

Specification for

Serials holdings statements for libraries and documentation centres

UDC 025.321:05:019.6

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Association of British Library and Information Studies Schools	Engineering Equipment Users Association
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This British Standard, having been prepared under the direction of the Documentation Standards Committee, was published under the authority of the Executive Board and comes into effect on 31 December 1980

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The following BSI references relate to the work on this standard:
Committee reference DOS/7
Draft for comment 79/61230 DC

ISBN 0 580 11656 5

Amendments issued since publication

Amd. No.	Date of issue	Comments

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Foreword

Defined by BS 5408 “*Glossary of documentation terms*” as “A catalogue of the holdings, partial or complete, in a number of document collections”, the union catalogue or union list is a long-established feature of library cooperation. Union catalogues range from those listing the holdings of the libraries within a single institution to those where a number of different institutions are represented, these being brought together by proximity to one another, by a common subject, linguistic or geographic interest, or perhaps in an attempt to record systematically the entire national resource.

The agreement to make holdings known implies not only that a collection is available for loan, photocopying or consultation beyond an institution’s immediate clientele, but also that the notification of a holding will be in a form which can be readily understood and translated, if necessary, into a standard pattern. In the past, libraries’ notifications of holdings have usually been coordinated and processed by a central agency prior to publication, and this has generally ensured that holdings are consistently presented. The development of on-line cataloguing services in the United Kingdom, however, is rendering it possible for libraries to enter their holdings directly into a central data base without the editorial control which has existed hitherto in traditional union listings. Whilst there exist standards or quasi-standards for bibliographic description, subject indexing, classification and machine handling, a standard for the recording of serials holdings has so far been lacking, yet this is a field where consistent presentation is especially important because of the reliance placed on such records for inter-library cooperation.

This standard is not aimed exclusively or primarily at the mechanized recording of serials holdings, whether on-line or not, or whether achieved individually or cooperatively. It is equally applicable in non-automated situations, and it is hoped that the consistent presentation of holdings, as specified in this standard, will facilitate the successful retrieval of serial issues whether access is by on-line terminal or by printed or microform publication.

To amplify the requirements of this British Standard, example statements are given in Appendix A.

There is no British Standard equivalent for ISO 832¹⁾ referred to in the text. It is likely that ISO 832, which is being revised at present, will be adopted as a dual-numbered British Standard.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

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Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 8, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

¹⁾ International Standards are obtainable from BSI Sales Department, 101 Pentonville Road, London N1 9ND.

1 Scope

1.1 This British Standard specifies and defines the various data areas and data elements necessary for the generation and presentation of standard statements of serials holdings, at a summary level appropriate to listings of holdings in one or more libraries or institutions. It does not specify the format of detailed inventory records maintained for internal administrative purposes.

1.2 Although this British Standard requires the holdings statement to be linked to an identification of the serial, e.g. bibliographic description, ISSN or CODEN, it is not concerned with the method of identifying the serial or with the link between the serial identifier and the holdings statement. It specifies, however, the content and sequence of the data which form the holdings statement.

1.3 The guidelines for generating and presenting holdings statements are independent of any cataloguing system, e.g. Anglo-American Cataloguing Rules (AACR), latest title, successive title.

2 References

The titles of the publications referred to in this standard are listed on the inside back cover.

3 Definitions

For the purposes of this British Standard the following definitions apply.

3.1

bibliographic description

a statement, partly transcribed from the document, partly recorded in conventional terms, which serves to identify a document, distinguish it from other documents, and show its bibliographic relation to other documents

3.2

bibliographic unit

a logical segment of the publication sequence of a serial as designated by the publisher, e.g. an issue

3.3

break

a change or discontinuity in the sequence of enumeration and/or chronology of a serial

3.4

call number (also called “press mark” and “shelf mark”)

character(s) used to specify the shelf location of a publication

3.5

caption

a word or phrase attached as a prefix to enumeration data, e.g. Band, Fascicolo, Heft, Kan, Number, Part, Tome, Volume

3.6

chronology

the different types of date used by the publisher on works to identify individual bibliographic units, e.g. year, month, day, season, term

3.7

collection code

character(s) used to specify an institution, library or collection that is a subdivision of the location code

3.8

copy number

character(s) used within an institution, library or collection to specify the particular copy notified, where there is more than one copy or set

3.9

data area

a portion of a holdings statement comprising a set of related data elements