

Guide to

Filing bibliographic information in libraries and documentation

[ISO title: Documentation — Bibliographic filing principles]

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The preparation of this British Standard was entrusted by the Documentation Standards Committee (DOS/-) to Technical Committee DOS/7 upon which the following bodies were represented:

- Aslib
- Bodleian Library
- British Library (Bibliographic Services Division)
- British Library (Lending Division)
- British Library (Reference Division)
- British Library (Research and Development Department)
- British Photographic Association
- Central Statistical Office
- Council of Polytechnic Librarians
- Department of Trade and Industry (Research and Development Contractors)
- Electricity Supply Industry in England and Wales
- Engineering Equipment and Materials Users' Association
- Inspec
- Institute of Information Scientists
- Library Association
- London and South Eastern Library Region (LASER)
- National Computing Centre Ltd.
- National Reprographic Centre for documentation
- Publishers' Association
- Royal Institute of British Architects
- Standing Conference of National and University Libraries
- University of Newcastle upon Tyne

The following body was also represented in the drafting of the standard, through subcommittees and panels:

Association of British Library and Information Studies Schools

This British Standard, having been prepared under the direction of the Documentation Standards Committee, was published under the authority of the Board of BSI and comes into effect on 30 April 1984

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National foreword

This British Standard has been prepared under the direction of the Documentation Standards Committee. It is identical with ISO 7154 “*Documentation — Bibliographic filing principles*”, which was developed by the international committee ISO/TC 46, Documentation, and was published in 1983 by the International Organization for Standardization (ISO).

Terminology and conventions. The text of the International Standard has been approved as suitable for publication as a British Standard without deviation. Some terminology and certain conventions are not identical with those used in British Standards; attention is drawn especially to the following.

Wherever the words “International Standard” appear, referring to this standard, they should be read as “British Standard”.

Cross-references. At present, there are no British Standards corresponding to ISO 6630 and ISO/TR 8393 but, as these references are supplied only for information, the lack of corresponding British Standards does not affect the validity of this British Standard.

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Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 10, 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 Scope and field of application

This International Standard defines generalized bibliographic filing principles to be incorporated into the bibliographic filing rules of individual bibliographies, libraries, and documentation centres as well as those of entire nations or language groups. This International Standard is applicable to bibliographic information as printed or displayed, to the identification of filing units within bibliographic records for exchange in machine-readable form, and to the manipulation of these records by manual and machine-based techniques.

NOTE The examples given in this International Standard are not meant to be prescriptive, but rather to reflect a particular set of bibliographic filing rules (see ISO/TR 8393).

2 References

ISO 6630, *Automation in documentation — Bibliographic control character set*¹⁾.

ISO/TR 8393, *Documentation — Bibliographic filing rules*¹⁾.

3 Definitions

For the purpose of this International Standard the following definitions apply.

NOTE A term printed in italic type face in a definition has the meaning given to it in another definition.

3.1

alphabetical order

the *filing criterion* for *letters* according to the order of an alphabet

3.2

arrangement code

filing characters designed to achieve *classified* and *canonical order* in filing, and to identify *type distinctions*

NOTE Although generally implicit in manual filing, arrangement codes have to be inserted into the string of filing characters in the construction of a sort key for computer sorting.

3.3

bibliographic entry

an item of bibliographic information treated as one entity, as presented in a catalogue or bibliography according to the provisions of cataloguing rules

Examples:

- main entries
- added entries
- references
- subject entries

3.4

canonical order

a *filing criterion* which derives from a convention associated with the material to which the *bibliographic entries* refer and which specifies the order of these entries

Example:

the books of the Bible are often filed according to this criterion

3.5

character

a graphic symbol which, for filing purposes, is to be translated into one or more *filing characters*, or which forms part of a filing character, or which is ignored in filing

Examples:

Character(s)	Filing character(s)	Explanations:
a	a	1 character translated into 1 filing character
ß	ss	1 character translated into 2 filing characters (filing of German sharp s)
?		1 character which is ignored for filing (filing of non-alphanumeric sign question mark)
9	9	1 character translated into 1 filing character
10	10	2 characters each of which forms part of the filing character "number 10" (i.e. every number is <i>one</i> filing character)

3.6

classified order

a *filing criterion* which determines the order of precedence according to principles associated with the material to which the *bibliographic entry* refers

Example:

collective titles are often filed according to this criterion

¹⁾ At present at the stage of draft.