
**Information and documentation —
Bibliographic data element directory for
use in data exchange and enquiry**

*Information et documentation — Répertoire pour l'échange des
éléments de données bibliographiques et la recherche*



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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 8459 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 4, *Technical Interoperability*.

This first edition cancels and replaces ISO 8459-1, ISO 8459-2, ISO 8459-3, ISO 8459-4 and ISO 8459-5, which have been technically revised.

It contains the data elements still in force today and incorporates a number of new ones linked to new types of resources into a single document. It is presented in two basic parts:

- a) a data element directory (Clause 3) where the different data elements are regrouped in different columns, specifying for each of them its rank (a sequence number is allocated to each element), class, entry, definition, examples and synonyms when existent;
- b) an alphabetical sequence (Clause 4) which lists for each element its entry, equivalence, name, class and sub-class.

Introduction

This International Standard specifies and describes data elements required in the interchange of data between bibliographic systems (i.e. terminal or browser to computer or computer to computer). Data are interchanged 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 processes concerned.

This International Standard is seen as serving as a resource tool for interoperability among standards in bibliographic and library domains. It serves to harmonize the various different standards in these domains, comprising content schemas, protocols, profiles and models. To this end, data elements are defined at various levels because they may be defined at different levels in different protocols and schemas. The focus of the standard is to provide common definitions for data elements that are exchanged in protocol messages between systems.

System developers typically employ multiple standards and thus can profit from the identified inter-relationships and definitions in their database designs to achieve dynamic inter-operability when employing various standards.

This International Standard is also intended as a foundation for new standards. By inheriting element names and definitions, new standards can be achieved in an efficient way that directly relates them with existing standards in the field.

The inclusion of multiple examples and synonyms is also intended to assist in the translation of the standard into other languages.

The elements from the previously published five parts of ISO 8459 have been examined, updated where necessary and consolidated into a single set of elements such that this International Standard replaces these previous parts.

There are no referenced documents that are indispensable for the application of this International Standard. The Bibliography indicates sources consulted and used in the construction of this International Standard.

The standards cited in the Bibliography are examples for data elements in this International Standard but are not prescriptive.

The list also contains reference to the protocol and schema standards that were used to validate the data elements and concepts in this International Standard.

Information and documentation — Bibliographic data element directory for use in data exchange and enquiry

1 Scope

This International Standard describes, in the form of a directory, data elements used to support the processes of acquisition, resource description and cataloguing, searching and requesting loan or copy by an end user or an institution.

This International Standard includes data elements that are exchanged or are potentially exchanged among bibliographic systems. Those data elements that are not exchanged or not likely to be exchanged are ignored as they do not need standardization. Data elements being handled by transport protocols are not included, only those related to application level protocols.

As part of the consolidation phase, the data elements were broadly classed and sub-classed and are presented in two sequences, one by class and sub-class and the other by an alphabetical sequence. The alphabetical sequence includes examples and synonyms identified during the consolidation phase and those found in related interchange protocols and schemas.

As the grouping of data elements may differ among different protocols and record schemas, the data elements have been broadly classed and grouped, but no further structure has been made. Similarly, the sequence of data elements, whether or not a data element is mandatory or how it is structured and validated may vary according to its employment and consequently these data element attributes are outside the scope of this International Standard.

As new ways of inter-operating evolve, some new data elements may evolve, but the biggest change is usually in the way that existing data elements are grouped. For example, whether a purchase transaction is carried out manually or electronically, the base data elements of the transaction, requester, supplier and object of purchase remain constant, and this is reflected in the fact that most data elements in this International Standard originated several decades ago. To accommodate the potential changing grouping of data elements, an attempt has been made to identify common concepts across processes. For example, a new focus on end user delivery is causing diverse delivery options to be grouped together such that purchase, loan and inter-library loan processes are presented as alternatives; therefore, the identification of common concepts in all these processes is necessary for the development of seamless user interfaces.

NOTE The French version of this International Standard does not contain the column entitled “Synonyms” in Tables 2 to 12 for the following reasons:

- a large number of the variant data element names translate to the same data element name in French;
- a number of the variant data element names have been taken from standards which have not been translated into French.

The difference between the English and French versions is particularly noticeable in Table 13.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1

acquisition

work of increasing and bringing up to date the stock of a library or documentation centre or service according to the collection policy of the institution

2.2

address

group of data elements that give a geographic or electronic location or place associated with an individual or institution

2.3

attribute

characteristic or property of a party or item

2.4

authentication

establishment of the identity of a person or party in a transaction

2.5

authorization

establishment of rights to services once the identity of a requester has been ascertained via an authentication process

2.6

authority record

record in a cataloguing system that describes, analyses and controls the standardized form of a name, subject, series or other heading

2.7

bibliographic resource

entity, either serial or non-serial, that forms the basis for a single resource description

2.8

bibliographic record

record in a cataloguing system that describes, analyses and controls a bibliographic resource

2.9

booking

reservation of an item or a location for a fixed time period and duration

2.10

catalogue record

record in a cataloguing system that describes, analyses and controls bibliographic, authority or holdings data

2.11

cataloguing

process of compiling a record for inclusion in one or more catalogues or indexes, which describes an entity and assists in its retrieval

2.12

circulation

work of controlling the loan and supply, user identification, status, return, recall, associated fees, bookings and reservations for items or copies thereof of the physical holdings of a library

2.13**character string**

combination of letters, digits, punctuation marks or other symbols

2.14**component**

unique bibliographic part of a set, such as a volume of a serial or multi-volume work

2.15**copy**

tangible instance of a bibliographic resource or set, whether physical or electronic, comprising one or more pieces

2.16**data element**

basic unit of identifiable and definable data, having a data element name represented by a tag as identifier and one or more values for expressing one or more particular facts

2.17**data element directory**

listing of data elements with specifications of representative data element values, as appropriate

2.18**data element group**

set of related data elements

2.19**data element group name**

one or more words in a natural language identifying a data element group

2.20**data element name**

one or more words in a natural language identifying a data element

2.21**data element value**

fact expressed by codes, digits or natural language corresponding to the data element description and representation

2.22**database**

collection of machine-readable information organized so that it can be easily accessed, managed and updated

2.23**finance**

data elements concerning monetary information associated with a transaction

2.24**holdings**

information that describes, analyses and controls copies associated with a bibliographic resource

2.25**holdings record**

record in a cataloguing system that describes, analyses and controls holdings associated with a bibliographic record

2.26

holdings statement

summary of the locations of a specific bibliographic resource and, optionally, the units of that item held at a location

2.27

identifier

data string or pointer that establishes the identity of an item, institution or person alone or in combination with other elements

2.28

information retrieval

action, methods and procedures for recovering information on a given matter or references to pertinent documents from stored data

2.29

interloan

inter-library loan

loan of a document or documents from one institution to another or the supply of a substitute for the requested document or documents

2.30

loan

temporary transfer of custody of a copy to another individual or institution

2.31

message

structured combination of data elements used in a transaction

2.32

metadata

structured data associated with data that describe the data or provide additional information not contained within the data themselves

2.33

party

person or group performing a role in relation to the business of a specific community or domain

2.34

piece

item

unit of a copy on which transactions can be made, such as a physical part that can be lent or reserved or an electronic file that can be downloaded or accessed

2.35

record

group of data elements usually treated as a unit and often organized into sub-units called fields, which identifies, describes and facilitates retrieval of an entity

2.36

representation

method by which a particular data element value is expressed using one or more numbers, letters or symbols

2.37

request

transaction that initiates purchase, loan, inter-library loan, copy or access to an item

2.38**reservation**

request by a person or group to be placed on a holding (waiting) queue for a bibliographic resource that is temporarily unavailable; also called a hold

2.39**resource**

work, created as a result of intellectual effort, that may be expressed in physical or digital form

2.40**result set**

group of metadata records, citations or other information units retrieved by a search

2.41**scan**

positioning within an index or other ordered data sequence in order to retrieve and to view index entries by moving forwards and backwards within the sequence

2.42**selective dissemination of information****SDI**

service that re-enacts a standard search or searches against one or more databases to provide regular updated information

2.43**search**

structured query describing data elements and their values necessary for retrieving data from a database

2.44**serial issue**

unit of a bibliographic resource that is issued in successive parts at regular or irregular intervals and intended to be continued indefinitely

2.45**session**

period of time during which a user is connected online to a system

2.46**set**

collection of components of a bibliographic resource including multi-volume publications and resources published serially, often received by a subscription purchase

2.47**tag**

identifier allocated for use in place of a data element name or data element group name

2.48**task**

operation performed by a system that may be performed online, in background or in batch mode, thus not necessarily tied to a specific session

2.49**transaction**

creation or modification of a message required to support a process

3 Directory

3.1 General

The directory is organized, by class and sub-class, into a series of tables. The data element name is the persistent identifier. A table is given for each class, and within the class, table row numbers have been assigned so that when this International Standard is translated into other languages, there is an easy reference to each data element and a clear sequence. The table row numbers are not unique, as each table has its own sequence and they are not intended to be used as persistent identifiers of the data elements.

Table 1 summarizes the classes.

Table 1 — Summary of classes

Class	Subclause	Table number
Address	3.2.1	2
Database record	3.2.2	3
Finance	3.2.3	4
Holdings (physical or electronic copies)	3.2.4	5
Party	3.2.5	6
Party — Group	3.2.6	7
Party — Person (involved in a transaction)	3.2.7	8
Request	3.2.8	9
Resource	3.2.9	10
Search (including database elements)	3.2.10	11
Transaction	3.2.11	12

3.2 Organization of elements by class and sub-class

3.2.1 Organization by “Address” class

Table 2 — Class: Address

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
01	Address		Address	Group of data elements that give a geographic or electronic location or place associated with an individual or institution	Address of user	Communication details
02	Address	Address	Address label	Code, word or phrase that defines the nature of a given address where there are multiple addresses associated with an institution or individual	Business address, Home address, Parents' address	
03	Address	Address	Address role	Word or code that indicates the type of message or mail that is sent to an address where there are multiple addresses associated with an institution or individual	Agency address role type, Billing address, Delivery address, Invoice address, Return to address, Ship to, Shipping address, User address information	Address instruction, Address role type
04	Address	Address	Address status	Code, word or phrase that indicates which address of a series of addresses associated with an institution or individual is preferred		Current address flag
05	Address	Address	Address type	Indicates the form of communication associated with an address, physical or electronic		Delivery method type
06	Address	Address	Contact person	Name of an individual associated with an address in a particular role	Custodian, Invoice enquiries, Reference enquiries	Care of
07	Address	Address	Date/time address invalid	Date and time from which an address is no longer valid for use	Agency address: valid to date, User address: valid to date	
08	Address	Address	Date/time address valid	Date and time from which an address is valid for use	Agency address: valid from date, User address: valid from date	
09	Address	Address	Unstructured address	Address where the components of the address are not distinguished and where the structure may be limited to the inclusion of line breaks		
10	Address	Electronic address	e-delivery description	Human readable text identifying an electronic delivery service		

Table 2 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
11	Address	Electronic address	e-delivery details	Information concerning the nature of electronic delivery of a particular document		
12	Address	Electronic address	e-delivery service	Name of an electronic delivery service		
13	Address	Electronic address	Electronic address	Unique identifier used to identify a device or location within a communications network or service	Administration email, Email address, IP address (Internet Protocol), Telephone	Electronic address data, Telecom service address, Telenetwork address
14	Address	Electronic address	Electronic address type	Form of electronic communication used by an address, including electronic mail, Internet Protocol (IP) address and telephone number		
15	Address	Electronic address	Electronic delivery service	Group of data elements providing details of how a document should be delivered electronically		Name or code
16	Address	Electronic address	Electronic delivery time	Normal interval between a request and electronic delivery provided by an electronic delivery service		Delivery time
17	Address	Electronic address	Electronic mail identifier	Unique number assigned to an electronic mail box or service connection		Electronic address, Telenetwork address
18	Address	Electronic address	Telecommunication carrier	Code, word, phrase or initialism used to identify the telecommunications carrier facilities being used to access a remote system		Telecom service identifier
19	Address	Electronic address	Telefacsimile number	Telecommunications number used for sending and receiving telefacsimiles		
20	Address	Electronic address	Telephone number	Unique number assigned to a telephone line		
21	Address	Physical address	Address line	Phrase, usually numbered, intended to be used for printing or displaying an address with the address elements in sequence	Line 1, Line 2	Address detail, Address part
22	Address	Physical address	Building	Phrase used to identify a particular edifice within a building complex		Building name, House name
23	Address	Physical address	City	Word or phrase used to identify an urban area, including a city, suburb or postal area		
24	Address	Physical address	Country	Word or phrase used to identify a country		

Table 2 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
25	Address	Physical address	Delivery service	Code, word or phrase that indicates the mail service that may be used to deliver to an address	Campus mail, Internal courier, National mail service	Transport
26	Address	Physical address	District	Word or phrase identifying a sub-entity within a country, including a parish, county or district, usually not an urban area		Locality
27	Address	Physical address	Location within building	Code, number and/or phrase used to identify a location within a building or building complex	Children's library, Level 4, Reserve reading room, Suite 42	
28	Address	Physical address	Physical address	Group of data elements giving location information for an institution or person	Structured address	
29	Address	Physical address	Physical address type	Characteristics of an address that may restrict delivery services	Post office box address, Postal address	
30	Address	Physical address	Post office box	Number of a receptacle assigned by a postal authority for saving mail for later collection		
31	Address	Physical address	Postal code	Code assigned by the postal authorities of a country that uniquely identifies an address or group of addresses		
32	Address	Physical address	Region	Word or phrase identifying a large area within a country including province, state and department		
33	Address	Physical address	Street name	Phrase used to identify a route within a city, rural or local area, including street, road, boulevard and avenue		Street
34	Address	Physical address	Street number	Number and/or phrase used to identify a location of a building within a route		

3.2.2 Organization by "Database record" class

Table 3 — Class: Database record

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
01	Database record		Record	Group of data elements usually treated as a unit and often organized into sub-units called fields, which identifies, describes and facilitates retrieval of an entity	Catalogue record, Metadata record	
02	Database record		Record wrapper	Packet within a message that combines a database record with its schema identifier		
03	Database record	Attributes	Attributes	Group of data elements, organized into sub-units called fields, which identifies, describes and facilitates retrieval of a particular entity		
04	Database record	Attributes	Date/time of automatic deletion	Date and time on which the information in a database record may be deleted		
05	Database record	Attributes	Date/time of last update	Date and time of the latest change to the content of a record		
06	Database record	Attributes	Date/time record created	Date and time of addition of a record on a database		Date/time bibliographic record created
07	Database record	Attributes	Date/time record modified	Latest date and time of update of a database record		Date/time bibliographic record updated, Time stamp
08	Database record	Attributes	Language of cataloguing	Code or word indicating the language used for the creation of a metadata record or indicating the language of a bibliographic record or part of a bibliographic record		Catalogue record language
09	Database record	Attributes	Link hierarchical relationship	Code or phrase that indicates the level at which two bibliographic or authority records or parts of records are related	Equal, Higher to lower, Lower to higher	
10	Database record	Attributes	Link type	Code or phrase that indicates the relationship between two resources or database records or parts of records	Acronym, Analytic, Broader form, Continuation, Earlier form, Later form, Narrower form, Pseudonym, Real name, Related form	Relation
11	Database record	Attributes	Permission to use this record	Indication of the extent to which a database record may be accessed or used		

Table 3 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
12	Database record	Attributes	Record availability flag	Flag sent by a database provider, which indicates that a record is currently unavailable for modification or presentation	Record available, Record locked as per request, Record unavailable	
13	Database record	Attributes	Record character set	Code or word used to identify a character set in which data is encoded or to indicate the capability of systems hardware and software to process data encoded in one or more scripts		Catalogue record character set, Supported character set
14	Database record	Attributes	Record retrieval elements	Elements of a database record that may be used to retrieve the record		Agency element type, Item element type, User element type
15	Database record	Attributes	Record schema	Abstract record structure, providing a commonly understood definition of data elements within a record	Dublin core, Edit/replace schema, GILS (Global Information Locator Service), Update schema, WAIS (Wide Area Information Server)	Metadata format, Schema, Schema id
16	Database record	Attributes	Record status	Code or phrase that indicates the stage in the progression of the update of a record or the degree of the completeness of an update	Deleted record	Catalogue record status
17	Database record	Attributes	Record syntax	Code or phrase identifying the structure of a record or records contained within a message	GRS-1 (General Record Syntax), HTML (Hypertext Markup Language), MAB (Maschinelle Austauschformat für Bibliotheken), MARC (Machine Readable Cataloguing), SGML (Standard Generalized Markup Language), SUTRS (Simple Unstructured Record Syntax) and XML (Extensible Markup Language)	Preferred record syntax, Record packing
18	Database record	Attributes	Record transliteration scheme	Code or phrase used to identify a scheme for transforming the characters of one writing script to another	ISO 9, ISO 233, ISO 259, ISO 843, ISO 3602, ISO 7098	Cataloguing record transliteration scheme

Table 3 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
19	Database record	Attributes	Record type	Code or phrase that indicates the nature of the contents of a record	Authority record, Bibliographic record, Classification record, Community information record, Electronic resource metadata record, Holdings (copies) record	Catalogue record type
20	Database record	Authority record	Alternative heading form	Phrase indicating a form of a name, subject, title or other heading type not used for database storage and retrieval but linked to another form of the same heading		See reference
21	Database record	Authority record	Authorized indicator	Code indicating the effect of comparing a new heading with existing authority headings already in a database		
22	Database record	Authority record	Authority information	Group of data elements comprising information specific to an authority record		
23	Database record	Authority record	Authority status	Code or phrase indicating whether or not a heading has been authorized	Authorized, Unauthorized or undetermined	
24	Database record	Authority record	Bibliographic occurrence count	Count of the number of bibliographic records in a database that are directly associated with an authority record		
25	Database record	Authority record	Established heading	Phrase indicating a standardized form of a name, title, subject or other heading type, designed to facilitate storage and retrieval of database records		
26	Database record	Authority record	Heading type	Code or phrase indicating a grouping of headings to which a particular heading relates for purposes of data comparison and standardization of heading data	Collective uniform title, Corporate name, Family name, Name/collective uniform title, Name/title, Personal name, Territorial or geographic name, Topical subject, Uniform title	
27	Database record	Change data	Change data	Group of data elements indicating data to be changed and the way they are changed		
28	Database record	Change data	Change data new value	Phrase containing a data string that will replace a designated data string in a record or will be added to a record		New value

Table 3 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
29	Database record	Change data	Change data new version identifier	Group of data elements identifying a field or other sub-element of a metadata record that should become the location of new or changed data		
30	Database record	Change data	Change data old value	Phrase containing a data string that is to be replaced or deleted		Old value
31	Database record	Change data	Change data old version identifier	Group of data elements identifying a field or other element of a metadata record that contains data to be changed		
32	Database record	Change data	Conditional data identifier	Group of data elements identifying a field or other sub-element of a metadata record that contains data to be tested before other data are changed		Conditional field
33	Database record	Change data	Conditional data value	Phrase containing a data string that is to be tested before other data are changed		
34	Database record	Change data	Date/time record lock expires	Date and time on which a locked database record will automatically become available again for modification		Lock expiry
35	Database record	Change data	Duplicate test flag	Code or phrase indicating whether or not a record may duplicate another already in existence in a database	Confirmed duplicate, Not a duplicate, Suspected duplicate	
36	Database record	Change data	Edit/replace type	Code or phrase indicating the nature of editing to be performed on a record or nominated group of records	Field delete, Field insert, Field replace, Subfield delete, Subfield insert, Subfield replace	
37	Database record	Change data	Record lock description	Phrase indicating a reason for preventing changes to a database record and, optionally, indicating the party who set the lock		Lock description
38	Database record	Change data	Record lock set	Indication by a database server that an update restriction has been set on a database record		Lock set
39	Database record	Change data	Review code	Indication that a record submitted for update should be examined by a third party before a database record is updated		

Table 3 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
40	Database record	Change data	Set lock flag	Indication in a message that requests a change in the update status of a database record to restrict change to, or deletion of, the record	Lock record, Unlock record	Set lock
41	Database record	Change data	Update action	Code that indicates the nature of the update being requested or performed	Element update, Record delete, Record insert, Record replace	Action
42	Database record	Change data	Update action qualifier	Code or phrase that indicates further information essential to the performance of a transaction update	Bulk edit/replace qualifier, Edit/replace qualifier, Merge qualifier	Action qualifier
43	Database record	Change data	Update information	Group of data elements that give information essential to identify data to be updated and the way in which the update should be processed		
44	Database record	Copy information	Holdings encoding level	Code that indicates the level of detail of a bibliographic holdings record	Locations only (1), Locations plus general extent information (2), Locations plus summary extent of holdings (3)	
45	Database record	Description	Free text note	Phrase relating to a database record, carrying additional information	Extra term information, Review note	Note
46	Database record	Description	Free text note code	Code, defined internally by a system, identifying the nature of the contents of a free text note		Free text note content, Instructions
47	Database record	Identifier	Check digit algorithm	Name of an algorithm used for generating a check digit in an identification number		Item number check digit algorithm
48	Database record	Identifier	Record identifier	Data string that identifies a database record including a catalogue or metadata record or document		Bibliographic record identifier, Catalogue record identifier, Identifier, Record id
49	Database record	Identifier	Record identifier code	Code or phrase used to identify a numbering system for a database or cataloguing record	Bibliographic record identifier code, LCCN (Library of Congress control number)	Catalogue record identifier code
50	Database record	Record field	Character set change flag	Code indicating that the data following the flag use a different character set from preceding data		

Table 3 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
51	Database record	Record field	Field	Group of data elements forming a sub-unit of a record containing information relevant to a particular fact or facts relevant to the resource that the record describes		Cataloguing field information
52	Database record	Record field	Field attributes	Group of data elements defining attributes of data within a field of a database record		
53	Database record	Record field	Field description	Phrase that defines the nature of the contents of a field of a database record		
54	Database record	Record field	Field indicator	Code associated with a field that supplies additional information about the contents of the field and about the relationships between the field and other fields in the record		
55	Database record	Record field	Field sequence number	Number that defines the position of a field within a record		
56	Database record	Record field	Field tag	Data string that serves as an identifier of a field		Field identifier, Field label
57	Database record	Record field	Non-sort begin	Code indicating that the data following it are not used in the construction of an index entry, retrieval or filing key		
58	Database record	Record field	Non-sort end	Code indicating the end of a data string that is not used in the construction of an index entry, retrieval or filing key		
59	Database record	Record field	Subfield	Defined unit of information within a field		
60	Database record	Record field	Subfield attributes	Group of data elements defining attributes of data within a subfield		
61	Database record	Record field	Subfield identifier	Code identifying an individual subfield within a field of variable length		
62	Database record	Record field	Subfield sequence number	Number that defines the position of a subfield within a field within a database record		
63	Database record	Record field	Validation indicator	Code or phrase indicating whether data within a record may or may not contain errors		

3.2.3 Organization by "Finance" class

Table 4 — Class: Finance

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
01	Finance		Monetary information	Group of data elements that indicate the financial transactions associated with a transaction or service		Cost, Fiscal transaction description, Fiscal transaction information
02	Finance	Account	Account holder name	Phrase indicating a person or institution owning an account	Credit card holder name	
03	Finance	Account	Account identifier	Code or phrase representing a budget or fund to which chargeable transactions are attributed	Authorization account	Account details, Account number, Budget/fund information, Fund identifier, User fiscal account
04	Finance	Account	Account institution	Phrase indicating the name of an institution that manages an account		
05	Finance	Account	Date/time financial transaction validity commences	Date and time from which it is valid to post a transaction against an account		Fiscal transaction information: valid from date
06	Finance	Account	Date/time financial transaction validity ends	Date and time after which it is no longer valid to post a financial transaction to an account		Fiscal transaction information: valid to date
07	Finance	Account	Date/time of accrual	Date and time on which a financial transaction is applied to an account, usually resulting in a change in the account balance		Accrual date
08	Finance	Account	Financial account balance	Positive or negative sum of money currently available in an account		Account balance
09	Finance	Account	Financial action type	Processing required in applying a sum of money to a financial account		Fiscal action type
10	Finance	Account	Financial transaction identifier	Unique string or code that identifies a particular update within a financial account	Related fiscal transaction reference id	Fiscal transaction reference id
11	Finance	Cost	Amount	Sum of money required for a purchase or service or fine	Cost estimate	Acknowledged fee amount, Amount of fee, Charge amount, Cost, Fee amount, Monetary amount, Monetary value, Required fee amount

Table 4 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
12	Finance	Cost	Currency code	Code indicating the type of currency of a particular sum of money		Currency, Order currency
13	Finance	Cost	Discount	Fixed amount or calculated percentage or rate by which a charge is reduced		Expected terms
14	Finance	Cost	Extended price	Cost of a multi-copy order		
15	Finance	Cost	Fee type	Code representing the reason for a charge such as a service charge, fine or fee	Administrative or service fee, Damage fine, Digitization fee, Insurance charge, Insurance charges, Insured for, Invoice charges, Item charge, Loan or rental fee, Net cataloguing service price, Overdue fine, Processing fee, Reference look-up fee, Replacement fee, Reproduction cost, Reservation fee, Service charge, Small invoice fee, Special charges and taxes, Supply or reproduction fee, Transportation charge, Unit cataloguing service price, User privilege fee	Charge type, Cost info type, Cost type, Fee reason, Fiscal transaction type
16	Finance	Cost	Fee unit	Code or phrase indicating the coverage of a fee amount		Increment
17	Finance	Cost	List price	Basic price of an item as published in a catalogue, price list or advertisement which may be subject to trade, quantity and other discounts		
18	Finance	Cost	Maximum cost	Maximum amount that a requester will pay for a service		Authorization limit, Cost constraint, Not to exceed amount, Will pay fee
19	Finance	Cost	Net price	Unit price of one copy of an item ordered less any discount		
20	Finance	Cost	Not to exceed action	Action to be taken by a supplier when a request includes a maximum monetary value	Cancel balance of order exceeding amount, Cancel entire order, No action	

Table 4 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
21	Finance	Cost	Price qualifier	Word or code that denotes special factors determining the price of an item	Bid price, Educational institution price, Firm price, Library price, Prepaid price, Remainder price	Price qualifier code
22	Finance	Cost	Reciprocal agreement	Arrangement between two parties to provide services or materials without charging		Consortium agreement
23	Finance	Cost	Tax	Group of data elements indicating a supplementary charge imposed by a government on a service or item for sale		
24	Finance	Cost	Tax amount	Sum of money owed to a government agency relating to a service or item for sale		
25	Finance	Cost	Tax identifier	Code or phrase identifying a particular type of tax	GST (Goods and Services Tax), VAT (Value Added Tax)	
26	Finance	Cost	Tax payee	Party responsible for collecting tax in relation to a particular service or item for sale		
27	Finance	Cost	Unit cost	Rate applied to each unit of resources used in a session		
28	Finance	Cost	Unit price	Price of one copy of an item that can be ordered		
29	Finance	Credit	Credit amount	Monetary value or other count credited to a customer's account		
30	Finance	Credit	Credit confirmation	Code or phrase that confirms that a credit adjustment has been made to a customer's account		
31	Finance	Credit	Credit justification	Reason or reasons given explaining why a credit or rebate is requested or confirmed	Cancelled order, Defective merchandise, Error on invoice, Short assignment, Tax credit	
32	Finance	Credit	Credit memo date and time	Date and time on which a credit memo was issued		
33	Finance	Invoice	Billing information	Phrase indicating instructions for billing a particular party		

Table 4 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
34	Finance	Invoice	Deferred billing date and time	Invoice date that post-dates shipment		Delayed billing date and time
35	Finance	Invoice	Invoice copies	Number of copies of an invoice pertaining to a particular shipment		
36	Finance	Invoice	Invoice date and time	Date and time on which an invoice was prepared that is used to determine the due date of payment		Billing date
37	Finance	Invoice	Invoice identifier	Number or phrase assigned by a party to identify an invoice		
38	Finance	Invoice	Invoice status	Phrase or code that indicates whether an invoice has been accepted and approved or paid	Invoice cleared, Invoice paid	
39	Finance	Invoice	Invoice total	Total amount to be paid for all line items of an invoice		
40	Finance	Payment	Mode of payment	Means used by an institution to pay an invoice or fee	Bank cheque, Credit card, Deposit account, Voucher	Billing method type, Payment method type
41	Finance	Payment	Payment authorization	Group of data elements giving details of an institution that authorizes a request including authorization details, account details and period of time of the validity of the authorization		
42	Finance	Payment	Payment date and time	Date on which a sum of money is sent or received to settle an invoice, fee, fine or charge in full or in part		
43	Finance	Payment	Payment enclosures	Information required by a supplier to accompany a payment in order to facilitate matching the payment to a corresponding invoice	Copy of invoice returned, Invoice number on cheque stub, No enclosure	Payment provided
44	Finance	Payment	Self payment	Group of data elements giving details of how a requester intends to pay and the maximum he or she is prepared to pay		

Table 4 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
45	Finance	Payment	Terms of payment	Terms according to which a specific invoice or fee is to be paid		Payment terms
46	Finance	Payment	Transportation payment terms (terms added)	Indication of who pays shipping charges and when, including how they will be invoiced	Charged to customer, Collected on delivery, Pre-paid by vendor	

3.2.4 Organization by “Holdings” class

Table 5 — Class: Holdings (physical or electronic copies)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
01	Holdings		Holdings	Data structure describing a bibliographic resource or group of like or similar resources and one or more institution's copies of the resource or resources		
02	Holdings	Availability	Availability policy	Phrase or structure indicating restrictions which apply in relation to loan, copy or access	Available for supply without return, Circulation limited by user type, In library use only, Indeterminate loan period flag, Non returnable flag, Not for loan, Overnight only, Semester loan, Term loan	Circulation category, Item use restriction type, Lending policy, Loan availability, Policy
03	Holdings	Availability	Available count	Count of the number of physical or digital copies of a resource available for use or delivery in the context of a particular request		
04	Holdings	Availability	Available for	Code or phrase indicating the nature of service available in relation to a specific bibliographic resource	Digital copy, Loan, Online access, Physical copy, Reference look-up	
05	Holdings	Availability	Available via	Code or phrase indicating a licensor or vendor facilitating access to a virtual holding of an electronic resource		
06	Holdings	Availability	Circulation status	Code that indicates the actual availability of a copy or group of copies for access, copy or loan	Available, Not available, Pending, Possibly available, Reported lost, Reported missing, Reported never borrowed, Reported returned	Availability status
07	Holdings	Availability	Electronic access restrictions	Code or phrase that indicates authentication or other requirements necessary in order to access an electronic resource at a specific address	Access restricted URL based, Access with authorization, No online access, Preview only, Restrictions unspecified, Unrestricted access	Access restrictions
08	Holdings	Availability	Reservation policy	Code or phrase indicating whether a party owning or managing a resource will accept reservations for the resource	Will accept, Will not accept, Will possibly accept	

Table 5 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
09	Holdings	Availability	Summary policy	Group of data elements for a resource or set of resources and their copies summarizing availability policy, conditions and charges		
10	Holdings	Copy history	Borrower relationship to copy	Code indicating the status of the relationship between a user and a specific copy of a resource	Current booking user, Current borrower, Current requester, Current reserving user, Last borrower, Second last borrower	
11	Holdings	Copy history	Copy history information	Group of data elements giving information on the circulation transaction history of a copy or group of copies of a resource		Item history information
12	Holdings	Copy history	Count period	Time period used to calculate a statistical total	Total loans count period	
13	Holdings	Copy history	Count period end	Last date of a period used for counting		
14	Holdings	Copy history	Count period start	Earliest date of a period used for counting		
15	Holdings	Copy history	Date/time of copy's last activity	Date and time on which a copy or any copy or a group of copies was last involved in a circulation or delivery transaction that implied it was physically handled or electronically accessed, such as a loan, return or transfer		Date/time of item's last activity
16	Holdings	Copy history	Date/time of last return	Date and time on which a borrower returned a copy of a resource		
17	Holdings	Copy history	Date/time of last transfer	Date and time on which a copy of a resource changed from one location to another		Location: valid from date
18	Holdings	Copy history	Last activity type	Code or phrase indicating the nature of the last activity of a copy of a bibliographic resource	Return, Stocktake, Transfer	
19	Holdings	Copy history	Total access count	Number of times that any copy of a resource or group of resources has been accessed in a given time period that implied physical handling or electronic access		
20	Holdings	Copy history	Total circulation count	Number of times that any copy of a resource or group of resources has been lent in a given time period, including external loans		

Table 5 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
21	Holdings	Copy history	Total DCB count	Number of times that any copy of a resource or group of resources has been lent directly to an external user (Direct Consortia Borrowing) in a given time period		
22	Holdings	Copy history	Total inter-library loans borrowed	Number of times that any copy of a resource or a group of resources has been borrowed from another library or copied from another library in a given period		Total ILL borrowed
23	Holdings	Copy history	Total inter-library loans count	Number of inter-library loan transactions with external libraries in a given period, including incoming and outgoing loans and copies for a resource or group of resources		Total ILL count
24	Holdings	Copy history	Total inter-library loans lent	Number of times that any copy of a resource or a group of resources has been lent to another library or copied for another library in a given period		Total ILL lent
25	Holdings	Copy history	Total loans count	Number of times that any copy or group of copies of a resource has been lent in a given time period, not including external loans		
26	Holdings	Copy history	Total reservations count	Number of times that a resource or copy of a resource was reserved for use in a given period		
27	Holdings	Copy identification	Accession number	Number assigned to a copy according to the order of its entry into a collection		
28	Holdings	Copy identification	Copy number	Number or phrase added to a copy shelf locator to distinguish a particular copy from other copies of the same bibliographic resource		
29	Holdings	Copy identification	Copy shelf locator	String of characters that identifies a copy's or a set's shelving scheme within its sub-location in relation to other copies		Call number, Local call number, Shelf locator
30	Holdings	Copy identification	Electronic locator	Text string or pointer such as a URL indicating availability and location of an electronic resource		

Table 5 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
31	Holdings	Copy identification	Permanent location	Name or code of a section and/or collection of a library or other institution that normally stores a copy or set when it is not in use, on loan or on the reservation shelves		
32	Holdings	Copy identification	Piece identifier	Number or phrase that identifies a specific instance of a resource	Accession number, Barcode, URI (Uniform Resource Identifier; either URL or URN)	Copy identification number, Copy identifier, Internal item identification, Item description, Item id, Item identification, Item identification number, Item identifier value, Unique item id, Visible item identifier
33	Holdings	Copy identification	Set	Collection of components of a bibliographic resource including multi-volume publications and resources published serially, often received by a subscription purchase		
34	Holdings	Copy identification	Set label	Number or phrase serving to identify a set of copies such as a subscription for a resource that is published in multiple parts serially		Label
35	Holdings	Copy identification	Temporary location	Name or code of a section and/or collection of a library that has been allocated to store a copy for a defined period, overriding the normal permanent location		
36	Holdings	Copy information	Binding type	Type of cover of a copy	Cloth, Library binding, Paperback	
37	Holdings	Copy information	Copy description level	Number or phrase indicating whether the detail given in the description of a multi-piece copy is for all pieces or the copy as a whole		Item description level
38	Holdings	Copy information	Copy information	Group of data elements providing details of a specific copy of a physical or digital resource		Item description
39	Holdings	Copy information	Current location	Name or code of a section within a library at which a copy is located at a particular point in time, or where it was last lent, returned or sighted		
40	Holdings	Copy information	Physical condition	Description of the state of wear of a particular copy of a resource	Physical condition details, Physical condition type	Technical defects

Table 5 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
41	Holdings	Copy information	Security marker	Device placed in a physical piece that is used by a machine sensor to detect whether or not the piece is being legitimately removed from a premises		
42	Holdings	Copy information	Sensitization flag	Indication that a physical piece cannot be passed through a magnetic de-sensitization process		
43	Holdings	Copy information	Value	Estimate of the cost of replacing a copy of a resource or an indication of the value placed on a copy		Appraised value, Value of item
44	Holdings	Holding	Copies summary	Group of data elements summarizing the number of copies of a bibliographic resource or group of resources and their availability		
45	Holdings	Holding	Copy	Tangible instance of a bibliographic resource or set, whether physical or electronic, comprising one or more pieces		
46	Holdings	Holding	Date/time holdings statement reported	Latest date and time of update of a holdings statement		
47	Holdings	Holding	Holding simple	Group of data elements containing information for a resource or group of resources summarizing number of copies, and the number actually available		
48	Holdings	Holding	Holding structured	Group of data elements providing descriptive information and an indication of the coverage, completeness, availability and service policy of a bibliographic resource that is published serially or in multiple parts		
49	Holdings	Holding	Summary holdings statement	Phrase indicating the beginning, ending and completeness of holdings of a bibliographic resource that is published in parts		Unstructured holdings, Unstructured holdings data

3.2.5 Organization by "Party" class

Table 6 — Class: Party

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
01	Party		Transaction participant	Data that identify an institution or individual that participates in a transaction	From agency id, From system id, Initiator of most recent service, Intermediary id, On behalf of agency, Requester id, To agency id, To system id	Party
02	Party	Attributes	Borrowed copies count	Total of copies of a resource on loan to a user at any given point in time		Loaned item count value
03	Party	Attributes	Date/time of registration	Date and time on which a user's privileges begin		
04	Party	Attributes	Date/time registration expires	Date and time after which a user's privileges cease		
05	Party	Attributes	Participant type	Indicates whether a participant is an institution, a system or a person		Party type
06	Party	Attributes	Participant's function	Word or code specifying the function or role performed by a party in a session or transaction	Authorizing officer, Bill to party, Buyer party, Database provider, Interloan function, Interloan officer, Intermediary, OpenURL referent, OpenURL referrer, OpenURL requester, Originator, Referent, Referrer, Request transfer message referent, Request transfer message referrer, Request transfer message requester, Requester, Ship from party, Ship to party, Supplier, User, Vendor/supplier, Verifier	Institution role, User's role

Table 6 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
07	Party	Identification	Party identifier	Number or phrase presented to a system to identify an institution or person	Additional party id, Client barcode, Initial requester id, Institution, Institution identification, Institution identifier, Institution identifier code, ISIL (ISO 15511), Library code or symbol, Person or institution symbol, Responder id, Supplier id, User's internal identification	Client id, Client identifier, Client identifier value, Party id, Unique agency id, Unique user id, User id, User identifier, User identification, User identification number, User identifier value, User's identifier, Visible user id, Visible user identifier, Visible user identifier type
08	Party	Privileges	Access and use privileges	Services permitted to a party upon successful connection to a system		Access privileges, User privilege, User privilege description
09	Party	Privileges	Access or use privilege constraint	Limitation applied to permission to gain access, borrow or use a resource or particular copy of a resource or service	Use in library only	
10	Party	Privileges	Access or use privilege requirement	Condition that must be met in order for access privileges to be valid for a party	Presentation of identification; Signing a copyright statement	
11	Party	Privileges	Date/time access privilege commences	Date and time when access privileges assigned to a party start		Date of user privilege status, User privilege status: valid from date
12	Party	Privileges	Date/time access privilege ends	Date and time when access privileges assigned to a party terminate		Date/time authorization expires, User privilege status: valid to date
13	Party	Privileges	Privilege note	Free text note that qualifies or explains the current privileges of a party	Overdue charges are waived temporarily	
14	Party	Privileges	Security level	Phrase or code used to specify the right of a party to access information at various levels of confidentiality		Sensitive data flag
15	Party	Privileges	User group	Code or phrase given by a library or parent institution that signifies a user's normal privileges	House bound service, Military service and rank, Undergraduate	Agency user privilege type, User category, User type, User types
16	Party	Record relation	Date/time party relation commences	Date and time when a relationship commences between an individual and an institution or between two individuals		

Table 6 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
17	Party	Record relation	Date/time party relation ends	Date and time when a relationship ends between an individual and an institution or between two individuals		
18	Party	Record relation	Party relation	Code or phrase that indicates an association between an individual or institution and another party		Personal/corporate responsibility flag
19	Party	Record relation	Party relation type	Code or phrase that defines the relationship between an individual or institution and another individual or institution	Child, Child institution, Client proxy for, Family member, Parent, Parent institution, Partner, Proxy for, Spouse	Personal relationship to user

3.2.6 Organization by “Party — Group” class

Table 7 — Class: Party — Group

Row	Class	Sub-Class	Data element name	Description	Examples	Synonyms
01	Party — Group	Name	Abbreviated name	Short form of an institution’s name		Symbol for institution
02	Party — Group	Name	Main unit of institution name	Base name of an institution, usually the name of the governing body		
03	Party — Group	Name	Name of institution	Word, phrase or initialism intended to identify an institution or corporation		Corporate name, Institution name, Library name, Organization name information, Party name
04	Party — Group	Name	Official seal of institution	Design, initial or other device serving to identify an institution in an official manner		
05	Party — Group	Name	Subordinate unit of institution name	Part of a name of an institution which defines a subdivision or department or unit of the institution		Institution section

3.2.7 Organization by “Party — Person” class

Table 8 — Class: Party — Person (involved in a transaction)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
01	Party — Person	Identification	Alternative identity information	Group of data elements presented to a system as an alternative identification of an individual		Alternative user identity information
02	Party — Person	Identification	Person's affiliation	Name of the system that has registered a unique number or code to identify an individual		User affiliation, User's affiliation
03	Party — Person	Identification	Service point	Code or phrase representing a location within or outside a library from which a user borrows library material		Reservation collection location, User service point
04	Party — Person	Identification	Signature	Name, written in a person's own hand, often serving to indicate a person's accord	Authorizing officer's signature, Originator's signature	Client signature
05	Party — Person	Identification	User's home library	Code or phrase representing a library at which a user is registered for borrowing and other privileges		
06	Party — Person	Identification	User's home location or branch	Code or phrase representing a location within a library at which a user is registered for borrowing and other privileges		
07	Party — Person	Identity document	Administrative authority issuing identity document	Government or other administrative authority issuing an identity document		
08	Party — Person	Identity document	Date/time identity document commences	Date and time on which an individual's identity document becomes valid		
09	Party — Person	Identity document	Date/time identity document expires	Date and time after which an individual's identity document will cease to be valid		
10	Party — Person	Identity document	Identity document	Group of data elements describing a document, licence or card used to identify an individual, issued by a government or other administrative body		
11	Party — Person	Identity document	Identity document number	Unique number or character string assigned by an administrative authority to identify an individual		

Table 8 (continued)

Row	Class	Sub-Class	Data element name	Description	Examples	Synonyms
12	Party — Person	Identity document	Other information related to an identity document	Information related to an identity document which clarifies the relationship of an individual to an administrative body issuing identification	Academic affiliation, Military service and rank, Visa information	
13	Party — Person	Identity document	Type of identity document	Code or phrase indicating a document, licence or card used to identify an individual		Identifier type
14	Party — Person	Organization information	Date/time project or certificate commences	Date and time an individual user commenced work on a project or certificate		
15	Party — Person	Organization information	Date/time project or certificate completes	Date and time of expected completion of a project or an academic certificate, including degree, diploma and certificate		
16	Party — Person	Organization information	Organizational information	Phrase that provides information about a section of an organization with which a person is associated		Additional general organization information, Department/school
17	Party — Person	Organization information	Person's activity	Word, code or phrase that indicates a particular task being undertaken by an individual, either individually or as part of a group	AIDS (Acquired Immunodeficiency Syndrome) research team; Ph.D. in Physics	Course name number, User's activity
18	Party — Person	Organization information	Title in organization	Phrase defining a person's role and function within an organization	Managing director, President, Professor, Research associate, Student, Visiting professor	User's title in organization
19	Party — Person	Personal information	Additional descriptive personal information	Phrase containing information, defined by a local system, concerning an individual's relationship to that system	Client other affiliation	Miscellaneous user note, User note
20	Party — Person	Personal information	Date of birth	Day, month and year when an individual was born		
21	Party — Person	Personal information	Language	Code indicating the language in which an individual prefers to communicate		Client contact language, User language
22	Party — Person	Personal information	Minor flag	Code indicating that an individual's age is lower than that of an adult and as a consequence another person, usually a parent, is responsible for his or her loans and financial transactions		
23	Party — Person	Personal information	Preferred contact mode	Code or phrase that indicates the means of communication preferred by an individual		Client contact mode

Table 8 (continued)

Row	Class	Sub-Class	Data element name	Description	Examples	Synonyms
24	Party — Person	Personal information	Privacy information	Group of data elements to protect the confidentiality of personal information		User privacy information
25	Party — Person	Personal information	Related personal user information	Group of data elements identifying another individual or user related to a user		
26	Party — Person	Personal information	Sex	Code indicating the gender of an individual		
27	Party — Person	Personal information	Type of alternative information	Code or phrase that defines the nature of alternative personal information	Maiden name, Pseudonym or alias	
28	Party — Person	Personal name	Given name	Simple, double or compound name that distinguishes an individual within a family carrying a common name		Client given name, User given name, Christian name
29	Party — Person	Personal name	Initials	First letter of each component of a person's given name that distinguish an individual within a family carrying a common surname		Client initials
30	Party — Person	Personal name	Numeric qualifier	Numeric element, either Arabic, Roman or other numeric type, that in conjunction with surname and given names, forms an integral part of a name, serving to identify an individual		
31	Party — Person	Personal name	Personal name	Group of data elements comprising the full name of an individual		Client name, Name information, Personal name information, Structured personal user name, User's name
32	Party — Person	Personal name	Personal name unstructured	Text string giving the name of an individual without the elements being delimited		Unstructured personal name, Unstructured personal user name
33	Party — Person	Personal name	Prefix	Text string, placed before other personal name elements, that serves to clarify an individual's identity, but does not form an integral part of a name		Client prefix
34	Party — Person	Personal name	Suffix	Text string placed on the end of a personal name that serves to clarify an individual's identity but does not form an integral part of a name		Client suffix

Table 8 (continued)

Row	Class	Sub-Class	Data element name	Description	Examples	Synonyms
35	Party — Person	Personal name	Surname	Family name of an individual		Client surname, User surname
36	Party — Person	Personal status	Date/time of user booking status	Date and time on which a user's booking privileges last changed		
37	Party — Person	Personal status	Date/time of user loan status	Date and time on which a user's loan privileges last changed		
38	Party — Person	Personal status	Date/time of user reservation status	Date and time on which a user's reservation privileges last changed		
39	Party — Person	Personal status	Date/time of user's last activity	Date of last transaction initiated by an individual	Copy returned, Fee paid, Last loan, Reservation placed, Resource accessed	
40	Party — Person	Personal status	Fees outstanding	Total of all fees and fines owed by an individual to an institution		
41	Party — Person	Personal status	Party status note	Free text note that qualifies or explains the current status of a user	Borrower status note	
42	Party — Person	Personal status	User booking status	Code or phrase that may indicate a modification to a user's normal booking privileges		
43	Party — Person	Personal status	User loan status	Code or phrase that may indicate a modification to a user's borrowing and other privileges	User: block or trap	Client status, User status
44	Party — Person	Personal status	User reservation status	Code or phrase that may indicate a modification to a user's normal reservation privileges		
45	Party — Person	Profile	Profile starting date and time	Date and time a set of preferences or privileges is activated for an individual by a system		
46	Party — person	Profile	Profile termination date and time	Date and time a set of preferences or privileges is deactivated for an individual by a system		
47	Party — Person	Profile	User profile	Data identifying various personal preferences and privileges	Access privileges, Billing information, User's equipment	

3.2.8 Organization by “Request” class

Table 9 — Class: Request

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
01	Request	Authorization	Copyright declaration	Agreement by a user to respect the terms of copyright in relation to copying or receiving a copy of a requested resource		Copyright compliance, Copyright declaration statement
02	Request	Authorization	Copyright declaration date and time	Date and time on which a copyright declaration statement was signed by an individual		
03	Request	Authorization	Loan authorization	Statement that a loan has been approved		
04	Request	Cancellation	Confirm cancellation request	Requester's instruction that a supplier confirm the cancellation of a specific purchase order		
05	Request	Cancellation	Date/time of cancellation	Date and time on which a request is cancelled, including purchase request, return request and credit request		Cancel date
06	Request	Cancellation	Number of items cancelled	Word or code used to indicate whether or not a cancellation request applies to the entire contents of a request		Cancel quantity
07	Request	Cancellation	Reason for cancel	Requester's explanation for wanting to cancel a request		
08	Request	Cancellation	Reason for return	Requester's explanation for wanting to return a requested item	Arrived too late, Damaged, Order cancelled, Order duplicated, Overstock, Wrong binding, Wrong title ordered, Wrong title sent	
09	Request	Claim	Claim number	Indicates the number of previous claims to a supplier or reminders to a borrower for a requested copy of a resource or copy on loan		Claim history, Overdue notice number, Reminder level
10	Request	Claim	Date/time last issue received	Date and time on which the last issue of a serial publication was received		
11	Request	Claim	Date/time of claim	Date and time on which a claim notice concerning the receipt or return of an item is sent or will be sent		Claim date, Date recalled, Date/time overdue notice sent

Table 9 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
12	Request	Claim	Notice content	Standard text string that is used in conjunction with dynamic details to create a claim or advice notice		
13	Request	Claim	Notice type	Code or phrase indicating the context of a notice sent to a party	Claim, Overdue, Recall, Reservation available for collection	Notice
14	Request	Claim	Reason for claim	Code or string that identifies a problem or problems resulting in a demand for rectification, usually supply or re-supply of a requested item	Damaged supply, Invoice not received, Overdue loan, Overdue supply, Request for early return of a loan	
15	Request	Claim	Response to claim	Notification by a supplier of the actions taken to rectify a problem with the receipt of a requested item	Delay in publication, Never published, Not identified as cited, Out of print	
16	Request	Detail	Acquisitions priority	Word or code indicating the degree of urgency applying to a request for an item	Routine, Rush	Order priority code
17	Request	Detail	Acquisitions type	Word or code describing the conditions under which an item is being acquired, permanently or temporarily	Approval request, Confirmation, Copy request, Deposit, Exchange, Inter-library loan (ILL), Loan, Membership, Purchase, Shipped service type	ILL service type, Order type code, Request type, Service required
18	Request	Detail	Back order code	Instruction as to whether an unfilled order is to be retained by the supplier for future delivery	Back order if not yet published, Back order if out of stock, Do not back order	Order fill terms
19	Request	Detail	Cataloguing quantity	Number of a cataloguing product including records, cards and kits requested to accompany an ordered item		
20	Request	Detail	Cataloguing service	Cataloguing products requested from a supplier vendor for an ordered item, including records, cards and kits		Cataloguing instructions
21	Request	Detail	Date/time ordered	Date and time on which a request for acquisition or loan was sent		Date placed, Reference date
22	Request	Detail	Date/time selected	Date and time on which an item is selected for ordering		Date of user request

Table 9 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
23	Request	Detail	Date/time subscription renewal effective	Date and time on which a renewal of a periodical subscription becomes effective		
24	Request	Detail	Do not ship before date and time	Date and time before which a shipment should not be sent		Earliest date needed
25	Request	Detail	Expiry flag	Indication that a request may or may not have a limited validity period		
26	Request	Detail	ILL request type	Indicates the complexity of an interloan request and the method used to manage possible suppliers	Chained, Partitioned, Simple	Service request type, Transaction type
27	Request	Detail	Invoicing instructions	Code or text indicating requirements for separate or combined invoices for a requested item or group of items		
28	Request	Detail	Mandated action	Indicates that a responding application shall honour a request because the initiating application has already acted upon the update		
29	Request	Detail	Multi-item indicator	Word or code used to indicate that a request such as an acquisitions transaction applies to more than one item		
30	Request	Detail	Notice of non-receipt responsibility	Statement that a requesting institution is required to notify a supplier in case of non-receipt of a requested item within a specified time period		Notice of non-receipt
31	Request	Detail	Number of copies requested	Indication of quantity requested of a particular requested item		Quantity ordered
32	Request	Detail	Order line number	Sequential number pertaining to an item in a multi-item document or message		Item number, Subline number
33	Request	Detail	Place reservation	Indication in a loan or copy request that a requestor wishes a reservation to be made if a resource or particular copy of a resource is not immediately available		Place on hold
34	Request	Detail	Purchase authorization	Statement or other indication that a purchase request has been validated		Approved by

Table 9 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
35	Request	Detail	Request conditions	Restrictions and prerequisites necessary for the fulfilment of a request		
36	Request	Detail	Resource available in system	Indication as to whether a resource suggested for acquisition is already available within a library		Item available in system
37	Request	Detail	Resource desired in response	Indicates that a requester desires an electronic resource be transmitted as part of a request response		Resource desired
38	Request	Detail	Resource identification instruction	Instruction to a supplier to identify a requested resource by specific data elements, such as identification number, author and title		Item identification instruction
39	Request	Detail	Respond within	Word, code or phrase that indicates a time period, usually a number of days since the date of a request within which a response is required		Desired due date, Need before date, Response time
40	Request	Detail	Search effort	Specification of the effort to be made in obtaining a requested resource		Search type
41	Request	Detail	Substitute option	Indication that another resource may or may not be substituted for a requested resource	Binding substitution, Different binding, Different edition	This edition only
42	Request	Detail	Type of reproduction	Physical form in which a requested copy is to be produced	Microform negative, Microform positive, Photocopy negative, Photocopy positive	
43	Request	Identifier	Request identifier	Code, number or string that uniquely identifies a request	Local request number, Reference number, Standard request number	Correspondence reference, Order number, Request identifier value, Request number, Unique request id
44	Request	Loan	Date/time of renewal	Date and time on which a copy on loan was renewed for a further loan period		Date renewed
45	Request	Loan	Date/time of return	Date and time on which a copy was returned from loan to a library location		Date reported returned, Date returned
46	Request	Loan	Renewal number	Number representing the number of times the time period of a loan has been extended		Renewal count
47	Request	Locations	Possible locations	List of institutions that may possess a requested resource		Locations results, Possible suppliers, Send-to list

Table 9 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
48	Request	Locations	Possible locations — Already-trying list	Indication of possible sources that have already been approached and are not able to fulfill a request at a certain point in time		Already-trying list
49	Request	Locations	Preferred supplier	Indicates a preference from a list of potential supply sources		Preference
50	Request	Locations	Sources checked	Listing of bibliographic sources, including union catalogues, that have been searched in attempting to identify or locate a requested resource		Catalogues searched
51	Request	Reply	Conditions of use	Specification of restrictions imposed on the supply or use of a copy at the time of a request	May not be photocopied, No restriction, Prepayment, Renewable, Renewal not permitted, Reproduction restrictions, Use in air conditioned room only, Use rare book room only, Use outside library building not permitted	Acknowledged item use restriction type, Availability, Conditions, Item use restriction type, Required item use restriction type, Shipped conditions
52	Request	Reply	Date/time due	Date and time on which a copy is to be returned to the library or lending institution	Desired date for return, Desired due date, Location: valid to date	Date due, Date for return, Due date
53	Request	Reply	Date/time of earliest recall	Date and time before which it is not possible to recall a copy that is on loan		
54	Request	Reply	Date/time of loan	Date and time on which a copy was lent to a user		Date checked out
55	Request	Reply	Date/time resource available	Date and time on which a resource will be ready for delivery or access	Consumer on sale data	Date available, Date/time item available, Date to send, Date will send, Earliest despatch date, Estimated date available, Expected ship date
56	Request	Reply	Reapplication date and time	Date when a request should be resubmitted		

Table 9 (continued)

Row	Class	Sub-class	Data element name	Description	Examples	Synonyms
57	Request	Reply	Reason unfulfilled	Explanation given for the permanent or temporary inability to fulfill a request	Copyright compliance lacking, Cost exceeds limit, In process, In use, Lost, Non-circulating, Not on shelf, Not owned, Not yet published, Out of print, Reason will supply	
58	Request	Reply	Referral forwarded date and time	Date and time when a request was forwarded to another potential supplier		
59	Request	Reply	Reservation made	Indication that a reservation or hold has been placed for a requested resource that is temporarily unavailable		Hold placed results
60	Request	Reply	Retry results	Indication of temporary unavailability of a requested copy of a resource or temporary inability to supply as requested	At bindery, Cost exceeds limit, In process, In use, Lacks copyright compliance, Not found as cited, On hold, On loan, On order, Prepayment required, Volume issue not yet available	
61	Request	Reply	Transaction results	Reason or reasons given for not immediately fulfilling a request	Conditional, Estimate, Hold placed, Locations provided, Retry, Unfiled, Will supply	
62	Request	Reservation and booking	Booking location	Location within a library where a user has booked a particular copy of a resource for a particular time period	Reserve book room, Video branch library	
63	Request	Reservation and booking	Date/time booking ends	Date and time on which a fixed time period reservation for a particular copy of a resource finishes for a particular user		
64	Request	Reservation and booking	Date/time booking starts	Date and time on which a user is scheduled to collect a copy of a resource reserved for a specific time period		
65	Request	Reservation and booking	Date/time of reservation collection	Date and time on which a user is scheduled to collect or has collected a reserved copy		Hold pickup date, Pickup date
66	Request	Reservation and booking	Date/time reservation advice notice sent	Date and time on which a notice indicating availability of a requested resource or a particular copy of a resource was sent to a user		