |
|                                      |        EDITN            |
|                                      |                         |
----------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B670 is used to record the edition number and/or statement relating to a second or subsequent edition of a monograph or collection. It is also used to indicate a draft or preliminary version.

DEFINITION

An edition refers to all copies of an item produced from the same type image or from one master copy and which are produced by a particular publisher or other issuing body.

DATA ENTRY

Enter the edition statement in the language of analysis. Use the following abbreviations, and the abbreviations for ordinal numbers as found in Annex 5.

abbreviated	abbr.
abregee, abreviada	abr.
aumentada	aum.
borrador	borr.

corrected, corrigee, corregida   corr.

edition, edition, edicion   ed.

enlarged   enl.

revised, revisee, revue, revisada   rev.

version preliminaire, version preliminar   v. prel.

Examples

      English: 2d ed.

             3d rev. ed.

             4th ed. rev. and enl.

      French: 2e ed.

             3e ed. rev. et corr.

      Spanish: 2a ed.

             3a ed. aum. y corr.

```
-------------------------------------------------------------------
|                                          |                        |
|                                          |                        |
|        MEETING, CONFERENCE, ETC.         |       B710             |
|                                          |       MEET             |
|                                          |                        |
-------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

B711	MEETING NAME AND NUMBER	MEETNA
B712	MEETING CITY	MEETCI
B713	MEETING COUNTRY CODE	MEETCC
B714	MEETING DATE	MEETDA

PURPOSE

Field B710 is used to enter the name, number, city, country, and
date pertaining to a meeting, conference, workshop, symposium,
course, seminar, etc. associated with the documentary unit. The
documentary unit may be a:

- report of proceedings

- summary of papers presented

- selection of papers presented

- paper prepared for a meeting.

A meeting may be referred to by either a specific appellation or
by a general description. The information relating to it is
found on the title page or cover, or in the introductory
material of the documentary unit.

Examples

From title page:

Report of the Commonwealth Conference on Non-Formal
Education for Development, New Delhi, 22 January-2
February 1979

From preface:

Conference held in Bangkok on 8th June 1979 on waste
disposal and resources recovery

From preface:

Conference internationale "Centres de documentation
et d'information touchant le developpement", qui se
deroula a Paris du 3 au 7 novembre 1969

SELECTION
----

1. Select one meeting statement for each different meeting
   associated with the documentary unit.

        EXCEPTION: When the same meeting is held in several
                    different cities, make a separate entry for
                    each one. (see Example 2 below)

2. When several versions of the same meeting statement appear on
   the documentary unit in the same language, select the statement
   which is most complete and appears to be the "official form".

3. When several language versions of the "official" meeting
   statement are present, select the version which corresponds to
   the language of analysis.

        Example 1 : Meeting held in one city
        ----------   -------------------------

            B711: Conference on Waste Disposal and Resources
                   Recovery

            B712: Bangkok

B713: TH

B714: 8-10 Jun 1979

Example 2 : **Meeting held in two cities**

1st entry

B711: Seminar on Machine Tools for Latin American
Countries

B712: Buenos Aires

B713: AR

B714: 16-20 Oct 1972

2d entry

B711: Seminar on Machine Tools for Latin American
Countries

B712: Sao Paulo

B713: BR

B714: 21-27 Oct 1972

DATA ENTRY

MEETING NAME AND NUMBER   B711

1. Enter the meeting name and, if applicable, the number, in
   subfield B711.

2. Capitalize the first letter of all significant words.

3. Omit words at the beginning of a meeting that indicate its
   frequency, e.g. Annual, Bienniel, etc.

4. For numbered meetings, follow the meeting name with a comma and space and the ordinal number denoting the number. Use the abbreviations for ordinal numbers as found in Annex 5.

5. Consider a session of a committee to be a meeting number and enter it as such.

Examples

Commonwealth Conference on Non-Formal Education for Development

FID International Congress

All Pakistan Economic Conference, 16th

Congres International de la Population, 3e

Seminario sobre "Modernizacion Universitaria", 2o

Joint FAO/IAEA/WHO Expert Committee on the Wholesomeness of Irradiated Food, 2d Session

Joint Conference of African Planners, Statisticians, and Demographers, 1st Session

MEETING CITY   B712
=========================

1. Enter the city or town in which the meeting was held in subfield B712.

   Include such terms as "City", "Ciudad de", "DF", etc., when appropriate.

Examples

Mexico, DF

Washington, DC

Ciudad de Guatemala

Belize City

Singapore (NOTE: Singapore is entered in subfield B712, and the code SG in subfield B713.)

2. Language

NOTE: The following recommendations on choice of language of city name facilitate the generation of indexes and retrieval by city name.

Enter the name of the city in the official language of the country in which it is located. (The official languages of countries can be found in the Europa Yearbook, and the official names of cities can be found in the Times Atlas).

Examples

Roma	(Italian form of Rome)
Wien	(German form of Vienna)
Munchen	(German form of Munich)
Praha	(Czech form of Prague)

When a country has more than one official language, enter, in order of preference, the version corresponding to

- the language of the city

- the official language of the system which is most appropriate for the user community.

Example

Geneva is known officially as Geneve (French), Genf (German), Ginevra (Italian). French is the predominant language of the city.

B712: Geneve

3. Qualifiers

When necessary to identify the city or town unequivocally, follow it with the name of the province, state, county, etc. Use the official abbreviation for the qualifier as found in Annex 4. Separate the qualifier from the city by a comma and a space.

Examples

Victoria, BC

Portland, OR }
              } (Both cities are located in the US)
Portland, ME }

Newcastle, NSW

New York, NY

4. Suburbs

Add the name of a city in which a suburb is located if the latter is not well-known.

Separate the city from the suburb by a comma and a space.

Examples

Clayton, Melbourne

Diliman, Quezon City

Legon, Accra

MEETING COUNTRY CODE   B713

Enter in subfield B713 the ISO country code which corresponds to the city or town entered in subfield B712. (See Annex 1)

Examples

B712: San Jose B713: CR

B712: Singapore B713: SG

MEETING DATE   B714
=========================

Enter the date or inclusive dates on which the meeting was held in subfield B714, using the format in the examples below.

Enter the names of the months, in order of preference, in

- the language of the meeting name

- the language of analysis.

Capitalize and abbreviate the names of the months according to Annex 6.

Examples

English

11-14 Sep 1972

30 Aug-2 Sep 1971

29 Dec 1975-5 Jan 1976

27 Sep-2 Oct, 24-26 Oct 1976

```
------------------------------------------------------------------------
|                                        |                              |
|                                        |                              |
|            ACADEMIC DEGREE             |        B720                  |
|                                        |        DEGREE                |
|                                        |                              |
------------------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B720 is used to record the academic degree granted by an institution as a result of the presentation of the documentary unit in hand.

NOTE: The degree-granting institution is entered in field B220.

DATA ENTRY

Enter the degree or diploma as it appears on the documentary unit, abbreviating it when possible.

Do not enter spaces following periods.

Examples

Ph.D.	Lic.
M.A.	Doctorat 3e cycle
M.Sc.	Doctorat d'Etat
M.Ed.	Dr.Med.

PATENT	B730 PATENT

CHARACTERISTICS

Mandatory

Not repeatable

Subfielded

SUBFIELDS

B731	INTERNATIONAL PATENT CLASSIFICATION	IPC
B732	PATENT NUMBER	PATNUM
B733	PATENT COUNTRY CODE	PATCC

PURPOSE

Field B730 is used to record the International Patent
Classification (IPC) number or any other patent number provided
on the documentary unit, and the country assigning the patent.

Complete information regarding patents may be found in AGRIS:
Guidelines for Bibliographic Description, ICIREPAT Manual, and
Information Transfer (ISO Standards Handbook 1).

DEFINITIONS

Patent

A patent is a searched and examined certificate document
granted to an inventor (person or institution) before the
product is made available to the public.

International Patent Classification

The IPC is the code assigned to a patent by a national property patent office.

DATA ENTRY

INTERNATIONAL PATENT CLASSIFICATION   B731
==

Enter the IPC code as given on the documentary unit, preceded by the abbreviation, "Int. Cl." and a space.

Examples

          Int. Cl. G21d3/02

          Int. Cl. H01F 15/00

          Int. Cl. A01 C 7/04

If there is no International Patent Classification code and a domestic or national code is available, enter it in subfield B731.

Enter the domestic/national code preceded by the abbreviation "Nat. Cl."

Example

          Nat. Cl. 208-120

Separate multiple codes by a semicolon and a space.

Examples

          Int. Cl. H05K 7/00; H01L 1/14

          Int. Cl. A47B 96/00; A478 1/00

PATENT NUMBER   B732
=========================

Enter the patent number (also called the number of the patent document) as found on the documentary unit.

Enter only the first patent number appearing on the documentary unit.

Examples
----

        14 A 5431/72

        950.623

        3492/68

        MA-2072

        128 718

        T 922,001

        70.13955

PATENT COUNTRY CODE   B733
==============================

Enter the ISO code of the country granting the patent, according to the list of ISO country codes in Annex 1.

Examples of Data Entry for field B730

Example 1

        The US patent no. 27208 is granted for vehicles travelling over land and/or water. No IPC appears on the documentary unit.

        B731 is left blank

        B732:   27208

        B733:   US

Example 2
−−−−−−−−−

A West German patent is granted for rubber bearings;
IPCs are B 606 11/22 and F16F 1/38. The national
classification number is 63c, 40 and the patent
number is 1630303.

B731:   Int. Cl. B 606 11/22; F16F 1/38

B732:   1630303

B733:   DE

```
---------------------------------------------------------------
|                                       |                       |
|                                       |                       |
|         DEVELOPMENT PROJECT           |      B740             |
|                                       |      DEVPRO           |
|                                       |                       |
---------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

B741   PROJECT NAME   PRONAM

B742   PROJECT NUMBER   PRONUM

B743   VALUE OF INVESTMENT   INVEST

PURPOSE

Field B740 is used when the documentary unit is

- an official project document, i.e. a project proposal,
  announcement, description, report, or evaluation; or

- an in-depth discussion of a particular project.

Field B740 serves to link different records pertaining
to the same project, via the project name or number.

DATA ENTRY

PROJECT NAME   B741
===============================

Enter the official name of the project as it is found on the
documentary unit. Do not supply a name if one is not provided.

Examples

Project Impact

Solar Dynamics Project

PROJECT NUMBER   B742

Enter the project number exactly as it is found on the documentary unit.

Examples

FAO/SIDA/MTR-12

RLA674/024

CHI-72-015

VALUE OF INVESTMENT   B743

Enter the total amount invested in the development project, specifying the currency used, according to the ISO codes for the representation of currencies and funds, as found in Annex 7.

Enter a period to separate thousands.

Examples

Ten thousand US Dollars:

10.000 USD

Ten thousand Australian Dollars:

10.000 AUD

Three hundred thousand Mozambique Metical:

300.000 MZM

Three hundred thousand Portuguese Escudos:

300.000 PTE

One million Ethiopian Birr:

1.000.000 ETB

One million Zambian Kwacha:

1.000.000 ZMK

Five hundred thousand CFA Francs:

500.000 XOF

```
------------------------------------------------------------------
|                                    |                            |
|                                    |                            |
|            AVAILABILITY            |          B810              |
|                                    |          AVAIL             |
|                                    |                            |
------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field B810 is used to record the following type of information on the availability of the documentary unit:

(A) SYSTEM DOES NOT PROVIDE DOCUMENT DELIVERY:

   a) Institution from which the documentary unit may be obtained if different from the publisher;

   b) Medium in which the documentary unit is available if it differs from the original, i.e. photocopy, microfiche, etc.;

   c) Cost.

(B) SYSTEM REPORTS RESTRICTED MATERIAL:

   Information on where to apply for permission to acquire the documentary unit.

DEFINITION

Restricted material

Material which cannot be made available to the general public without permission from the issuing body or an agency designated as the authorizing agency.

Such material is usually available for use by members of the
issuing or sponsoring organization, but persons outside these
groups require permission for de-restriction.

Included in this group is material which is described by terms
such as "for limited distribution", "confidential",
"classified", "for internal use", etc.

DATA ENTRY

(A)   SYSTEM DOES NOT PROVIDE DOCUMENT DELIVERY

Institution

Enter the name or acronym of the institution, other than
publisher, from which a documentary unit may be obtained,
followed by the address and country code.

Medium

Specify the medium in which the documentary unit is made
available, if different from the original.

Cost

Enter the cost of purchase or rent of the documentary unit and
the ISO currency code, as found in Annex 7.

Format

Institution name, address, country code; medium;
cost

Examples

IDRC, Box 8500, Ottawa K1G 3H9, CA; 5 CAD

OCDE, Centre de Developpement, 94 rue
Chardon-Lagache, 75016 Paris, FR; microfiche; 10 FRF

Institut d'Economie Quantitative Ali Bach-Hamba, 2
rue Benghazi, Tunis, TN; photocopy

(B) SYSTEM REPORTS RESTRICTED MATERIAL

Restricted material

Enter the abbreviation "Restr." followed by the name or acronym
and address of the institution responsible for granting or
obtaining de-restriction of the item.

If the institution responsible for obtaining de-restriction on
behalf of users is the coordinating centre, enter only the
acronym, and not the full address of this institution. (see
Example 3 below)

Format

Restr. Institution name, address, country code

Example 1

De-restriction of the documentary unit is granted by
the Bangladesh Institute for Development Studies,
which is also the publisher.

B810: Restr.

Example 2

De-restriction of a documentary unit published by
the Canadian International Development Agency should
be requested through the Canadian Department of
External Affairs.

B810: Restr. Canada. Dept. of External Affairs, 125
Sussex Dr., Ottawa K1A 0G2, CA

Example 3

De-restriction of a documentary unit should be requested through the Information Systems Unit of the United Nations Department of International Economic and Social Affairs.

B810:   Restr. ISU/UN-DIESA

ANCILLARY DATA	B820 ADATA

CHARACTERISTICS

Optional

Repeatable

Not subfielded

PURPOSE

Field B820 is used to record any data required that cannot be entered elsewhere in the record.

DATA ENTRY

Enter ancillary data in the language of analysis. Do not include end punctuation.

Precede second and subsequent occurrences of field B820 by the delimiter ##.

Example

Translated from the Spanish ## Photocopy

1. Translation note

Record the original title or the language of the original and, if available, the name of the translator. Do not record this information if both language versions are to be entered in the system, because they will be linked as related records in field A140.

Examples

Translation of: Donde no hay doctor

Translated from the French by C. Powell

Translated from the Dutch

2. Note relating to original publication

Examples

Originally published under the title: Give us the
tools

Originally published by Siglo XXI, Mexico, DF, MX,
1970

Reprinted from: Themes on Pacific lands by M.C.R.
Edgell and B.H. Farrell, 1974, p.5-15

Originally published in Slavic Review, v.34(2), Dec
1975

3. Microform

When the documentary unit is a microform reproduction of an
original, enter the type of microform and number of
reels/fiches, followed by place, publisher name and date of
publication of the reproduction, if different from the
information entered in fields B610 and B620. Specify
negative if film is white print on black background.

Example 1

B611: University of Alberta

B612: Edmonton

B613: CA

B620: 1972

B820: Microfilm (negative), 1 reel. Ottawa, CA,
       National Library, 1973

Example 2

       B611: National Technical Information Service

       B612: Springfield, VA

       B613: US

       B620: 1978

       B820: Microfiche, 2 fiches

4. Other notes

Examples

       Draft version

       Photocopy

       Unpublished typescript

       Supplied title

```
********************
* CONTENT ANALYSIS *
********************
```

```
-------------------------------------------------------------------
I                                          I                         I
I                                          I                         I
I           PRIMARY GEOGRAPHIC AREA        I        C100             I
I                                          I        PGEO             I
I                                          I                         I
-------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Repeatable

Subfielded

SUBFIELDS

C101	PRIMARY GEOGRAPHIC CODE	PGEOCD
C102	FULL NAME (P) - ENGLISH	PNAMEN
C103	CORRESPONDING REGION (P) - ENGLISH	PREGEN
C104	FULL NAME (P) - FRENCH	PNAMFR
C105	CORRESPONDING REGION (P) - FRENCH	PREGFR
C106	FULL NAME (P) - SPANISH	PNAMSP
C107	CORRESPONDING REGION (P) - SPANISH	PREGSP
C108	FULL NAME (P) - ARABIC	PNAMAR
C109	CORRESPONDING REGION (P) - ARABIC	PREGAR

NOTE: Field C100 is structured to accommodate geographic codes
        and the full names of the corresponding countries or
        regions. Only the geographic code is entered on the
        worksheet, in subfield C101. When required, e.g. for
        certain printed outputs, the full names of the regions
        and countries are generated by the system. For the
        purposes of this manual, therefore, only subfield C101 is
        discussed.

PURPOSE

Field C100 is used to record one or more geographic codes
representing the countries and/or regions corresponding to the
concepts expressed by the primary descriptors in field C210.

Primary geographic codes are used in various printed indexes in
order to provide geographical sub-headings under a main heading.

Both the primary geographic codes, and the secondary geographic
codes entered in field C110, are used to produce printed
geographic indexes.

SELECTION

Select a MAXIMUM OF THREE primary geographic codes to be entered
in subfield C101.

Select ONLY those countries or regions which are specifically
mentioned in the documentary unit in relation to ALL the subject
descriptors in field C210.

DATA ENTRY

Enter the primary geographic code(s) in the appropriate
space on the worksheet. (See Annex 1.)

Example

A documentary unit describes rural cooperatives in
Upper Volta and Mali.

C101: HV ML

```
--------------------------------------------------------------
I                                          I              I
I                                          I              I
I        SECONDARY GEOGRAPHIC AREA         I     C110     I
I                                          I     SGEO     I
I                                          I              I
--------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

C111	SECONDARY GEOGRAPHIC CODE	SGEOCD
C112	FULL NAME (S) - ENGLISH	SNAMEN
C113	CORRESPONDING REGION (S) - ENGLISH	SREGEN
C114	FULL NAME (S) - FRENCH	SNAMFR
C115	CORRESPONDING REGION (S) - FRENCH	SREGFR
C116	FULL NAME (S) - SPANISH	SNAMSP
C117	CORRESPONDING REGION (S) - SPANISH	SREGSP
C118	FULL NAME (S) - ARABIC	SNAMAR
C119	CORRESPONDING REGION (S) - ARABIC	SREGAR

NOTE: Field C110 is structured to accommodate geographic codes
and the full names of the corresponding countries or
regions. Only the geographic code is entered on the
worksheet, in subfield C111. When required, e.g. for
certain printed outputs, the full names of the regions
and countries are generated by the system. For the
purposes of this manual, therefore, only subfield C111 is
discussed.

PURPOSE

Field C110 is used to record one or more geographic codes representing countries and/or regions discussed in the documentary unit AND WHICH HAVE NOT BEEN ENTERED PREVIOUSLY AS PRIMARY GEOGRAPHIC CODES IN FIELD C100.

All codes entered in fields C100 and C110 are used for the production of printed geographical indexes.

SELECTION

Select a MAXIMUM OF THREE secondary geographic codes to be entered in subfield C111.

Select those countries and/or regions which are discussed in the documentary unit, but NOT in relation to the concepts identified by primary descriptors.

DATA ENTRY

Enter the secondary geographic codes(s) in the appropriate space on the worksheet.

Example

A documentary unit discusses Nigerian tariff policy with respect to goods imported from Asia.

C101:   NG

C111:   XP

```
-----------------------------------------------------------------
|                                            |                    |
|                                            |                    |
|          AGRIS SUBJECT CATEGORIES          |   C120             |
|                                            |   AGRCAT           |
|                                            |                    |
-----------------------------------------------------------------
```

CHARACTERISTICS

Essential for records reported to AGRIS

Not repeatable

Not subfielded

PURPOSE

Field C120 is used to record the AGRIS subject categories which
define the scope of the documentary unit. The first category
code entered determines the heading under which the record will
be printed in Agrindex. Cross references will appear under the
appropriate headings for the second and subsequent category
codes.

SELECTION

For the list of AGRIS subject categories and guidelines for
selection, see AGRIS: Classification Scheme, Jul 1979 (FAO/AGRIS
3 (Rev.3)).

Select ONE primary category, and a MAXIMUM OF THREE secondary
categories, according to the above-mentioned guidelines.

DATA ENTRY

Enter the primary subject category code in the first space on
the worksheet, followed by the secondary category code(s) when
applicable.

Enter the code(s) in the appropriate space on the worksheet.

Example

An article deals with cultivation systems in the Sahel.

C120: F27

DEVSIS PURPOSE CODE	C130 DEVPUR

CHARACTERISTICS

Essential for records reported to DEVSIS

Not repeatable

Not subfielded

PURPOSE

Field C130 is used to record the code indicating the main purpose for which the documentary unit was prepared, within the context of the development mission.

The DEVSIS purpose code is used to determine the heading under which a record appears in the main bibliographic index of Devindex.

SELECTION

Select, from the list of DEVSIS purpose codes below, the code which most closely reflects the purpose for which the documentary unit was prepared.

Select ONE DEVSIS purpose code per record.

DATA ENTRY

Enter the three-character code in the appropriate space on the worksheet.

DEVSIS PURPOSE CODES
=====================

A00 FACTS, TRENDS AND ANALYSES

A10 Basic information and data: national and international

Statements of factual information and data relating to existing
economic and social conditions and phenomena (including
resources, production, consumption, distribution, trade and other
transactions) for the entire world, for regions of the world, or
for particular whole countries.

A15 Basic information and data: sub-national

Statements of factual information and data relating to existing
economic and social conditions and phenomena (including
resources, production, consumption, distribution, trade and other
transactions) for particular localities or sub-areas within a
country or countries.

A20 Extrapolations and forecasts: national and international

Extrapolations of economic and social conditions and phenomena
(incuding resources, production, consumption, distribution, trade
and other transactions) carried out with the purpose of
forecasting future situations - for the entire world, for regions
of the world, or for particular whole countries.

A25 Extrapolations and forecasts: sub-national

Extrapolations of economic and social conditions and phenomena
(including resources, production, consumption, distribution,
trade and other transactions) carried out with the purpose of
forecasting future situations - for particular localities or
sub-areas within a country or countries.

A30 Existing situations: international and national

Descriptions and analyses of existing economic, social, political
and regulative (legislative) situations carried out with the
purpose of identifying causes of underdevelopment and factors
favouring development in the entire world, regions of the world
or particular whole countries. (If, however, the description or
analysis leads to significant recommendations for decision
making, use B10.)

A35 Existing situations: sub-national

Descriptions and analyses of existing economic, social, political
and regulative (legislative) situations carried out with the

purpose of identifying causes of underdevelopment and factors favouring development in particular localities or sub-areas within a country or countries. (If, however, the description or analysis leads to significant recommendations for decision making, use B15.)

B00   PRESCRIPTIONS FOR DECISION-MAKING

B10   Prescriptions for development policy or action: international and national

Statements and studies produced with the purpose of recommending new policies or programmes to foster economic and social development in the entire world, in regions of the world, or in particular, whole countries. (If the recommendations relate specifically to the work of an official body, they may constitute a statement of that body's policy or a commentary on it. In this case, use C10 or C15.)

B15   Prescriptions for development policy or action: sub-national

Statements and studies produced with the purpose of recommending new policies or programmes to foster economic and social development in particular localities or sub-areas within a country or countries. (If the recommendations relate specifically to the work of an official body, they may constitute a statement of that body's policy or a commentary on it. In this case, use C10 or C15.)

C00   OFFICIAL POLICIES, PLANS, PROGRAMMES, ARRANGEMENTS

C10   Official statements of development policy

Documents issued by or on behalf of organizations: international regional, national and local, such as governments, banks, funding and investment agencies and political parties, defining or explaining their policies in relation to the pursuit of development goals. Over-all general descriptions by such organizations of their present and future activities. (For retrospective reviews, such as annual reports, use D50.)

C15   Commentaries on official policies and activities

Commentaries on the policies and over-all activities of organizations: international, regional, national and local, such as governments, banks, funding and investment agencies, and political parties. (If the commentary was issued by or on behalf of the organization itself, use C10.)

C20   Development plans

Official plans, papers on plans and statements issued by organizations: international, regional, national and local, such as governments, banks, funding and investment agencies and political parties detailing their development plans, programmes, resource allocations, budgets, time targets, etc.

C25 Commentaries on development plans

Commentaries on the official plans issued by organizations: international, regional, national and local, such as governments, banks, funding and investment agencies and political parties. (If the commentary was issued by or on behalf of the organization itself, use C20.)

C30 Legal, financial and administrative arrangements: international

Official documents relating to co-ordination and co-operation in development activities, establishing or involving international or regional institutions, or linking parties in different countries: treaties, agreements, institutional and contractual arrangements.

C35 Commentaries on international arrangements: legal, financial and administrative

Commentaries on international arrangements relating to co-ordination and co-operation in development activities: legal, financial and administrative aspects.

C40 Legal, financial and administrative arrangements: national and sub-national

Official documents relating to co-ordination and co-operation in development activities, establishing or involving national or local institutions within single countries: legislation, agreements, institutional and contractual arrangements.

C45 Commentaries on national arrangements: legal, financial and administrative

Commentaries on national and local arrangements relating to co-ordination and co-operation in development activities: legal, financial and administrative aspects.

D00 DEVELOPMENT ACTION: OPERATIONAL EXPERIENCE

D10 Studies for particular projects

Studies (including feasibility studies and market surveys) related to the economic and social aspects of specific projects and the evaluation of the proposals, i.e. project appraisals.

D20 Development resources (particular projects)

Studies identifying resources for a specific development project and methods used in raising the resources. (For more general resource studies, use F30 of F40.)

D30 Announcements and descriptions of new projects

News releases, announcements and descriptions of development projects that have been approved and are to be undertaken. (For operational experience use D40 or D50.)

D40 Operational experience (particular projects)

Descriptions and progress reports of particular development projects: reviews and evaluatory reports of the experience itself, including managerial, financial, legislative, administrative anc contractual aspects: co-ordination and control experiences. (For impact studies, use E10 or E20; for evaluations in terms of economic and social effects, use E30.)

D50 Operational experience (general)

General review and evaluatory papers on experiences in implementing development projects and programmes, including managerial, financial, legislative and administrative aspects; co-ordination and control experiences. Retrospective reviews, such as annual reports, of the activities of organizations involved in development actions.

E00 CONSEQUENCES AND EVALUTION

E10 Impact: international and national

Analytical studies and interpretations, commentaries, reviews and evaluations of the economic and social impact of development policies, plans, programmes and projects in the entire world, in regions of the world or in particular whole countries.

E20 Impact: sub-national

Analytical studies and interpretations, commentaries, reviews and evaluations of the economic and social impact of development policies, plans, programmes and projects for particular localities or sub-areas within a country.

E30 Evaluations

Evaluatory reports of specific development strategies (including legislative measures), programmes and projects from the point of view or on the basis of the results achieved. (For evaluations of operational experience, use D30 or D40.)

F00 RESOURCES AND TOOLS FOR DEVELOPMENT

F10 Research

Descriptions and surveys of research capacities and research
personnel for development purposes; descriptions of policies,
programmes and activities (including annual reports) of
development research institutes; directories of research
institutes and personnel; bibliographies of research publications
too broad to be placed in a more specific category.

F20 Information

Descriptions and surveys of information systems and services
designed to support development activities; directories of such
systems and services; glossaries and other terminological aids.

F30 Men, money and materials: international and national

Descriptions and surveys of the resources available for
development actions in the entire world, regions of the world or
particular whole countries; directories of such resources. (For
resource studies related to a particular project, use D20).

F40 Men, money and materials: sub-national

Descriptions and surveys of the resources available for
development actions in particular localities or sub-areas within
a country; directories of such resources. (For resource studies
related to a particular project, use D20.)

F50 Models, methodologies, techniques and tools

Descriptive and evaluative accounts of techniques and tools (e.g.
economic and social indicators, econometric models, methodologies
and computer programmes) useful in economic and social
forecasting, development policy making and planning, project
appraisal, project management and programme evaluation.

```
----------------------------------------------------------------
|                                           |                    |
|                                           |                    |
|        MAIN CATEGORY CODE - LOCAL         |      C140          |
|                                           |      MAINLO        |
|                                           |                    |
----------------------------------------------------------------
```

CHARACTERISTICS

> Essential if required by the system to produce the main
> bibliographic index

> Not repeatable

> Not subfielded

PURPOSE

> A particular system may define broad categories used to group
> records in its printed bibliographic index. These may be
> subject categories (e.g. Macrothesaurus descriptor groups),
> purpose categories, etc. and are recorded in field C140. The
> PADIS-DEV purpose codes, used to generate the main bibliographic
> index in Devindex-Africa, are examples of local main category
> codes.

SELECTION

> Select the appropriate code from the list established by the
> system.

> Select ONE code per record.

DATA ENTRY

> Enter the code in the appropriate space on the worksheet.

```
-----------------------------------------------------------------
|                                            |                    |
|                                            |                    |
|          DEVSIS SECTORAL CODES             |      C150          |
|                                            |      DEVSEC        |
|                                            |                    |
-----------------------------------------------------------------
```

CHARACTERISTICS

Mandatory when record is reported to DEVSIS

Not repeatable

Not subfielded

PURPOSE

Field C150 is used to record up to three sectoral codes from the
list below, when the record is flagged as input to the DEVSIS
system. These codes represent the main sectors of
socio-economic development planning. Sectoral codes may be used
to limit document retrieval to a specific sector, to produce
specialized bibliographies, etc.

SELECTION

Select a MAXIMUM OF THREE codes from the DEVSIS sectoral
classification below.

Do not select a sectoral code when the documentary unit deals
with socio-economic planning in general.

DATA ENTRY

Enter code(s) in the appropriate space on the worksheet.

DEVSIS SECTORAL CLASSIFICATION
================================

010   AGRICULTURE, FORESTRY, FISHERIES: RURAL DEVELOPMENT

020   COMMUNICATIONS

030   EDUCATION AND TRAINING

040   ENERGY

050   HANDICRAFTS AND COTTAGE INDUSTRIES

060   INDUSTRY (excluding handicrafts and cottage
              industries)

070   LABOUR, MANAGEMENT AND EMPLOYMENT

080   LAW AND REGULATION

090   MINERALS AND MINING (for coal, oil, natural gas, use
              ENERGY)

100   POPULATION

110   PUBLIC HEALTH

120   PUBLIC ADMINISTRATION, SOCIAL WELFARE

130   SCIENCE AND TECHNOLOGY

140   TOURISM

150   TRANSPORT

160   URBAN DEVELOPMENT

```
-------------------------------------------------------------------
!               !                           !                      !
!               !                           !    C160              !
!   SECTORAL CODES - LOCAL                  !    SECLO             !
!               !                           !                      !
-------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field C160 serves to record one or more sectoral codes defined
by a particular system to identify various areas of interest
within the scope of the system. Examples include RESADOC
sectoral codes, Macrothesaurus descriptor groups, etc.

Sectoral codes are retrieval parameters. They may be used to
produce specialized bibliographies or to narrow a system search
by selecting only those records within a particular sector.

SELECTION

Select a MAXIMUM OF THREE codes from the list of sectoral codes
established by the system.

DATA ENTRY

Enter code(s) in the appropriate space on the worksheet.

```
+-----------------------------------------------+-------------------+
|                                               |                   |
|       CORRESPONDENCE TO OTHER SYSTEM          |      C170         |
|                                               |      CORSYS       |
|                                               |                   |
+-----------------------------------------------+-------------------+
```

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

PURPOSE

Field C170 is used to flag a record which will be reported to another system.

DATA ENTRY

Enter the acronym of the system to which the record is destined.

Example

The record being prepared will be reported to AGRIS as well as entered in the present data base.

C170: AGRIS

```
-------------------------------------------------------------------
|                                        |                         |
|                                        |                         |
|              DESCRIPTORS               |         C210            |
|                                        |         DESCR           |
|                                        |                         |
-------------------------------------------------------------------
```

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field C210 is used to enter the descriptors which reflect the subject content of the documentary unit.

DEFINITIONS

Indexing

Indexing, or subject analysis, is the description of a documentary unit in terms of its subject content through the use of terms selected from a controlled vocabulary. These terms are called DESCRIPTORS. The purpose of indexing is to allow retrieval of documents pertaining to a specific subject.

Indexing is, therefore, a very important component of documentary analysis as descriptors provide one of the key access points to the contents of a data base. Descriptors are also used to generate subject indexes. The effectiveness of information retrieval depends, to a large extent, on the quality of indexing.

Primary and secondary descriptors

The total number of descriptors assigned to a documentary unit
varies according to the length and importance of the item being
analyzed.

Two groups of descriptors are defined:

a) PRIMARY DESCRIPTORS reflect the major subject content
   of the documentary unit. They are used to generate
   printed subject indexes in conjunction with the
   primary geographic codes (field C100).

   Because the geographic codes in fields C100 and C110
   provide access by country or region, these are never
   selected as primary descriptors.

   A MAXIMUM OF THREE primary descriptors is assigned to
   a documentary unit. Each primary descriptor is
   identified by an asterisk (*).

b) SECONDARY DESCRIPTORS relate to:

   - topics not discussed in conjunction with the
     geographical entities identified by the primary
     geographic codes;

   - topics of less importance than those indicated by
     primary descriptors;

   - the type of documentary unit (e.g. /project
     report/, /consultant report/, /mission report/,
     /preinvestment surveys/, /legislation/, /press
     release/, /bibliography/, /dictionary/, /yearbook/,
     /directory/, /manual/, /thesis/, etc.);

   - the presence of specific elements in the
     documentary unit (e.g. /list of participants/,
     /agenda/, /statistical data/, /maps/, etc.;

   - geographical entities, i.e. names of countries,
     regions, etc.

   These descriptors do not appear in subject indexes but
   are used for automated retrieval.

SELECTION

1. Read the summary, introduction, table of contents and conclusion; these are the most reliable indicators of the subject content of the documentary unit.

2. Scan the documentary unit, paying particular attention to headings, subheadings, illustrations, tables, charts, etc. Read the first few paragraphs of the text.

3. Formulate the major concepts treated in the documentary unit and make a list of preliminary terms which describe these concepts. Note the names of important organizations and geographical entities.

4. Consult the alphabetical list of descriptors in the Macrothesaurus under each preliminary term.

5. When a preliminary term is found as a descriptor:

    a) Read the scope note (SN), if there is one, and the descriptors listed as broader (BT), narrower (NT) and related (RT) terms, to determine if the original descriptor, or one of those listed under it, corresponds to the concept expressed by the preliminary term. Preference should be given to the most specific descriptor applicable to the concept.

    b) Consult the appropriate descriptor group to avoid improper use of a descriptor, and to find other descriptors relating to the same subject area. For example, all diseases are grouped under 15.04.02.

6. When an appropriate descriptor is not found for the preliminary term, look up synonyms and more general expressions and proceed as in 5 above.

    NOTE: Consulting the bibliography is often useful when it is difficult to translate keyword concepts into appropriate descriptors. A related title may offer a helpful lead.

7. When no descriptor is found to correspond to an essential concept discussed in the documentary unit, see field C220, proposed descriptors.

8. The user's needs must be kept in mind at all times. For each descriptor selected, ask the question: "If a user were doing a search on this particular topic, would he/she find this documentary unit pertinent?" If the answer is "No", the descriptor should not be selected.

9. Proceed as in 4 above for each preliminary term selected.

Following is a list of PITFALLS to be avoided in selecting descriptors.

1. DO NOT rely on the title and the summary on the dust jacket or the back cover. Because its main function is advertising, this information may be superficial or misleading.

2. DO NOT read the whole document, except in those instances where an introduction, table of contents, chapter headings, conclusion, etc. are lacking, or when necessary for adequate understanding of the subject matter.

3. DO NOT select a broader term (BT) when a narrower term (NT) is more appropriate.

   Example

      Do not use /migrations/ when a documentary unit deals only with /seasonal migrations/.

4. DO NOT use the names of countries or regions as primary descriptors.

DATA ENTRY

1. Enter descriptors, in the language of analysis, enclosed between slashes, and separated from each other by a comma and a space. Capitalize the first letter of the first descriptor.

2. DO NOT hyphenate descriptors between 2 lines.

   Example

      ".../mineral resour-
      ces/..." is wrong

but "…/mineral
resources/…" is correct.

3. Enter an asterisk (*) after each primary descriptor.

Example 1

/Reproduction*/, /nutrition*/, /women*/, /age/,
/pregnancy/, /fertility/, /diet/, /breast feeding/,
/foetus/.

Example 2

/Economic planning*/, /social justice*/, /economic
growth/, /income distribution/, /poverty/,
/unemployment/, /elite/, /economic policy/,
/employment policy/, /educational policy/,
/Malaysia/, /Liberia/, /Pakistan/, /Brazil/,
/Uganda/.

Example 3

/Systemes d'information*/, /bases de donnees*/,
/information scientifique*/, /Inde/.

Example 4

/Industrie electro-mecanique*/, /mise en place des
encadrements*/, /importations/, /consommation
interieure/, /offre et demande/, /donnees
statistiques/, /Afrique orientale/.

Example 5

/Analisis regional*/, /politica agricola*/,
/algodon*/, /planificacion agricola/, /Costa Rica/.

Example 6

/Aborto*/, /metodos anticonceptivos*/, /aspectos
juridicos/, /analisis demografico/, /actitudes/,
/datos estadisticos/, /Colombia/.

```
--------------------------------------------------------------------
|                                           |                       |
|                                           |                       |
|          PROPOSED DESCRIPTORS             |      C220             |
|                                           |      PRODES          |
|                                           |                       |
--------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field C220 is used to enter a descriptor proposed by the
documentalist to describe a concept of some importance which is
discussed in the documentary unit, but which cannot be expressed
appropriately by using existing descriptors.

SELECTION

A new descriptor is proposed AFTER subject descriptors have been
assigned (see field C210), and only when an exhaustive search of
the Macrothesaurus has failed to yield an appropriate
descriptor.

NOTE: Ensure that a proposed descriptor does not already exist
        as a forbidden term in the Macrothesaurus.

DATA ENTRY

1. Enter proposed descriptors between slashes, in the language
    of analysis, in the appropriate space on the worksheet.

    ### Examples

        /indigenization/

/agroforestry/

/UNCSTD/

2. For each proposed descriptor, complete a form for proposal of new descriptors which will be forwarded to the coordinating centre. If the descriptor is accepted, the contents of field C220 will be transferred to field C210.

```
-----------------------------------------------------------------
|                                  |                             |
|                                  |                             |
|            ABSTRACT              |        C310                 |
|                                  |        ABSTR                |
|                                  |                             |
-----------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field C310 is used to enter a free text abstract which
supplements the descriptors entered in field C210.

NOTE: 'Descriptors must also be entered in field C210.

DEFINITION

An abstract is a brief, accurate representation of the content or
an indication of the characteristics of a documentary unit,
without interpretation or criticism.

DATA ENTRY

1. Circle "ANNEX" on page 2 of the worksheet.

2. Enter the abstract in the appropriate space on the Worksheet
   Annex.

3. Write the abstract in the language of analysis, following
   the indexing guidelines in the companion volume to this
   manual (in preparation).

Example 1

Explanation of mass poverty among rural populations and its perpetuating causes, including lack of capital and technical expertise, and acceptance of a low standard of living. Suggestions to overcome poverty include migration and education. An extensive bibliography is provided.

Example 2

Discusses a new approach to economic planning in the Third World in order to achieve social justice. Analyzes the failure of post-World War II economic policies to equalize income distribution and to eliminate poverty. Presents case studies on the influence of the elite in some societies and advocates egalitarian educational and employment policies as alternatives to revolution.

Example 3

Analyse les causes et origines des migrations rurales et de l'emigration en Haute Volta, ainsi que les repercussions sur la structure economique et sociale et le developpement politique, et montre que la politique demographique et economique et les conditions economiques tendent a favoriser ces mouvements de population. Etudie les motivations et attitudes des travailleurs migrants, les opinions des migrants et des non-migrants sur le probleme, et recommande des politiques susceptibles de reduire l'emigration.

Example 4

Etudie les activites et les travaux de la femme rurale mauritanienne dans les champs et a la maison avec le but de renforcer ou formuler des programmes de nutrition, d'agriculture, d'elevage, de sante publique, d'hygiene, d'environnement, et de l'etablissement des cooperatives; elabore un plan d'action a base des discussions des seminaires.

Example 5

Analisis de la situacion de los medios de
comunicacion de masas y su influencia en el cambio
social en America Latina. Examina el poder politico
y social de la prensa, las noticias internacionales
de prensa y la television educativa en zonas
rurales. Propone una politica de comunicacion.

Example 6

Discusion de la integracion economica en la
situacion del empleo y en el crecimiento economico
de los paises en desarrollo. Considera los efectos
del libre comercio y del arancel externo comun,
incentivos de politica fiscal, movilidad de la mano
de obra y la union monetaria.

```
-------------------------------------------------------------------
|                                          |                       |
|                                          |                       |
|           ADMINISTRATIVE DIVISION        |       C410            |
|                                          |       ADMIN           |
|                                          |                       |
-------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Repeatable

Not subfielded

PURPOSE

Field C410 is used to specify the particular administrative division(s) within a country to which a documentary unit refers, e.g. province, state, county, etc.

It serves to limit retrieval to a specific area within a country.

SELECTION

Select a MAXIMUM OF FIVE codes per documentary unit.

When a documentary unit discusses an entire country, field C410 is left blank.

DATA ENTRY

Enter the code(s), as defined by the coordinating centre, in the appropriate space on the worksheet.

Example

Regional coding for The Gambia

Western	GM0100
River	GM0200
MacCarthy Island	GM0300
Upper River	GM0400

```
--------------------------------------------------------------------
|                                          |                       |
|                                          |                       |
|            NATURAL REGIONS               |      C430             |
|                                          |      NATREG          |
|                                          |                       |
--------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field C430 is used to record the name(s) of the natural region(s) covered in a documentary unit.

NOTE: A natural region may be part of one country, or cover two or more countries.

SELECTION

Select a MAXIMUM OF FIVE regions per documentary unit.

When a documentary unit describes an entire country or countries, field C430 is left blank.

DATA ENTRY

Enter the full name of each natural region between slashes, separating two regions by a comma and a space.

Examples

/Rift Valley/

/Himalayas/

/Atacama/

/Plateau Mossi/, /Plateau Sikasso/

/Indus River Basin/

/River Plate Basin/

/Zona Amazonica/

```
-----------------------------------------------------------------
|                                        |                       |
|                                        |                       |
|          STATISTICAL TABLE             |        C510           |
|                                        |        STAT           |
|                                        |                       |
-----------------------------------------------------------------
```

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

C511	STATISTICAL TABLE - IDENTIFICATION	STID
C512	STATISTICAL TABLE - DESCRIPTORS	STDESC
C513	STATISTICAL TABLE - GEOGRAPHIC CODES	STGEO
C514	STATISTICAL TABLE - DATES	STDATE

PURPOSE

Field C510 is used to describe original statistical tables
appearing in the documentary unit, allowing retrieval of items
containing statistical data on specific subjects.

SELECTION

Select only those tables which are original, i.e. which have not
been copied or reproduced from another source.

DATA ENTRY

1. Circle "ANNEX" on page 2 of the worksheet.

2. Enter the information pertaining to each statistical table selected, in the appropriate section of the Worksheet Annex, as in the examples of data entry below.

3. In general, each statistical table is analyzed separately. However, it may sometimes be more convenient to describe several tables together in one occurrence of field C510 (see Example 3).

STATISTICAL TABLE - IDENTIFICATION   C511
===

Enter in subfield C511 the table number or page number which identifies the statistical table being analyzed.

Examples

Table 3

p.24

p.47-50

STATISTICAL TABLE - DESCRIPTORS   C512
===

Enter in subfield C512 the descriptors (see field C210) which reflect the subject(s) covered in the statistical table, as in the examples below.

Enclose descriptors between slashes, and separate them by a comma and a space.

Examples

/import tax/, /index numbers/

/internal migrations/, /rural migrations/

/size of enterprise/, /ownership/

STATISTICAL TABLE - COUNTRY CODES   C513
==

Enter in subfield C513 the ISO country code for regions or
countries mentioned in the statistical table, as found in Annex
1.

STATISTICAL TABLE - DATES   C514
=====================================

Enter in subfield C514 the first and last year covered by the
statistical table. Separate years by a hyphen.

Examples of data entry

Example 1:   One statistical table
---------   ---------------------

C511: Table 3

C512: /import tax/, /index numbers/

C513: US XE JP

C514: 1975-1979

Example 2:   Two statistical tables, treated separately
---------   --

C511: p.88

C512: /imports/, /CACM/

C513: NI SV HN CR

C514: 1953-1970

C511: p.222

C512: /size of enterprise/, /ownership/

C513: CR

C514: 1971

Example 3: **Two statistical tables, treated together**

C511: Tables 1,2

C512: /imports/, /exports/

C513: ML

C514: 1975-1976

```
********
* LOCAL *
********
```

```
---------------------------------------------------------------------
|                                         |                           |
|                                         |                           |
|            DOCUMENTALIST                |          D100             |
|                                         |          DOCUM            |
|                                         |                           |
---------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field D100 serves to record the full name or initials of the documentalist responsible for completing the worksheet and, thus, for creating the bibliographic record.

DATA ENTRY

Enter the name of the documentalist in the format specified by the system.

```
---------------------------------------------------------------------
|                                     |                             |
|                                     |                             |
|             DATE INPUT              |         D120                |
|                                     |         INPUT               |
|                                     |                             |
---------------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field D120 serves to record the date the bibliographic record was
first entered into the system.

SELECTION

The documentalist will record on the worksheet the date on which the
worksheet was completed.

The date entered in the system will be the date the record is actually
input.

DATA ENTRY

Enter the date in the standard ISO format, YYYY-MM-DD, where

YYYY = year

MM = month (in numerical format)

DD = day

Example

A record is input on 25 May 1980.

D120: 1980-05-25

```
-------------------------------------------------------------
I                                    I                        I
I                                    I                        I
I          DATE CHANGED              I         D140           I
I                                    I         CHANGE         I
I                                    I                        I
-------------------------------------------------------------
```

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field D140 serves to record the date the bibliographic record was last modified.

SELECTION

The documentalist will record on the worksheet the date on which the worksheet requesting the modification (see field A150) is completed.

The date entered in the system will be the date on which the record is actually modified.

DATA ENTRY

Enter the date in the standard ISO format, YYYY-MM-DD, where

YYYY = year

MM = month (in numerical format)

DD = day

Example

A record is altered on 3 September 1976.

D140:   1976-09-03

```
***********
* ANNEXES *
***********
```

SN			
CN A110			
LIBCOD A121			
CALLNO A122			

LEGAL

VDU A131	A M C	**LEVGD** A132	M C S

RELATED RECORD	✳

RELATR A141		**RELRN** A142	
RELATR A141		**RELRN** A142	
RELPCN A143			
RELPCN A143			

AGRIS LITERARY INDICATORS A180	CONFERENCE K	DICTIONARY L	NUMERICAL DATA N	THESIS OR DISSERTATION U	LEGISLATION W	BIBLIOGRAPHY N	MAP(S) INCLUDED Y	SUMMARY E	NON CONVENTIONAL V	REVIEW R

STATUS A150	C	D
ORIGIN A160		
AGRIS RECTYP A170		
ACCESS A190		

SUMMARY UNIT (V/M/J)

PERSONAL AUTHOR ✳	B210	
INSTITUTION ✳	B220	
TITLE OF DOCUMENTARY UNIT ✳	B230	
TRANSLATED TITLE ENGLISH	B240	
TRANSLATED TITLE		

GENERIC DOCUMENT (M/C/S)

PERSONAL AUTHOR (M/C) ✳	B310	
INSTITUTION (M/C) ✳	B320	
TITLE OF GENERIC DOCUMENT (M/C)	B330	VOLUME /PART (C) B340
TITLE OF SERIAL (S)	B410	
VOL/PART (S)	B420	ISSN (S) B430

LANGUAGES	TEXT B540				SUMMARIES B560		
PUBLISHER	NAME B611						
	CITY B612						COUNTRY CODE B613
DATE OF PRINT/ISSUE	FREE FORM B620					YEAR B630	
COLLATION	PAGINATION DESCRIPTION B641			NOTES B642			
REPORT NUMBER OR SYMBOL *	B650						
ISBN	B660			EDITION B670			

MEETING, CONFERENCE, ETC. *	NAME B711						
	CITY B712			COUNTRY CODE B713		DATE B714	
	NAME B711						
	CITY B712			COUNTRY CODE B713		DATE B714	
ACADEMIC DEGREE	B720						
PATENT	IPC B731			NUMBER B732			COUNTRY CODE B733
DEVELOPMENT PROJECT *	NAME B741						
	NUMBER B742			VALUE B743			

AVAILABILITY	B810	
ANCILLARY DATA *	B820	

GEO 100 *				SGEO C110 *				AGRCAT C120				
DEVPUR 130	MAINLO C140			DEVSEC C150				SECLO C160				
TRSYS 170 *												ANNEX

C210

C220	

ADMINISTRATIVE DIVISION	C410 *					
CULTURAL REGIONS	C430					
COMPLETED BY	D100		CHECKED			INPUT/CHANGE

ANNEX

PCN | | | — | | — | | | | |

ISN | | | | | | | |

ABSTRACT   C310

STATISTICAL TABLE * C510

OTHER; PLEASE SPECIFY

FIELD NAME	MNEMONIC TAG		
SECONDARY GEOGRAPHIC AREA	SGEO	C1110 -1 250	Y Y
SECONDARY GEOGRAPHIC CODE	SGEOCD	C1111 4 30	Y
FULL NAME (S) - ENGLISH	SNAMEN	C1112 1 300	
CORRESPONDING REG (S) - ENGLISH	SREGEN	C1113 1 300	
FULL NAME (S) - FR	SNAMFR	C1114 1 300	
CORRESPONDING REG (S) - FRENCH	SREGFR	C1115 1 300	
FULL NAME (S) - SPANISH	SNAMSP	C1116 1 300	
CORRESPONDING REG (S) - SPANISH	SREGSP	C1117 1 300	
FULL NAME (S) - ARABIC	SNAMAR	C1118 1 300	
CORRESPONDING REG (S) - ARABIC	SREGAR	C1119 1 300	
AGRIS SUBJECT CATEGORIES	AGRCAT	C1120 1 200	
DEVSIS PURPOSE CODE	DEVPUR	C1130 1 3	
MAIN CATEGORY CODE - LOCAL	MAINLO	C1140 1 100	
DEVSIS SECTORAL CODES - LOCAL	DEVSEC	C1150 1 110	
SECTORAL CODES - LOCAL	SECLO	C1160 1 100	
CORRESPONDENCE TO OTHER SYSTEM	CORSYS	C1170 1 100	Y
DESCRIPTORS	DESCR	C2100 1 500	Y Y Y 20 T 40 D DESC
PROPOSED DESCRIPTORS	PRODES	C2210 1 800	
ABSTRACT	ABSTR	C2220 1 800	Y
ADMINISTRATIVE DIVISION	ADMIN	C4100 1 100	Y Y Y 10 T 40 D REGN
NATURAL REGIONS	NATREG	C4300 1 150	Y Y R 10 T 40 D REGN
STATISTICAL TABLE - ID	STAT	C4510 1 275	Y Y 10 T 40 D STAT
STATISTICAL TABLE - DESCRIPTORS	STDESC	C5511 1 200	
STATISTICAL TABLE - GEO CODES	STGEO	C5512 1 225	
STATISTICAL TABLE - DATES	STDATE	C5513 1 95	
DOCUMENTALIST	DOCUM	D1100 1 30	
DATE INPUT	INPUT	D1120 1 8	
DATE CHANGED	CHANGE	D140 -1 10	

DATA BASE: MODEL   THURS, MARCH 25, 1982, 4:53 PM

FIELD NAME	MNEMONIC	TAG		LENGTH
RESEQUENCED RECORD NUMBER	RESNUM	A100	1	10
PARTICIPATING CENTRE RECORD NUMBER	PCN	A110	1	11
LIBRARY CODE AND CALL NUMBER	LIBCAL	A120	1	35
LIBRARY CODE	LIBCOD	A121	1	10
CALL NUMBER	CALLNO	A122	1	25
BIBLIOGRAPHIC LEVEL	LEVBLV	A123	1	3
LEVEL - DOCUMENTARY UNIT	LEVDU	A130	1	1
LEVEL - GENERIC DOCUMENT	LEVGD	A131	1	1
RELATED RECORD	RELREC	A140	1	22
RELATOR	RELATR	A141	1	1
RESEQUENCED RN OF REL RECORD	RELRN	A142	1	10
PCN OF RELATED RECORD	RELPCN	A143	1	11
RECORD STATUS	STATUS	A150	1	1
COUNTRY OF ORIGIN OF DOCUMENT	ORIGIN	A160	1	2
AGRIS RECORD TYPE	RECTYP	A170	1	1
AGRIS LITERARY INDICATORS	LITIND	A180	1	5
PERSONAL ACCESS CODE	ACCESS	A190	1	1
RECORD ACCESS CODE				
PERSONAL AUTHOR-DOCUMENTARY UNIT	AUTHOR	B210	1	100
INSTITUTION - DOCUMENTARY UNIT	INST	B220	1	240
INSTITUTION DU - NAME	INSTNA	B221	1	240
INSTITUTION DU - CITY	INSTCI	B222	1	40
INSTITUTION DU - COUNTRY CODE	INSTCC	B223	1	2
INSTITUTION DU - AUTHORITY CODE	INSTAC	B224	4	6
INSTITUTION DU - SUB-BODY	INSTSB	B225	1	200
INSTITUTION DU - ROLE	INSTRO	B226	1	
TITLE OF DOCUMENTARY UNIT	TITLE	B230	1	400
TRANSLATED TITLE - ARABIC	TRTIAR	B240	1	400
TRANSLATED TITLE - ENGLISH	TRTIEN	B250	1	400
TRANSLATED TITLE - FRENCH	TRTIFR	B260	1	400
TRANSLATED TITLE - SPANISH	TRTISP	B270	1	400
PERSONAL AUTHOR - GENERIC DOCUMENT	AUTGEN	B300	1	100
INSTITUTION - GENERIC DOCUMENT	INSTG	B310	1	500
INSTITUTION GD - NAME	INSGNA	B320	1	240
INSTITUTION GD - CITY	INSGCI	B321	1	40
INSTITUTION GD - COUNTRY CODE	INSGCC	B322	1	2
INSTITUTION GD - AUTHORITY CODE	INSGAC	B323	4	6
INSTITUTION GD - SUB-BODY	INSGSB	B324	1	200
TITLE OF GENERIC DOCUMENT	TITLEG	B330	1	400
VOLUME/PART NUMBER - DOCUMENT (M/C)	VOLCO	B340	1	400
TITLE OF SERIAL	TITLES	B410	1	400
VOLUME AND PART NUMBER - SERIAL	VOLSER	B420	1	400

FIELD NAME	MNEMONIC	TAG	LENGTH
ISSN	ISSN	B430	9
LANGUAGES OF TEXT	LANTEX	B540	25
LANGUAGES OF SUMMARIES	LANSUM	B560	25
PUBLISHER	PUBL	B610	300
PUBLISHER NAME	PUBNA	B611	250
PUBLISHER CITY	PUBCI	B612	240
PUBLISHER COUNTRY CODE	PUBCC	B613	2
DATE OF IMPRINT/ISSUE	DATE	B620	30
YEAR OF IMPRINT/ISSUE - FREE FORM	YEAR	B630	4
COLLATION	COLLAT	B640	90
PAGINATION/DESCRIPTION	PAGINA	B641	40
COLLATION NOTES	COLNOT	B642	50
REPORT NUMBER OR SYMBOL	REPORT	B650	50
ISBN	ISBN	B660	13
EDITION	EDITN	B670	25
MEETING	MEET	B710	450
MEETING NAME	MEETNA	B711	350
MEETING CITY	MEETCI	B712	50
MEETING COUNTRY CODE	MEETCC	B713	2
MEETING DATE	MEETDA	B714	40
ACADEMIC DEGREE	DEGREE	B720	100
PATENT	PATENT	B730	1500
INTERNAT PATENT CLASSIFICATION	IPC	B731	600
PATENT NUMBER	PATNUM	B732	50
PATENT COUNTRY CODE	PATCC	B733	2
DEVELOPMENT PROJECT	DEVPRO	B740	150
PROJECT NAME	PRONAM	B741	100
PROJECT NUMBER	PRONUM	B742	30
VALUE OF INVESTMENT	INVEST	B743	300
AVAILABILITY	AVAIL	B810	200
ANCILLARY DATA	ADATA	B820	400
PRIMARY GEOGRAPHIC AREA	PGEO	C100	250
PRIMARY GEOGRAPHIC CODE	PGEOCD	C101	2
FULL NAME (P) - ENGLISH	PNAMEN	C102	300
CORRESPONDING REG (P) - ENGLISH	PREGEN	C103	300
FULL NAME (P) - FRENCH	PNAMFR	C104	300
CORRESPONDING REG (P) - FRENCH	PREGFR	C105	300
FULL NAME (P) - SPANISH	PNAMSP	C106	300
CORRESPONDING REG (P) - SPANISH	PREGSP	C107	300
FULL NAME (P) - ARABIC	PNAMAR	C108	300
CORRESPONDING REG (P) - ARABIC	PREGAR	C109	30

ANNEX 1: REGION AND COUNTRY CODES

GLOBAL XZ
AFRICA XA

Algeria	DZ
Angola	AO
Benin	BJ
Botswana	BW
Burundi	BI
Cameroon	CM
Cape Verde	CV
Central African Republic	CF
Chad	TD
Comoros	KM
Congo	CG
Djibouti	DJ
Egypt	EG
Equatorial Guinea	GQ
Ethiopia	ET
Gabon	GA
Gambia	GM
Ghana	GH
Guinea	GN
Guinea Bissau	GW
Ivory Coast	CI
Kenya	KE
Lesotho	LS
Liberia	LR
Libya	LY
Madagascar	MG
Malawi	MW
Mali	ML
Mauritania	MR
Mauritius	MU
Morocco	MA
Mozambique	MZ
Namibia	NA
Niger	NE
Nigeria	NG
Reunion	RE
Rwanda	RW
Sao Tome and Principe	ST
Senegal	SN
Seychelles	SC
Sierra Leone	SL
Somalia	SO
South Africa	ZA
Sudan	SD
Swaziland	SZ

Tanzania	TZ
Togo	TG
Tunisia	TN
Uganda	UG
Upper Volta	HV
Western Sahara	EH
Zaire	ZR
Zambia	ZM
Zimbabwe	ZW

EUROPE   XE

Albania	AL
Andorra	AD
Austria	AT
Belgium	BE
Bulgaria	BG
Byelorussian SSR	BY
Cyprus	CY
Czechoslovakia	CS
Denmark	DK
Faroe Islands	FO
Finland	FI
France	FR
German Democratic Republic	DD
Germany, Federal Republic of	DE
Gibraltar	GI
Greece	GR
Greenland	GL
Hungary	HU
Iceland	IS
Ireland	IE
Italy	IT
Liechtenstein	LI
Luxembourg	LU
Malta	MT
Monaco	MC
Netherlands	NL
Norway	NO
Poland	PL
Portugal	PT
Romania	RO
San Marino	SM
Spain	ES
Svalbard and Jan Mayen Islands	SJ
Sweden	SE
Switzerland	CH
Turkey	TR
Ukrainian SSR	UA
Union of Soviet Socialist Republics	SU

United Kingdom	GB
Vatican City State	VA
Yugoslavia	YU

LATIN AMERICA XL

Antigua	AG
Argentina	AR
Bahamas	BS
Barbados	BB
Belize	BZ
Bolivia	BO
Brazil	BR
British Virgin Islands	VG
Cayman Islands	KY
Chile	CL
Colombia	CO
Costa Rica	CR
Cuba	CU
Dominica	DM
Dominican Republic	DO
Ecuador	EC
El Salvador	SV
Falkland Islands (Malvinas)	FK
French Guiana	GF
Grenada	GD
Guadeloupe	GP
Guatemala	GT
Guyana	GY
Haiti	HT
Honduras	HN
Jamaica	JM
Martinique	MQ
Mexico	MX
Montserrat	MS
Netherlands Antilles	AN
Nicaragua	NI
Panama	PA
Panama Canal Zone	PZ
Paraguay	PY
Peru	PE
Puerto Rico	PR
St. Kitts - Nevis - Anguilla	KN
St. Lucia	LC
St. Vincent	VC
Surinam	SR
Trinidad and Tobago	TT
Turks and Caicos Islands	TC
Uruguay	UY
Venezuela	VE

NORTH AMERICA   XN

Bermuda	BM
Canada	CA
St. Pierre and Miquelon	PM
United States	US

ASIA AND THE PACIFIC   XP

Afghanistan	AF
American Samoa	AS
Australia	AU
Bangladesh	BD
Bhutan	BT
British Indian Ocean Territory	IO
Brunei	BN
Burma	BU
Canton and Enderbury Islands	CT
China	CN
Christmas Island	CX
Cocos (Keeling) Islands	CC
Cook Islands	CK
East Timor	TP
Fiji	FJ
French Polynesia	PF
Guam	GU
Heard and McDonald Islands	HM
Hong Kong	HK
India	IN
Indonesia	ID
Iran	IR
Israel	IL
Japan	JP
Johnston Island	JT
Kampuchea	KH
Kiribati	KI
Korea, Democratic People's Republic of	KP
Korea, Republic of	KR
Laos	LA
Macao	MO
Malaysia	MY
Maldives	MV
Midway Islands	MI
Mongolia	MN
Nauru	NR
Nepal	NP
New Caledonia	NC
New Zealand	NZ
Niue Island	NU
Norfolk Island	NF

Pacific Islands (Trust Terr.)	PC
Pakistan	PK
Papua New Guinea	PG
Philippines	PH
Pitcairn Islands	PN
Samoa	WS
Singapore	SG
Solomon Islands	SB
Sri Lanka	LK
Taiwan	TW
Thailand	TH
Tokelau	TK
Tonga	TO
Tuvalu	TV
United States Misc. Pacific Islands	PU
Vanuatu (New Hebrides)	VU
Vietnam	VN
Wake Island	WK
Wallis and Futuna Islands	WF

WEST ASIA   XW

Bahrain	BH
Iraq	IQ
Jordan	JO
Kuwait	KW
Lebanon	LB
Neutral Zone	NT
Oman	OM
Qatar	QA
Saudi Arabia	SA
Syria	SY
United Arab Emirates	AE
Yemen	YE
Yemen, Democratic	YD

Antarctica	AQ
St. Helena	SH

ANNEX 2: ISO LANGUAGE CODES

Language	Code
Afrikaans	Af
Arabic	Ar
Bengali	Be
Bulgarian	Bg
Chinese	Ch
Czech	Cs
Danish	Da
Dutch (Flemish)	Nl
German	De
English	En
Finnish	Fi
French	Fr
Greek	Gr
Hebrew	He
Hindi	Hi
Hungarian	Hu
Indonesian	In
Italian	It
Japanese	Ja
Korean	Ko
Latin	La
Norwegian	No
Polish	Pl
Portuguese	Pt
Romanian	Ro
Russian	Ru
Sanskrit	Sa
Serbo-Croat	Sh
Slovak	Sk
Slovenian	Sn
Spanish	Es
Swedish	Sv
Turkish	Tr
Ukrainian	Uk
Urdu	Ur

ANNEX 3: ISO RULES FOR TRANSLITERATION

ISO/R 9 - 1968 (E)

| ISO Recommendation | R 9 | September 1968 |

INTERNATIONAL SYSTEM FOR THE TRANSLITERATION OF SLAVIC CYRILLIC CHARACTERS

GENERAL PRINCIPLES

FOR THE CONVERSION OF ONE WRITTEN LANGUAGE INTO ANOTHER

One important function of conversion of one written language into the characters of another, particularly in bibliographic, documentation and library work, is to facilitate classifying, in alphabetical order, documents or cards in languages using differing alphabets. Conversion permits also the reproduction of various alphabets by readily available mechanical devices, such as the typewriter.

The methods of conversion most commonly used are the following:

Transcription. The operation of representing the elements of a language, either sounds or signs, however they may be written originally, in any other written system of letters or sound signs.

Transliteration. The operation of representing the characters (letters or signs), of one alphabet by those of another, in principle letter by letter. This method of conversion is applied specifically when representing one purely literal alphabet, such as Cyrillic, by another literal alphabet, such as Roman.

These methods are applicable to conversion from any alphabet to another resulting in romanization, arabization, cyrillization, etc.

Romanization, for example, is a form of conversion in which letters of the Roman alphabet are made to represent languages using other characters.

In conversion, it is important to avoid ambiguity and at the same time to maintain the utmost simplicity and the most direct relationship of each letter or sign to its counterpart.

In transliteration, letter for letter equivalence is ideal, but absolute consistency of application may not be possible. In some cases, letter groups or diacritical marks may be used, but they should be kept to a minimum. In designing any system of transliteration, a particular effort should be made to achieve direct reversibility insofar as this is possible, to facilitate reconstitution of the text in its original form should this be necessary.

Eventual acceptance by a substantial number of users should be kept constantly in mind while developing such a system.

Further, if there is in existence a widely accepted system of conversion, it should be used as the basis for establishing an international Recommendation, unless some better system appears likely to gain general acceptance.

ISO/R 9 - 1968 (E)

TABLE I. — Transliteration of the modern Russian alphabet (concluded)

Letter numbers	Russian printed	Russian written	Transliteration	Examples
21	ф	Ф ф	f	физика — fizika
22⁴)	х	Х х	h	химический — himičeskij
23²)	ц	Ц ц	c	центральный — central'nyj
24²)	ч	Ч ч	č	часы — časy
25²)	ш	Ш ш	š	школа — škola
26⁴²)	щ	Щ щ	šč	щит — ščit
27	ъ	ъ	"	объявление — ob''javlenie
28	ы	ы	y	был — byl
29	ь	ь	'	белье — bel'e
30	э	Э э	ê	это — êto
31⁴²)	ю	Ю ю	ju	южный — južnyj
32⁴²)	я	Я я	ja	яйцо — jajco

¹) Cyrillic ё should not be transliterated by e unless the diacritical mark appears in the original.
²) In countries where tradition favours h, the following variations are permitted, but only as a group.

Letter 7: ж — zh
10: й — ĭ
22: х — kh
23: ц — ts (when this form is used, Russian тс followed by с will require t.s)
24: ч — ch
25: щ — shch
31: ю — yu
32: я — ya

³) In countries where tradition favours ch rather than h, this is permitted.
⁴) The initials of words starting with Щ, Ю, Я should always be transliterated by Šč, Ju, Ja, and not by Ŝ and Ĵ, as is often the case.

ISO/R 9 - 1968 (E)

TABLE I. — Transliteration of the modern Russian alphabet

Letter numbers	Russian printed	Russian written	Transliteration	Examples
1	а	А а	a	адрес — adres
2	б	Б б	b	баба — baba
3	в	В в	v	вы — vy
4	г	Г г	g	голова — golova
5	д	Д д	d	да — da
6¹)	е (ё)	е (ё) Ё (Ё)	e (ë)	ещё — eščё
7²)	ж	Ж ж	ž	журнал — žurnal
8	з	З з	z	звезда — zvezda
9	и	И и	i	книга — kniga
10²)	й	Й й	j	первый — pervyj
11	к	К к	k	как — kak
12	л	л	l	липа — lipa
13	м	М м	m	муж — muž
14	н	Н н	n	нижний — nižnij
15	о	О о	o	объектив — ob''ektivo
16	п	П п	p	папа — papa
17	р	р	r	рыба — ryba
18	с	с	s	сестра — sestra
19	т	т	t	товарищ — tovarišč
20	у	У у	u	утро — utro

TABLE 2. — Transliteration of Slavic Cyrillic alphabets (continued)

Letter numbers	Cyrillic character		Transliteration from						Examples	
	printed	written	Russian	Ukrainian	Byelorussian	Serbian	Macedonian	Bulgarian		
21	љ					lj⁹)	lj⁹)		љубав	— ljubav
22	м		m	m	m	m	m	m	муж	— muž
23	н		n	n	n	n	n⁹)	n	нижний	— nižnij
24	њ					nj⁹)	nj⁹)		њива	— njiva
25	о		o	o	o	o	o	o	обчество	— obšcestvo
26	п		p	p	p	p	p	p	пара	— para
27	р		r	r	r	r	r	r	рыба	— ryba
28	с		s	s	s	s	s	s	сестра	— sestra
29	т		t	t	t	t	t	t	товарищ	— tovarišč
30	ћ					ć			ћа	— kuća
31	ќ						k		куќа	— kuķa
32	у		u	u	u	u	u	u	утро	— utro
33	ў				ŭ				слоўнік	— složnik
34	ф		f	f	f	f	f	f	физика	— fizika
35	х		h⁹)	h¹,⁹)	h¹,⁹)	h	h	h⁹)	химический	— himičeskij
36	ц		c⁹)	c⁹)	c⁹)	c	c	c⁹)	центральный	— central'nyj
37	ч		č⁹)	č⁹)	č⁹)	č	č	č⁹)	часы	— časy
38	џ					dž⁹)	dž⁹)		џамија	— džamija
39	ш		š⁹)	š⁹)	š⁹)	š	š	š⁹)	школа	— škola
40	щ		šč⁹)	šč²,⁹)			šč¹,⁹)	št⁹)	щит	— ščit

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TABLE 2. — Transliteration of Slavic Cyrillic alphabets

Cyrillic character		Transliteration from						Examples	
printed	written	Russian	Ukrainian	Byelorussian	Serbian	Macedonian	Bulgarian		
а		a	a	a	a	a	a	адрес	— adres
б		b	b	b	b	b	b	баба	— baba
в		v	v	v	v	v	v	вы	— vy
г		g	g¹)	g¹)	g	g	g	голова	— golova
г'			g¹)	g¹)	ǵ			густ	— gust
д		d	d	d	d	d	d	да	— da
ђ					đ⁹)			ђон	— don
ѓ						ǵ		ѓуѓум	— ǵuǵum
е		e	e	e⁹)	e	e	e	еще	— ešče
є			je⁹)					твоє	— tvoje
ж		ž¹)	ž¹)	ž¹)	ž	ž	ž²)	журнал	— žurnal
з		z	z	z	z	z	z	звезда	— zvezda
ѕ						dz⁹)		ѕвезда	— dzvezda
и		i	i¹)	i	i	i	i	книга	— kniga
і			i¹)	i¹)				білий	— bīlij
ї			ï⁹)					їzda	— izda
ј			j		j	j		jedan	— jedan
й		j¹)	j¹)	j¹)			j⁹)	первый	— pervyj
к		k	k	k	k	k	k	как	— kak
л		l	l	l	l	l	l	липа	— lipa

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INTRODUCTORY NOTE

ON THE

GENERAL PRINCIPLES OF TRANSLITERATION

Transliteration is the operation of representing the characters or signs of any one alphabet by those of any other, but this note refers only to transliteration of non-Latin alphabets into the Latin alphabet (also termed "Roman alphabet"). For documentation purposes the main requirement is that non-Latin texts should be reproducible by typewriters or other devices having only Latin characters and a few additional signs (diacritical, etc.).

It is a question of representing characters or signs, not sounds—and this is what distinguishes transliteration from transcription—a matter of representing characters as they are written, rather than according to their phonetic or etymological values. Transliteration generally can, and should, be automatic, so that it can be done by anyone able to identify the language of the original; and it should be possible for anyone with an adequate knowledge of this language to re-establish the text in its original character.*

There should be no ambiguity: a given character or sign should always be transliterated consistently and, in principle, a single character in one alphabet should always correspond to a single character in the other(s). The use of two letters for a single character is acceptable only when the Latin alphabet offers no other reasonable possibility (e.g. Cyrillic Ц and Greek Ψ), and then it should be a two-letter combination ruling out any ambiguous interpretation.

Diacriticals are added when necessary, but signs not available on (for instance) Latin-alphabet typewriter keyboards are used as little as possible.

* For Arabic, which is usually written in an incomplete way (without vowels), transliteration cannot be automatic unless done from a text in which the vowels and other omitted signs have been supplied. Transliteration therefore requires a good knowledge of Arabic, and it may be necessary to use dictionaries for an indication of vowelling.

Table 2. — Transliteration of Slavic Cyrillic alphabets (non-fade)

Cyrillic character		Transliteration							Examples
printed	written	Rus-sian	Ukrain-ian	Bielo-russian	Ser-bian	Mace-donian	Bulga-rian		
ъ	ъ	("ʺ)	("ʺ)	("ʺ)			("ʺ)	объявление — ob''javlenie
ы	ы	y		y				бил — byl
ь	ь	'	'	'			'	более — bel'e
ѣ	ѣ	(ě')		(ě')			(ě')	есть — ěst'
э	э	e		e				это — eto
ю	ю	ju(ʺ,ʺ) ju(ʺ,ʺ)	ju(ʺ,ʺ)				ju(ʺ,ʺ)	южный — južnyj
я	я	ja(ʺ,ʺ)	ja(ʺ,ʺ)				ja(ʺ,ʺ)	яйцо — jajco
ꙗ	ꙗ	(ʺ,ʺ)				ʺʺ	(ʺ,ʺ)	ягнь — "g'"
ѳ	ѳ	(f')						ѳимиамъ — fimiam"
ѵ	ѵ	(ȷ'')						сѵнодъ — synod"
'	'	("ʺ)	ʺ	ʺ		ʺʺ	("ʺ)	'рья — "r'ja

In order to facilitate the use of this ISO Recommendation the letters are transliterated by the same character for each Slavic language. However, the following groups of variations may be used for such cases where it is desirable to respect the original character of the Slavic alphabet.

Letter 4: : = h (Ukrainian and Byelorussian)
(4: : = г (Ukrainian)
15: i = i (Ukrainian and Byelorussian)
35: a = ch (Ukrainian and Byelorussian)
49: щ = št (Bulgarian)
48: a = ъ (Bulgarian)

In countries where tradition favours it, the following variations are permitted, but only as a group.

Letter 11: = ch
16: a = i.h.
35: a = h (when this form is used, Russian г followed by c will require ʹs)
37: 4 = ch
40: щ = shch
46: a = ja
47: a = ja

(Cyrillic ë should not be transliterated by ö unless the diacritical mark appears in the original.

When proper names are otherwise to the initials: C, S, B, Љ, Њ, U, Ш, Ю and Я the initials should always be transliterated by Ж, Dz, Lj, Nj, Dž, Lj (Bulgaria : Sh, or Je and Ja and not by J, D, L, N, S and J as is often the case.

When the letter i or n is followed by J, transliteration should be i-j, or n-j.

When the letter й is followed by i, transliteration should be ė-ī.

It is no longer used at the end of the word.

2. VOWELS AND DIPHTHONGS

No.	Arabic	Latin	Arabic	Latin	Arabic	Latin	Arabic	Latin
30	´	a	ا (ى)	ā	ً	an (see Note 10)	ـَوْ	aw
31	´	u	ُو	ū	ٌ	un (see Note 10)	ـَيْ	ay
32	ِ	i	ِي	ī	ٍ	in		

3. OTHER CONVENTIONAL SIGNS

No.	Arabic designation	Arabic character	Transliteration
33	sukūn	°	ignored in transliteration
34	šadda	ّ	rendered by doubling the consonant
35	hamza al-waṣl (alif waṣla)	ٱ	see Notes 9 and 11

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ISO Recommendation   R 233   December 1961

INTERNATIONAL SYSTEM
FOR THE TRANSLITERATION OF ARABIC CHARACTERS

1. CONSONANTS

No.	Arabic character	Transliteration into Latin character	No.	Arabic character	Transliteration into Latin character
1	ء	see Note 1	16	ض	ḍ
2	ا	see Note 2	17	ط	ṭ
2a	آ	ā initially; 'a elsewhere	18	ظ	ẓ
3	ب	b	19	ع	ʿ
4	ت	t	20	غ	ġ
5	ث	ṯ	21	ن (ڢ)	f
6	ج	ǧ	22	ق (ڧ)	q
7	ح	ḥ	23	ك	k
8	خ	ḫ	24	ل	l
9	د	d	25	م	m
10	ذ	ḏ	26	ن	n
11	ر	r	27	ه	h
12	ز	z	27a	ة	see Notes 8 and 13
13	س	s	28	و	w (see also No. 31 and Notes 1, 3 and 14)
14	ش	š	29	ي	y (see also No. 32 and Notes 1, 3 and 14)
15	ص	ṣ			

ᵃ The letters in brackets are the Maghrid forms.

B. NOTES ON TRANSLITERATION WITH I'RAB

Note	Arabic character	Position	Transliteration	Examples
7	Flexional endings	a)	may be written or printed superior (above the line)	bayt^u, bayt^un
		b) in nouns from roots with a final weak radical	the a alone is superior (above the line)	qāḍī^n; marmā^a
8	Tā' marbūta^b (ة)		rendered by superior t (above the line)	al-madīna^a; madīna^tu (in-nabiyy)'; ...
9	Alif waṣla^b		transliterated, by its original vowel with a breve, indicating that the vowel is not pronounced / but without alif:	bi-l'ktimām...; wa-iktub; bayt^u al-malik'; mimā fa-alā' / mtal bazk'

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A. GENERAL NOTES

Note	Arabic character	Position	Transliteration	Examples
1	Hamza^b	a) initially / b) initially	not transliterated / may be transliterated as _', where necessary to distinguish from hamza' al-wasl see Notes 9 and 11	amīn / 'amīn
		c) elsewhere	rendered by _'	fu'ād
		d) ا, ي and و when bearers of hamza^b	not transliterated see No. 2 a) and 30 and Notes 9 and 11	ra'ā, li'ām, su'āl
2	Alif	having a purely orthographical value	not transliterated see No. 2 a) and Notes 9 and 11	mi'a^b; fa'alā
3	و and ي	with šadda^b, even after the vowels u and i, respectively.	always transliterated ww and yy	bawwāb, quwwād, bayyt'
4	ال	a) definite article	assimilated with "sun" letters ش ت ث د ذ ر ز س ص ض ط ظ ل ن assimilation is not shown	al-šams^a
		b) in shadda and similar words		
5	Hyphen		used in transliteration to separate grammatically differing elements within single units of Arabic script, notably the noun from the article and/or from the particles wa-, fa-, ta-, bi-, li-, ka-, la-, sa- and a-.	wa-bi-lsmª
6	Following letters used in Arabic to represent non-Arabic sounds:		transliterated as follows: p / č / ž / v / g	

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C. NOTES ON TRANSLITERATION WITHOUT I'RĀB

Note	Arabic character	Position	Transliteration	Examples
10	Short vowels in the nominal inflection	a) and tanwīn	are not shown in transliteration	Muḥammad; Ibn Ǧubayr; miṣriyyīn, *not* miṣriyyīnᵉ; kitābān, *not* kitābānⁱ
		b) before a pronominal suffix	transliterated exceptionally	baytuhu; fī baytihi
		c) at the end of a name or a title	the pronominal suffix is transliterated in its pausal form (without the final vowel)	Ibn 'Abd Rabbih
11	Alif waṣla^b		transliterated by its original vowel with the breve, after a vowel (cf. Note 9); without the breve after a consonant	bi-lhtimām; wa-uktub; fī āl-bayt; *but* bayt al-malik; min intihā'...; min an-nās
12	Final short vowels in verbal conjugations, pronominal suffixes and particles		are transliterated	mā yataʻallaqu bi-ān-nās; katabtu; bayna; maʻa; bi-āl-hamr; mā tarāhu āl-ʻuyūn
13	Tāʼ marbūṭa^b	in the absolute state	rendered by superior h (above the line)	al-madīna^b
		in the construct state	rendered by superior t (above the line)	madīna' an-nabī
14	-iyy and -uww	final	transliterated ī and ū, respectively	ʻarabī; ʻadū; danī
15	ابن or ابن	whether it begins with alif or not	always transliterated ibn	

ANNEX 4: ABBREVIATIONS OF PROVINCE AND STATE NAMES

AUSTRALIA

Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

CANADA

Alberta	Alta
British Columbia	BC
Manitoba	Man
New Brunswick	NB
Newfoundland	Nfld
Northwest Territories	NWT
Nova Scotia	NS
Ontario	Ont
Prince Edward Island	PEI
Quebec	Que
Saskatchewan	Sask
Yukon Territory	YT

UNITED STATES

Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN

Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

ANNEX 5:   ABBREVIATIONS FOR ORDINAL NUMBERS

ENGLISH	FRENCH	SPANISH	
1st	1e	1a	1o
2d	2e	2a	2o
3d	3e	3a	3o
4th	4e	4a	4o
5th	5e	5a	5o
etc.	etc.	etc.	etc.

ANNEX 6:   ABBREVIATIONS OF NAMES OF MONTHS

ENGLISH	FRENCH	SPANISH
Jan	jan	enero
Feb	fev	feb
Mar	mar	mar
Apr	avr	abr
May	mai	mayo
Jun	jun	jun
Jul	jul	jul
Aug	aout	ago
Sep	sep	set
Oct	oct	oct
Nov	nov	nov
Dec	dec	dic

ANNEX 7: ISO CURRENCY CODES

Table 1E

Currency and funds code list
(English alphabetical order by entity)

Liste des codes des monnaies et des types de fonds
(Ordre alphabétique anglais par entité)

ENTITY	Currency	Code	
		Alphabetic	Numeric
AFGHANISTAN	Afghani	AFA	004
ALBANIA	Lek	ALL	008
ALGERIA	Algerian Dinar	DZD	012
AMERICAN SAMOA	US Dollar	USD	840
ANDORRA	Spanish Peseta	ESP	724
	French Franc	FRF	250
ANGOLA	Kwanza	AOK	024
ANTARCTICA	Norwegian Krone	NOK	578
ANTIGUA	East Caribbean Dollar	XCD	951
ARGENTINA	Argentine Peso	ARP	032
AUSTRALIA	Australian Dollar	AUD	036
AUSTRIA	Schilling	ATS	040
BAHAMAS	Bahamian Dollar	BSD	044
BAHRAIN	Bahraini Dinar	BHD	048
BANGLADESH	Taka	BDT	050
BARBADOS	Barbados Dollar	BBD	052
BELGIUM	Belgian Franc	BEF	056
	(convertible Franc)*	BEC	993
	(financial Franc)*	BEL	992
BELIZE	Belize Dollar	BZD	084
BENIN	CFA Franc BCEAO†	XOF	952
BERMUDA	Bermudan Dollar	BMD	060
BHUTAN	Indian Rupee	INR	356
BOLIVIA	Bolivian Peso	BOP	068

* Funds code — See table 2E for definitions of funds types.

† CFA Franc BCEAO; Responsible authority : Banque Centrale des États de l'Afrique de l'Ouest.

Table 1E *(continued)*

ENTITY	Currency	Code	
		Alphabetic	Numeric
BOTSWANA	Pula	BWP	072
BOUVET ISLAND	Norwegian Krone	NOK	578
BRAZIL	Cruzeiro	BRC	076
BRITISH INDIAN OCEAN TERRITORY	Mauritius Rupee Seychelles Rupee	MUR SCR	480 690
BRITISH VIRGIN ISLANDS	US Dollar	USD	840
BRUNEI	Brunei Dollar	BND	096
BULGARIA	Lev	BGL	100
BURMA	Kyat	BUK	104
BURUNDI	Burundi Franc	BIF	108
BYELORUSSIAN SSR	Rouble	SUR	810
CAMEROON, UNITED REPUBLIC OF	CFA Franc BEAC‡	XAF	950
CANADA	Canadian Dollar	CAD	124
CANTON AND ENDERBURY ISLANDS	Pound Sterling US Dollar	GBP USD	826 840
CAPE VERDE	Cape Verde Escudo	CVE	132
CAYMAN ISLANDS	Cayman Islands Dollar	KYD	136
CENTRAL AFRICAN REPUBLIC	CFA Franc BEAC‡	XAF	950
CHAD	CFA Franc BEAC‡	XAF	950
CHILE	Chilean Peso	CLP	152
CHINA	Yuan Renminbi	CNY	156
CHRISTMAS ISLANDS	Australian Dollar	AUD	036
COCOS (KEELING) ISLANDS	Australian Dollar	AUD	036
COLOMBIA	Colombian Peso	COP	170
COMOROS	Comoros Franc	KMF	174
CONGO	CFA Franc BEAC‡	XAF	950
COOK ISLANDS	New Zealand Dollar	NZD	554
COSTA RICA	Costa Rican Colon	CRC	188

‡ CFA Franc BEAC; Responsible authority : Banque des États de l'Afrique Centrale.

Table 1E (continued)

ENTITY	Currency	Code	
		Alphabetic	Numeric
CUBA	Cuban Peso	CUP	192
CYPRUS	Cyprus Pound	CYP	196
CZECHOSLOVAKIA	Koruna	CSK	200
DENMARK	Danish Krone	DKK	208
DJIBOUTI	Djibouti Franc	DJF	262
DOMINICA	East Caribbean Dollar	XCD	951
DOMINICAN REPUBLIC	Dominican Peso	DOP	214
DRONNING MAUD LAND	Norwegian Krone	NOK	578
EAST TIMOR	Timor Escudo	TPE	626
ECUADOR	Sucre	ECS	218
EGYPT	Egyptian Pound	EGP	818
EL SALVADOR	El Salvador Colon	SVC	222
EQUATORIAL GUINEA	Ekwele	GQE	226
ETHIOPIA	Ethiopian Birr	ETB	230
EUROPEAN MONETARY COOPERATION FUND (E.M.C.F.)**	European Currency Unit (E.C.U.)	XEU	954
FAEROE ISLANDS	Danish Krone	DKK	208
FALKLAND ISLANDS (MALVINAS)	Falkland Islands Pound	FKP	238
FIJI	Fiji Dollar	FJD	242
FINLAND	Markka	FIM	246
FRANCE	French Franc	FRF	250
FRENCH GUIANA	French Franc	FRF	250
FRENCH POLYNESIA	CFP Franc	XPF	953
GABON	CFA Franc BEAC‡	XAF	950
GAMBIA	Dalasi	GMD	270
GERMAN DEMOCRATIC REPUBLIC	Mark der DDR	DDM	278
GERMANY, FEDERAL REPUBLIC OF	Deutsche Mark	DEM	280

** This entry is not derived from ISO 3166, but is included here in alphabetical sequence for convenience.

‡ CFA Franc BEAC; Responsible authority : Banque des États de l'Afrique Centrale.

Table 1E *(continued)*

ENTITY	Currency	Code	
		Alphabetic	Numeric
GHANA	Cedi	GHC	288
GIBRALTAR	Gibraltar Pound	GIP	292
GREECE	Drachma	GRD	300
GREENLAND	Danish Krone	DKK	208
GRENADA	East Caribbean Dollar	XCD	951
GUADELOUPE	French Franc	FRF	250
GUAM	US Dollar	USD	840
GUATEMALA	Quetzal	GTQ	320
GUINEA	Syli	GNS	324
GUINEA-BISSAU	Guinea-Bissau Peso	GWP	624
GUYANA	Guyana Dollar	GYD	328
HAITI	Gourde US Dollar	HTG USD	332 840
HEARD AND McDONALD ISLANDS	Australian Dollar	AUD	036
HONDURAS	Lempira	HNL	340
HONG KONG	Hong Kong Dollar	HKD	344
HUNGARY	Forint	HUF	348
ICELAND	Iceland Krona	ISK	352
INDIA	Indian Rupee	INR	356
INDONESIA	Rupiah	IDR	360
INTERNATIONAL MONETARY FUND (I.M.F.)**	Special Drawing Rights (S.D.R.)	XDR	960
IRAN	Iranian Rial	IRR	364
IRAQ	Iraqi Dinar	IQD	368
IRELAND	Irish Pound	IEP	372
ISRAEL	Shekel	ILS	376
ITALY	Lira	ITL	380
IVORY COAST	CFA Franc BCEAO†	XOF	952
JAMAICA	Jamaican Dollar	JMD	388

** This entry is not derived from ISO 3166, but is included here in alphabetical sequence for convenience.

† CFA Franc BCEAO; Responsible authority : Banque Centrale des États de l'Afrique de l'Ouest.

Table 1E (continued)

ENTITY	Currency	Code	
		Alphabetic	Numeric
JAPAN	Yen	JPY	392
JOHNSTON ISLAND	US Dollar	USD	840
JORDAN	Jordanian Dinar	JOD	400
KAMPUCHEA, DEMOCRATIC	Riel	KHR	116
KENYA	Kenyan Shilling	KES	404
KIRIBATI	Australian Dollar	AUD	036
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	North Korean Won	KPW	408
KOREA, REPUBLIC OF	Won	KRW	410
KUWAIT	Kuwaiti Dinar	KWD	414
LAO PEOPLE'S DEMOCRATIC REPUBLIC	Kip	LAK	418
LEBANON	Lebanese Pound	LBP	422
LESOTHO	Rand Maloti	ZAR LSM	710 426
LIBERIA	Liberian Dollar	LRD	430
LIBYAN ARAB JAMAHIRIYA	Libyan Dinar	LYD	434
LIECHTENSTEIN	Swiss Franc	CHF	756
LUXEMBOURG	Luxembourg Franc	LUF	442
MACAU	Pataca	MOP	446
MADAGASCAR	Malagasy Franc	MGF	450
MALAWI	Kwacha	MWK	454
MALAYSIA	Malaysian Ringgit	MYR	458
MALDIVES	Maldive Rupee	MVR	462
MALI	Mali Franc	MLF	466
MALTA	Maltese Pound	MTP	470
MARTINIQUE	French Franc	FRF	250
MAURITANIA	Ouguiya	MRO	478
MAURITIUS	Mauritius Rupee	MUR	480
MEXICO	Mexican Peso	MXP	484
MIDWAY ISLANDS	US Dollar	USD	840
MONACO	French Franc	FRF	250

Table 1E (*continued*)

ENTITY	Currency	Code	
		Alphabetic	Numeric
MONGOLIA	Tugrik	MNT	496
MONTSERRAT	East Caribbean Dollar	XCD	951
MOROCCO	Moroccan Dirham	MAD	504
MOZAMBIQUE	Metical	MZM	508
NAMIBIA	Rand	ZAR	710
NAURU	Australian Dollar	AUD	036
NEPAL	Nepalese Rupee	NPR	524
NETHERLANDS	Netherlands Guilder	NLG	528
NETHERLANDS ANTILLES	Netherlands Antillian Guilder	ANG	532
NEUTRAL ZONE (between Saudi Arabia and Iraq)	Saudi Riyal Kuwaiti Dinar Iraqi Dinar	SAR KWD IQD	682 414 368
NEW CALEDONIA	CFP Franc	XPF	953
NEW ZEALAND	New Zealand Dollar	NZD	554
NICARAGUA	Cordoba	NIC	558
NIGER	CFA Franc BCEAO†	XOF	952
NIGERIA	Naira	NGN	566
NIUE	New Zealand Dollar	NZD	554
NORFOLK ISLAND	Australian Dollar	AUD	036
NORWAY	Norwegian Krone	NOK	578
OMAN	Rial Omani	OMR	512
PACIFIC ISLANDS (trust territory)	US Dollar	USD	840
PAKISTAN	Pakistan Rupee	PKR	586
PANAMA	Balboa US Dollar	PAB USD	590 840
PAPUA NEW GUINEA	Kina	PGK	598
PARAGUAY	Guarani	PYG	600
PERU	Sol	PES	604
PHILIPPINES	Philippine Peso	PHP	608

† CFA Franc BCEAO; Responsible authority : Banque Centrale des États de l'Afrique de l'Ouest.

Table 1E (continued)

ENTITY	Currency	Code	
		Alphabetic	Numeric
PITCAIRN ISLAND	New Zealand Dollar	NZD	554
POLAND	Zloty	PLZ	616
PORTUGAL	Portuguese Escudo	PTE	620
PUERTO RICO	US Dollar	USD	840
QATAR	Qatari Rial	QAR	634
RÉUNION	French Franc	FRF	250
ROMANIA	Leu	ROL	642
RWANDA	Rwanda Franc	RWF	646
ST. HELENA	St. Helena Pound	SHP	654
ST. KITTS-NEVIS-ANGUILLA	East Caribbean Dollar	XCD	951
SAINT LUCIA	East Caribbean Dollar	XCD	951
ST. PIERRE AND MIQUELON	French Franc	FRF	250
SAINT VINCENT AND THE GRENADINES	East Caribbean Dollar	XCD	951
SAMOA	Tala	WST	882
SAN MARINO	Italian Lira	ITL	380
SAO TOME AND PRINCIPE	Dobra	STD	678
SAUDI ARABIA	Saudi Riyal	SAR	682
SENEGAL	CFA Franc BCEAO†	XOF	952
SEYCHELLES	Seychelles Rupee	SCR	690
SIERRA LEONE	Leone	SLL	694
SINGAPORE	Singapore Dollar	SGD	702
SOLOMON ISLANDS	Solomon Islands Dollar	SBD	090
SOMALIA	Somali Shilling	SOS	706
SOUTH AFRICA	Rand	ZAR	710
SPAIN	Spanish Peseta	ESP	724
	('A' Accounts)*	ESA	996
	('B' Accounts)*	ESB	995
SRI LANKA	Sri Lanka Rupee	LKR	144

† CFA Franc BCEAO; Responsible authority : Banque Centrale des États de l'Afrique de l'Ouest.

* Funds code — See table 2E for definitions of funds types.

Table 1E (continued)

ENTITY	Currency	Code	
		Alphabetic	Numeric
SUDAN	Sudanese Pound	SDP	736
SURINAME	Suriname Guilder	SRG	740
SVALBARD AND JAN MAYEN ISLANDS	Norwegian Krone	NOK	578
SWAZILAND	Lilangeni	SZL	748
SWEDEN	Swedish Krona	SEK	752
SWITZERLAND	Swiss Franc	CHF	756
SYRIAN ARAB REPUBLIC	Syrian Pound	SYP	760
TAIWAN, PROVINCE OF CHINA	New Taiwan Dollar	TWD	901
TANZANIA, UNITED REPUBLIC OF,	Tanzanian Shilling	TZS	834
THAILAND	Baht	THB	764
TOGO	CFA Franc BCEAO†	XOF	952
TOKELAU	New Zealand Dollar	NZD	554
TONGA	Pa'anga	TOP	776
TRINIDAD AND TOBAGO	Trinidad and Tobago Dollar	TTD	780
TUNISIA	Tunisian Dinar	TND	788
TURKEY	Turkish Lira	TRL	792
TURKS AND CAICOS ISLANDS	US Dollar	USD	840
TUVALU	Australian Dollar	AUD	036
UGANDA	Uganda Shilling	UGS	800
UKRAINIAN SSR	Rouble	SUR	810
UNION OF SOVIET SOCIALIST REPUBLICS	Rouble	SUR	810
UNITED ARAB EMIRATES	UAE Dirham	AED	784
UNITED KINGDOM	Pound Sterling	GBP	826
UNITED STATES	US Dollar	USD	840
	(Same day)*	USS	998
	(Next day)*	USN	997
UNITED STATES MISCELLANEOUS PACIFIC ISLANDS	US Dollar	USD	840
UNITED STATES VIRGIN ISLANDS	US Dollar	USD	840

† CFA Franc BCEAO; Responsible authority : Banque Centrale des États de l'Afrique de l'Ouest.

* Funds code — See table 2E for definitions of funds types.

Table 1E *(concluded)*

ENTITY	Currency	Code	
		Alphabetic	Numeric
UPPER VOLTA	CFA Franc BCEAO†	XOF	952
URUGUAY	Uruguayan Peso	UYP	858
VANUATU	Vatu	VUV	548
VATICAN CITY STATE (HOLY SEE)	Italian Lira	ITL	380
VENEZUELA	Bolivar	VEB	862
VIET NAM	Dong	VND	704
WAKE ISLAND	US Dollar	USD	840
WALLIS AND FUTUNA ISLANDS	CFP Franc	XPF	953
WESTERN SAHARA	Spanish Peseta Ouguiya Moroccan Dirham	ESP MRO MAD	724 478 504
YEMEN	Yemeni Rial	YER	886
YEMEN, DEMOCRATIC	Yemeni Dinar	YDD	720
YUGOSLAVIA	New Yugoslavian Dinar	YUD	890
ZAIRE	Zaire	ZRZ	180
ZAMBIA	Kwacha	ZMK	894
ZIMBABWE	Zimbabwe Dollar	ZWD	716
Entity not applicable	Gold	XAU	959
	Bond Markets Units European Composite Unit (EURCO)	XBA	955
	European Monetary Unit (E.M.U-6) ***	XBB	956
	European Unit of Account 9 (E.U.A-9)	XBC	957
	European Unit of Account 17 (E.U.A-17)	XBD	958
	The codes assigned for transactions where no currency is involved are :	XXX	999

† CFA Franc BCEAO; Responsible authority : Banque Centrale des États de l'Afrique de l'Ouest.

*** E.M.U-6 is sometimes known as the European Currency Unit. This should not be confused with the settlement unit of the European Monetary Cooperation Fund (E.M.C.F.) which has the same name (see entry for "European Monetary Cooperation Fund" in Table 1E).

ANNEX 8: CORRESPONDENCE TABLE FOR UNISIST AND AGRIS FIELD TAGS

FIELD NAME	MNEMONIC	FIELD TAG	UNISIST	AGRIS
Resequenced record number	RESNUM	A100		
Participating centre record number	PCN	A110		001
Library code and call number	LIBCAL	A120		
Bibliographic level	BIBLEV	A130		008
Related record	RELREC	A140	A90	006, 007
Record status	STATUS	A150		004
Country of origin of document	ORIGIN	A160	A51	008
AGRIS record type	RECTYP	A170	B30	008
AGRIS literary indicators	LITIND	A180	B30	008
Record access code	ACCESS	A190		
Personal author-documentary unit	AUTHOR	B210	A11-A13	100
Institution - documentary unit	INST	B220	A14-A19, A35,A40, A41	110
Title of documentary unit	TITLE	B230	A08-A10	200
Translated title - English	TRTIEN	B240		200
Translated title - French	TRTIFR	B250		
Translated title - Arabic	TRTIAR	B260		
Translated title - Spanish	TRTISP	B270		
Personal author - generic document	AUTGEN	B310	A12, A13	100

Institution - generic document	INSTG	B320	A18, A19	110
Title of generic document (M/C)	TITLEG	B330	A09, A10	230
Volume/part number - collection	VOLCO	B340	A28	
Title of serial	TITLES	B410	A03	230S
Volume and part number - serial	VOLSER	B420	A05, A06	500
ISSN	ISSN	B430	A01	320S
Languages of text	LANTEX	B540	A23	600
Languages of summaries	LANSUM	B560	A24	610
Publisher	PUBL	B610	A25	401, 402
Date of imprint/issue - free form	DATE	B620	A21	403
Year of imprint/issue	YEAR	B630		
Collation	COLLAT	B640	A20, A28, A29, A45, A70	500, 610
Report number or symbol	REPORT	B650	A39	300
ISBN	ISBN	B660	A26	320
Edition	EDITN	B670	A27	250
Meeting, conference, etc.	MEET	B710	A30-A32	210, 211, 213
Academic degree	DEGREE	B720	A42	111
Patent	PATENT	B730	A33	300, 320
Development project	DEVPRO	B740	A72	
Availability	AVAIL	B810	A43	610
Ancillary data	ADATA	B820	A99	610
Primary geographic area	PGEO	C100		620

Secondary geographic area	SGEO	C110		620
AGRIS subject categories	AGRCAT	C120		008
DEVSIS purpose code	DEVPUR	C130		
Main category code - local	MAINLO	C140		
DEVSIS sectoral codes	DEVSEC	C150		
Sectoral codes - local	SECLO	C160		
Correspondence to other system	CORSYS	C170		
Descriptors	DESCR	C210	B21	800
Proposed descriptors	PRODES	C220	B22	820
Abstract	ABSTR	C310	A44	860
Administrative division	ADMIN	C410		
Natural regions	NATREG	C430		
Statistical table	STAT	C510		
Documentalist	DOCUM	D100		
Date input	INPUT	D120		
Date changed	CHANGE	D140		

ANNEX 9: IMPLEMENTATION UNDER MINISIS, CDS/ISIS AND DOS/ISIS

This section will briefly consider a number of aspects of
implementation of this manual under MINISIS, CDS/ISIS, and DOS/ISIS.
The discussion is based on the strict implementation of the respective
systems, and does not necessarily apply (especially in the more
restrictive aspects) to cases where the software (in particular,
CDS/ISIS or DOS/ISIS) has been modified after installation. The
phrase, strict implementation, means the system as provided by the
supplier: MINISIS and DOS/ISIS as provided by IDRC, CDS/ISIS as
provided by Unesco.

In what follows, any references to a field (or data item) will be made
by tag rather than by full name.

1. Assignment of field tags and field names for use in processing
    ----
    and language of processing
    ----

    a) Field tags:

        Implement under MINISIS exactly as specified in the draft
        proposal.

        Neither version of ISIS supports four-character tags - only
        two-character tags may be used. The assignment of the tags is
        at the discretion of the installation. However, it is
        recommended that the following fields be implemented as fixed
        fields (tag 00) under both versions of ISIS because of the
        subsequent saving realized in directory space.

FIELD TAG OF FIELD TO BE FIXED	LENGTH (CHARACTERS)	COMMENTS
A100		
A110	11	Essential field; non-repeating.
A130	03	As above. Subfield 1 would occupy the first position of the fixed area; subfield 2 would occupy the next two positions. If subfield 2 required only one space, the remaining position would be left blank.

A150	01	Mandatory field; non-repeating.
A160	02	Essential field; non-repeating.
A170	01	Essential field for AGRIS installations.
A180	05	Essential field for AGRIS installations.
A190	01	Optional implementation.
B630	04	Essential field; non-repeating.
C130	03	Essential field for DEVSIS users; non-repeating.
C140		If used in a system , must be defined as essential, non-repeating. Length is determined by the system.
C150	09	Mandatory field for DEVSIS users; non-repeating. Reserve space for nine characters; user may fill zero, three, six or nine. If three or six are used, the balance is blank.
C160		If used in a system, may be defined as essential or mandatory. Space reserved must be defined: user may fill zero, some or all characters; the balance is blank.

b) Field names and language of processing:

In this draft proposal, the names of the fields are defined in English. In all three systems, it is possible to translate these names into the language of your choice if

a) the language employs Roman characters, and

b) no diacritical marks are needed.

As of May of 1982, it will be possible to translate the names to the language of your choice with the character set of your choice, under MINISIS.

Thus, field prompting during data entry and modification can, more or less, be made to suit the installation.

Users of the MINISIS software have a further advantage in that
the user commands and dialogue are also language independent.
Currently, users may run the system in any language which uses
the Roman character set. Effective May 1982, it will be
possible to use languages of other character sets.

2. Subfields

All three systems make it possible for the user to identify
subfields uniquely. Users of both CDS/ISIS and DOS/ISIS must
embed the subfield identifiers within the data. MINISIS
permits the user to identify subfields as fields in
themselves. In other words, as is done in this proposal,
when using MINISIS the control information need not be
embedded in the data.

The ease of processing subfields varies considerably from
system to system, with DOS/ISIS providing the least
flexibility of all three systems.

Under MINISIS, because a subfield is assigned a unique tag,
it may be processed as a field in its own right. All
attributes which a field may assume are also assumable by a
subfield, with two exceptions. These are:

    a) a subfield may not itself be subfielded, and

    b) a subfield may not repeat.

All functions which can be performed on fields can also be
performed on subfields. Only nine subfields are permitted
per field.

Under CDS/ISIS, a subfield has no unique tag and cannot be
processed as a field on its own. However, a unique
two-character identifier is assigned to a subfield and is
embedded immediately preceding the string which it
identifies. Although most processors look after the subfield
identifier (recognize it, strip it, etc.), the fact remains
that it is still a part of the data. Like MINISIS, a
subfield may not itself be subfielded. Unlike MINISIS, there
is no limit to the number of subfields a field may have;
furthermore, one subfield of a field may occur any number of
times.

DOS/ISIS does not prevent a user from embedding subfield
identifiers within data. Unfortunately, no special support
is provided for subfields within the processors. It is the
responsibility of the installation to provide this software
support.

3. Data Validation

All three systems allow for a certain degree of validation of
data. Validation can be thought of as being of two types: a)
ensuring that all mandatory data fields are present, and, b)
ensuring that the contents of a field assume particular,
usually pre-defined, values.

a) Mandatory data fields: only CDS/ISIS makes it possible
   for a user to define certain fields as unconditionally
   mandatory. In other words, if the user fails to provide
   data for these fields, the record will not be accepted by
   the system.

   This capability, although not supported by MINISIS, can
   be simulated in MINISIS through the use of a special exit
   at the record level. This exit must be written by the
   installation.

   It is not possible to specify unconditionally mandatory
   fields in DOS/ISIS.

   Conditionally mandatory fields cannot be specified in any
   of the three systems. Conditionally mandatory fields are
   those which are mandatory only if certain conditions
   prevail. However, both CDS/ISIS and MINISIS can
   effectively provide this support through the use of a
   special exit (in MINISIS) or user validation routine
   (CDS/ISIS) at the record level. These routines must be
   written by the installation.

b) Validation of field contents: the robustness of the
   facility for the validation of field contents varies from
   system to system. In all three systems it is possible to
   validate the contents of a field against an authority
   file. But only in MINISIS can you check auxiliary
   information in the authority file during validation, to
   double-check the accuracy of your original selection.

   Both CDS/ISIS and MINISIS permit the user to execute
   range checks, verify check digits, and the like. In both
   systems, this is realized through user-written routines
   similar to those mentioned in section 'a', above.
   CDS/ISIS also explicitly allows a user to specify default
   values for certain fields. In MINISIS this can be
   simulated through user exits at the record level. In
   MINISIS, validation is done on-line; in both CDS/ISIS and
   DOS/ISIS it is done in batch.

4. Processing of data in various languages

The ease of handling different languages varies from system to system. (Some preliminary discussion of this topic can be found in section 1 (b), above.) This section will consider data itself. There are basically two cases: a) languages which use the Roman character set, and b) languages which do not use the Roman character set.

a) Both MINISIS and CDS/ISIS support, in all facets of processing, all languages which use the Roman character set, not necessarily English. It is possible, using these systems, to represent (through encoding) a set of diacritical marks (grave, acute, etc.) and to have them managed by the system. The MINISIS encoding sequence for "e acute" is e|'; the CDS/ISIS sequence is @7e. DOS/ISIS provides no support for these characters.

b) Although CDS/ISIS provides some support for alternate character sets through customization procedures, only in MINISIS is alternate character set support fully integrated into all facets of the system. Under MINISIS, an installation using a Roman/Arabic terminal and cataloguing an Arabic document, can enter all their information in Arabic, and process that document with no concern. The original title is, of course, in Arabic. Other documents in the database may be catalogued in English, with no adverse effects on processing whatever.

DOS/ISIS has no support for alternate character sets.

5. Exchange of data bases

Exchange of data is probably the most important aspect of data collection. This section will make a number of suggestions which can make data base exchange easier.

a) All three systems can accept, and produce, magnetic tape files in the ISO 2709 format. In MINISIS, the ISOCONV processor is used for both functions; in ISIS, RTV29 will produce an ISO tape and RTV30 will read an ISO tape.

b) All three system can accept or produce, a tape in EBCDIC; MINISIS also handles (preferably) ASCII coded data as well.

c) All three systems can process tapes which are either labelled or unlabelled. MINISIS prefers unlabelled tapes; the ISIS systems prefer labelled tapes.

d) All three systems can process 9-track, 1600 BPI tapes.
MINISIS must have tapes in this format.

e) MINISIS can accept an AGRIS format ISO tape.

f) Binary data should never be transmitted on an ISO tape
because of the difficulties with conversion between
EBCDIC and ASCII. All numeric data should be transmitted
in character form.

g) Regardless of what tags and names are assigned locally,
exchange would be greatly facilitated if standard tags
and subfield identifiers were used on the ISO file. The
following is recommended:

DATA FIELD	ISO TAG	SUBFIELD IDENTIFIERS
ISN (MINISIS)	001	
Record number (ISIS)	001	
A100	100	
A110	110	
A120	120	@1@2
A130	130	@1@2
A140	140	@1@2@3
A150	150	
A160	160	
A170	170	
A180	180	
A190	190	
B210	210	
B220	220	@1@2@3@4@5@6
B230	230	
B240	240	
B250	250	
B260	260	
B270	270	
B310	310	
B320	320	@1@2@3@4@5
B330	330	
B340	340	
B410	410	
B420	420	
B430	430	
B540	540	
B560	560	
B610	610	@1@2@3
B620	620	
B630	630	
B640	640	@1@2

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B650	650	
B660	660	
B670	670	
B710	710	@1@2@3@4
B720	720	
B730	730	@1@2@3
B740	740	@1@2@3
B810	810	
B820	820	
C100	010	@1@2@3@4@5@6@7@8@9
C110	011	@1@2@3@4@5@6@7@8@9
C120	012	
C130	013	
C140	014	
C150	015	
C160	016	
C170	017	
C210	021	
C220	022	
C310	031	
C410	041	
C430	043	
C510	051	@1@2@3@4
D100	900	
D120	902	
D140	904	

It is also suggested that any fields transmitted on the ISO
tape, which are strictly local fields, be assigned an ISO tag
in the range 950-999.

h)   Any installation using CDS/ISIS and making use of the
     special subfield attributes, should eliminate those extra
     subfields - by combining them with others, by dropping
     them, or by creating new fields - when sending an ISO
     tape to a non-CDS/ISIS installation.

i)   When creating an ISO tape, any installation with data
     linked to authority files should either expand the fields
     to incorporate the data in the authority file, or send a
     separate ISO tape which contains the authority file in
     ISO format.

j)   An ISO tape must be accompanied by a statement of
     encoding sequence used for diacriticals. The receiving
     installation, if it does not run under the same software
     as the sending installation, may modify or remove the
     encodings at their discretion. If this is too difficult,
     the receiving installation should request the sending

installation to remove or modify the encoding sequence
for them.

k) Installations which make use of alternate character sets
must exercise a great deal of caution when creating ISO
tapes. Firstly, it is not necessarily true that an IBM
terminal generating Arabic characters will generate the
same bit pattern for those characters as will an ASCII
Arabic terminal. Therefore, unless both receiving and
sending installations use the same terminals there is no
point in sending the data of the alternate character set.
Secondly, if the receiving installation does not use
alternate character sets there is no point in sending
that data either.

Only if data stored in alternate character sets can be
transliterated according to UNISIST or ISO schemes,
should they be sent to a non-compatible institution. In
MINISIS, a special exit could be written for ISOCONV, to
execute this transliteration.

6. Running indexes using the title field

The title field, B230 has been made repeatable. In any of the
three systems, running an index with this field as primary key
will select all occurrences; running an index with this field as
secondary key will select only the first occurrence. This latter
feature ensures that the correct title will be chosen for
processing.

ANNEX 10: GLOSSARY

AGRIS (International Information System for the Agricultural Sciences and Technology)

> An international information system, created through the cooperation of FAO, governments and institutions to provide access to literature relevant to research in the food and agricultural sector and allied fields.

ANALYTIC LEVEL see BIBLIOGRAPHIC LEVEL

AUTHORITY FILE

> Reference list containing the correct form of name to be used when entering institutions, serial titles, personal authors, etc.

BIBLIOGRAPHIC LEVEL

> Serves to identify the level(s) of analysis for a given documentary unit. The following bibliographic levels are defined:

Analytic (A)	– Relates to an item which is not issued separately, but as part of a larger bibliographic entity, e.g. chapter in a book, article in a periodical, section in a report, map or any other piece extracted from a single document, etc.
Monographic (M)	– Relates to an item issued as a single physical piece which is complete in its own right, e.g. a book, report, thesis, map, film, sound recording, one part of a multivolume work bearing its own title, etc.
Collective (C)	– Relates to an item comprised of two or more physical pieces issued at once or over a predetermined period of time, e.g. multivolume report, multivolume encyclopedia, etc.
Serial (S)	– Relates to a number of physical pieces produced over an indefinite period of time, and bearing a common title, e.g. a periodical, monographic series, annual report, yearbook, newspaper, etc.

BIBLIOGRAPHIC RECORD

   The set of data elements contained in fields pertaining to a
   documentary unit.

COLLECTIVE LEVEL see BIBLIOGRAPHIC LEVEL

DATA BASE

   A set of machine-readable bibliographic records.

DATA ELEMENT

   Information relating to a specific aspect of a documentary unit,
   e.g. title, author, descriptor, etc. Data elements are recorded
   on a worksheet in the appropriate fields for entry into the
   system.

DEVSIS (Development Sciences Information System)

   An international information system proposed in 1975 to
   identify, collect, record and disseminate literature related to
   the socio-economic aspects of development.

DOCUMENTARY UNIT

   Any discrete item which merits individual treatment and, thus,
   its own bibliographic record in a data base. It may be an
   extract from a larger document or a document which is complete
   in one or more physical parts. Examples include an article from
   a periodical, a report, a multivolume encyclopedia, etc.

ESSENTIAL FIELD

   A field in which data must be entered in every record in a data
   base.

FIELD

   An area reserved in a bibliographic record to store a particular
   data element, e.g. title of documentary unit, date of
   imprint/issue etc. Each field can be identified by its full
   name, a mnemonic and a field tag. A worksheet contains spaces
   designated for the fields defined in a data base.

FIELD TAG

   A group of characters which identify a field in a data base and
   on a worksheet. A field tag may be numeric (e.g. 81) or
   alpha-numeric (e.g. B230).

GENERIC DOCUMENT

A monograph or collection from which a chapter or section has been extracted to be treated as a documentary unit.

LANGUAGE OF ANALYSIS

The official language of a system which is selected to record information in a particular bibliographic record.

MANDATORY FIELD

A field in which data must be entered, if the information is available, and if the field applies to the documentary unit in hand. .

MNEMONIC

A group of characters which identify a field in a data base and which is usually an abbreviated form of the field name, e.g. RECTYP, DESC, CORP, etc.

MONOGRAPHIC LEVEL see BIBLIOGRAPHIC LEVEL

MONOGRAPHIC SERIES

A group of separate items issued in succession and related to one another by the fact that each bears, in addition to its own title, a common title applying to the group as a whole. Each issue in a monographic series has its own separate pagination. A monographic series differs from a collection by the fact that it is intended to continue indefinitely.

OPTIONAL FIELD

A field in which data is entered at the discretion of the participating centre.

PERIODICAL

A serial issued at regular intervals, at least annually, where each issue contains separate articles, contributions, etc.

RECORD see BIBLIOGRAPHIC RECORD

RESADOC (Reseau Sahelien d'Information et de Documentation
Scientifiques et Techniques)

A regional information network created by the Permanent
Inter-State Committee of Drought Control in the Sahel to provide
access to scientific and technical literature on Sahelian
countries.

SERIAL

A publication appearing in successive parts bearing numerical or
chronological designations and intended to be continued
indefinitely. Serials are normally issued by the same publisher
or organization, in a uniform style and format. Serials include
periodicals, newspapers, yearbooks and monographic series.

SERIAL LEVEL see BIBLIOGRAPHIC LEVEL

SERIES see MONOGRAPHIC SERIES

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