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Documentation — Bibliographic data element directory —

Part 1:
Interloan applications

Documentation — Répertoire des éléments de données bibliographiques —

Partie 1: Applications au prêt-inter

Reference number
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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 8459-1 was prepared by Technical Committee ISO/TC 46, *Documentation.*

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

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Documentation — Bibliographic data element directory —

Part 1: Interloan applications

0 Introduction

Data are interchanged primarily for the purpose of starting or supporting a process. In order to transmit information required to support a process, the various elements of data in the interchanged messages must be fully understandable to the partners concerned.

This part of ISO 8459 describes, in the form of a directory, the data elements used to support bibliographic processes or applications. In addition, it provides illustrations of the relationships between data elements and examples of their practical usage.

The data elements that may occur in an interloan transaction are presented in four main clauses as follows.

a) A data element directory (clause 4); code values and descriptions for message types (A.1), date types (A.2) and status reports (A.3) are also given in annex A which forms an integral part of this part of ISO 8459.

b) A data element index (clause 5) which lists the names, keywords and synonyms for data elements, data element groups and data element values, including names assigned to specific messages, date types and status reports.

c) A structured order (clause 6) which illustrates the hierarchical relationships between data elements.

d) An interloan message matrix (clause 7) which illustrates the data elements pertaining to specific interloan messages.

Examples showing the usage of this part of ISO 8459 are provided in annex B, which does not form an integral part of this part of ISO 8459.

This International Standard is the first of a series which forms the complete data element directory for bibliographic use. This part of ISO 8459 is intended primarily for new interloan systems.

1 Scope and field of application

This part of ISO 8459 specifies and describes the data elements required in the interchange of data between interlending institutions. It also identifies messages and their data elements which are used in interloan transactions.

It is intended for messages communicated both by preprinted forms having the specified data element names as headings and by automated interchange processes.

The structuring of the data elements into messages falls outside the scope of this part of ISO 8459.

2 References

ISO 639, *Code for the representation of names of languages.*

ISO 2108, *Documentation — International standard book numbering (ISBN).*

ISO 2709, *Documentation — Format for bibliographic information interchange on magnetic tape.*

ISO 3297, *Documentation — International standard serial numbering (ISSN).*

3 Definitions

For the purposes of this part of ISO 8459, the following definitions apply.

3.1 data element: A basic unit of identifiable and definable data. It has a data element name, represented by a tag, and one or more values for expressing a particular fact.

3.2 data element directory: A listing of data elements, with specifications of the data element values as appropriate.

3.3 data element group: A set of related data elements.

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3.4 data element group name: One or more words in a natural language which identify a data element group.

3.5 data element name: One or more words in a natural language which identify a data element.

3.6 data element value: A fact expressed by codes, digits or natural language corresponding to the data element description and representation.

3.7 interloan: A loan of a document or documents from one institution to another or the supply of a substitute for the requested document(s).

3.8 message: A structured combination of data elements used in an interloan transaction.

3.9 representation: The way in which a particular data element value is expressed using one or more number(s), letter(s) or symbol(s).

3.10 tag: An identifier allocated for use in place of a data element name or data element group name.

4 Directory

The directory names and defines data elements and data element groups used to support interloan transactions. The information pertaining to each data element or data element group is presented in four separate columns, labelled tag, name, description and representation. A tag is used to identify a data element as well as a data element group. Name is a short form for "data element name or data element group name". Data element group names are printed in bold-face letters to differentiate them from data element names. Description includes a definition for each data element or data element group, followed by a list of corresponding tags for data elements that constitute the group. Representation includes explanatory text about conventions and/or standards used to represent values applicable to a data element or a data element group as well as sample values, if applicable.

Tag	Name	Description	Representation
001	**Message identification**	Data used to identify a particular message. Group identifier for data elements 002 to 004.	
002	Message type	A phrase or code identifying the function of a message.	Can be communicated as text or as a code. (See A.1.)
003	Date	Year, month and day on which a message concerning an interloan item is sent.	Also used in conjunction with date type (data element 151). See A.2 for the various date types that can be specified in conjunction with date.
004	Time stamp	Time at which a message was sent or received.	Used in automated systems to indicate the precise hour, minute and second that a transaction occurred.
005	**Request number**	A number identifying all messages associated with a single loan request. Group identifier for data elements 006 to 007.	This number is typically assigned by the institution or client initiating a request using local conventions, although nationally standardized schemes could also be used. Only one number should be used for each interloan request and all the subsequent messages associated with that request; both local and standard request numbers should be used for one interloan request only when absolutely necessary.
006	Local request number	A number, assigned by an individual institution using local conventions, identifying all messages associated with a single loan request.	
007	Standard request number	A number, assigned according to national or international conventions, identifying all messages associated with a single loan request.	
010	**Item description**	Data used to identify an item, usually consisting of descriptive information and headings. An item may be a component part within a host publication or an independent document. Group identifier for data elements 011 to 038 and 090.	
011	Author	Name of the person or corporate body responsible for the intellectual or artistic content of an item, including composers, creators or originators of an item.	Certain national practices stipulate that the author's name should be in a structured form. The structuring of the name is a practical consideration for file access; however, this International Standard makes no specifications in this regard.
012	Title	Name of an item, consisting of a word or group of words intended to identify it.	

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Tag	Name	Description	Representation
013	Series	Name given to a number of separate publications related to one another by the fact that each bears a collective title applying to the group or subgroup as a whole as well as its own title.	
015	Bibliographic level	A word or code used to characterize the bibliographic form in which an item appears.	This data element is needed to identify data elements that describe the host item and data elements that describe the component part in cases where, for example, a request is being placed for an article within a serial or a contribution in a conference publication. Possible bibliographic levels include: 0 monograph; 1 serial; 2 component part; 3 host publication.
017	Physical medium	A word or code identifying the medium in which the item has been produced.	Specific media include: 0 printed material; 1 roll microfilm; 2 microfiche; 3 sound recording; 4 film and/or videorecording; 5 machine-readable; 6 three-dimensional object; 7 tactile (braille etc.); 8 manuscript; 9 multi-media; 10 other.
018	Form of item (technical specifications)	Technical specifications constraining the use of the item, e.g. the gauge of motion-picture film, the reduction ratio of microfilm, the playing speed and number of sound channels (stereophonic and monophonic) for sound disks, etc.	
021	Edition	All the copies of an item produced from one master copy or substantially the same type image, having the same content, and, in the case of non-book materials, issued by a particular publishing agency or group of such agencies.	
022	Place of publication	Geographical location of the publisher or, failing this, of the printer, distributor or manufacturer.	
023	Publisher	Person(s) or organization(s) responsible for the publication of an item.	
024	Publication date	The year and, if applicable, the month and day of publication of an item.	
025	Pagination	The numbering of the pages of an item which is a component part of another item.	
026	Volume designation	Identifier of a physical unit of a serial or multi-volume monograph.	
027	Issue designation	Number, letter or word identifying a unit of an item which is, or the volumes of which are, published in parts.	
028	Number of volumes	Number of physical volumes, including fiche, reels, sound disks, videocassettes, kits and floppy disks, constituting an item.	
029	Size of item	Physical dimensions of an item, e.g. height of book, height and width of map and diameter of sound disk.	Dimensions which indicate the type of machine required to use an item are specified in data element 018.
030	Value of item	Estimate of the cost of replacing the item or an indication of the value placed on the item.	
031	Physical condition	Description of the physical condition of the item.	
032	Damaged on receipt	Indication that an item has been received in a damaged state or with part(s) missing.	

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Tag	Name	Description	Representation
033	Technical defects	Defects noted by the borrowing institution in attempting to use the item.	
034	**Item identification number**	Alphanumeric codes used to identify an item. Group identifier for data elements 035, 036 and 082.	
035	ISBN	The International Standard Book Number assigned to a monograph.	See ISO 2108.
036	ISSN	The International Standard Serial Number assigned to a serial title.	An ISSN may also be assigned to a monographic series. See ISO 3297.
037	Call number	Notation assigned to an item indicating its physical location in the owner institution.	Includes the accession number when used as a shelf-location device.
038	Copy number	Number(s) and/or letter(s) added to the call number of an item to distinguish different copies of the same item.	
040	**Bibliographic verification**	Sources used or potentially useful in identifying or locating an item, including comments on the accuracy of the data. Group identifier for data elements 041 to 045 and 076.	
041	Reference source	Any source used to identify or locate an item.	This information is typically provided by the requesting institution. The receiving institution may need to verify the citation (data element 040) and may transmit these data to the requesting institution.
042	Verification source	Authoritative source of bibliographic information used to identify or locate an item.	
043	Sources checked	Listing of the bibliographic sources, including union catalogues, which have been searched in attempting to identify or locate the item requested on loan.	
044	Possible locations	List of institutions which may possess the item requested.	
045	Degree of bibliographic verification	Comments by the recipient institution on the accuracy of data elements used to identify the item, including discrepancies between its description in the request and its description in the verification source (data element 042).	
050	**Client identification**	Identification of the person for whom an item has been requested. Group identifier for data elements 051 to 055 and 159 to 164.	
051	Client's name	Name of the person for whom the item has been requested.	
052	Client identifier	Number or code used to identify the client uniquely.	
054	Client's affiliation	Name of the institution with which the client is associated.	
055	Client's status	Professional level or position of the client.	
059	**Transaction participant**	Data which identify each institution associated with an interloan transaction and the role performed by that institution. Group identifier for data elements 061 to 070, 079, 080 and 154 to 164.	
060	**Institution identification**	Identification of an institution which participates in an interloan transaction. Group identifier for data elements 061 to 063 and 159 to 164.	
061	Name of institution	A word, phrase or abbreviation which identifies an institution or corporation.	

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Tag	Name	Description	Representation
062	Official seal of institution	A design, initial or other device placed on the interloan request form and serving to identify an institution in an official manner.	
063	Symbol for institution	Number(s), letter(s) or a code serving to identify an institution uniquely and in an abbreviated manner.	Coded form for institution's name (data element 061) and address (data element 159).
065	**Telenetwork address**	A number used to identify a device within a communications network. Group identifier for data elements 066 to 070.	
066	Telephone number	Unique number assigned to a telephone.	
067	Telex number	Unique number assigned to a telex.	
068	Electronic mail number	Unique number assigned to an electronic mail box or service.	
069	System user identification	Unique number or code assigned to a participant in a communications network.	
070	Teletex number	Unique number assigned to a teletex receiver within a teletex communications system.	
071	**Interloan officer identification**	Identification of the person who authorizes that the loan request is valid. Group identifier for data elements 072 to 075.	
072	Name of interloan officer	Name of the person who authorizes that the loan request is valid.	
073	Signature of interloan officer	The name, written in the person's handwriting, of the person who authorizes that the loan request is valid.	
074	Title of interloan officer	Position or title of the person who authorizes that the loan request is valid.	
075	Identification number of interloan officer	Number or code uniquely identifying the person who authorizes that the loan request is valid.	
076	Verifier	Name or identification of the person who verifies the information identifying the item.	
079	Communicator's function	A word or code which identifies a party to a transaction as the sender, the intermediary or the recipient of a message.	This data element is used to identify the following functions or roles: 0 sender; 1 recipient; 2 intermediary.
080	Interloan function	A word or code which specifies the interloan function or role performed by an interlending institution.	This data element is used in conjunction with institution identification (data elements 060 to 063) to indicate that the institution is: 0 a recipient institution; 1 a lending institution; 2 a requesting institution; 3 a borrowing institution; 4 unable to satisfy the request; 5 a possible location or source. It is also used in conjunction with the interloan officer identification (data elements 071 to 075) to indicate that the officer is employed by the lending institution or the borrowing institution. It is used in conjunction with the loan authorization (data element 123) to indicate whether the authorization was made by the lending or the borrowing institution.

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Tag	Name	Description	Representation
081	Service required	A word or code for the type of interloan service that is being requested.	Possible types of service include: 0 loan; 1 location; 2 location plus loan; 3 reproduction; 4 loan or reproduction;
082	Type of number	A word or code used to identify the item number scheme.	Possible numbering schemes include: 0 patent number; 1 CODEN; 2 national bibliography; 3 other.
090	Sponsoring body	The corporate body or organization that issued the item or that is associated with its authorship.	
100	**Request conditions**	Conditions which relate to the request for an item on interloan. Group identifier for data elements 101 to 103, 108 to 113, 124, 125 and 150.	
101	Search type	Specification of the effort to be made in obtaining the item requested.	Includes directives such as: 0 do not refer the request to another institution; 1 forward to national sources, if necessary; 2 forward to international sources, if necessary.
102	Response time	A word or code that indicates the duration of time within which a response is required.	Possible durations include: 0 24 hours; 1 1 week; 2 1 month.
103	Substitution option	Indication that another item may or may not be substituted for the item requested.	Possible instructions include: 0 specific item required; 1 earlier printing or edition; 2 later printing or edition; 3 any printing or edition; 4 other language edition; 5 same subject coverage.
104	Language	Specification by the requesting institution for a particular language edition of the item requested.	Possible specifications include: ar Arabic; be Byelorussian. Letter symbols shall be according to ISO 639.
108	Reproduction restrictions	Conditions under which the requesting institution agrees to accept a reproduction of the item requested.	Instructions include: 0 if reproduction costs less than amount x (amount shall be specified); 1 if loan excluded.
109	Type of reproduction	Physical form in which the item requested is to be produced.	Requirements include: 0 microform positive; 1 microform negative; 2 photocopy positive; 3 photocopy negative; 4 other.
110	Conditions of use	Specification by the requesting institution of certain requirements and conditions under which it agrees to use the requested item.	Requirements include: 0 length of time for which the item is required; 1 home use essential; 2 other.
111	**Copyright declaration**	Agreement by the client to respect the terms of copyright. Group identifier for data elements 003, 112, 113 and 151.	

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