

Data Elements for Binding Library Materials

Abstract: This standard identifies and defines 288 data elements used in the binding process for library materials. It presents this information in a structured order chart and an alphabetical data dictionary.

**An American National Standard
Developed by the
National Information Standards Organization
Approved August 26, 1996 by the
American National Standards Institute**



Bethesda, Maryland, U.S.A.

About the National Information Standards Series

NISO Standards are developed by the Standards Committees of the National Information Standards Organization. The development process is a strenuous one that includes a rigorous peer review of proposed standards open to each NISO Voting Member and any other interested party. Final approval of a standard involves verification by the American National Standards Institute that its requirements for due process, consensus, and other approval criteria have been met by NISO. Once verified and approved, NISO Standards also become American National Standards.

The use of an ANSI / NISO Standard is voluntary. That is, the existence of this NISO Standard does not preclude anyone, whether or not that person has adopted the NISO Standard, from manufacturing, marketing, purchasing, or using products, processes, or procedures that do not conform to the NISO Standard. However, the use of standards (those developed by NISO as well as other standards-developing organizations) has proven to be in the best interest of any industry wishing to increase its effectiveness and efficiency in the areas of product development, manufacturing, and marketing and, therefore, such use is encouraged by ANSI, NISO, and all other standards-developing organizations.

Each NISO Standard is reviewed at least once every five years to confirm that it remains viable and useful in its current environment. Comments for revision are welcome at any time from any interested party. Proposed changes to this NISO Standard or suggestions for new NISO Standards should be sent to the NISO office at 4733 Bethesda Avenue, Suite 300, Bethesda, MD 20814.

Occasionally, questions may arise concerning the meaning or intent of specific sections of a NISO Standard. Interpretations may be obtained by writing to the NISO office.

This NISO Standard may be revised or withdrawn at any time. Purchasers may receive the most recent information on all NISO Standards by calling or writing:

NISO Press Fulfillment Center
P.O. Box 338
Oxon Hill, MD 20750-0338 U.S.A.
U.S. and Canada 1-800-282-NISO (6476)
Washington, DC area and outside the U.S.: 301-567-9522
Fax: 301-567-9553

**Published by
NISO Press
4733 Bethesda Avenue
Bethesda, MD 20814**

Copyright ©1997 by the National Information Standards Organization
All rights reserved under International and Pan-American Copyright Conventions. No part of this book may be reproduced or transmitted in any form by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without prior permission in writing from the publisher. All inquiries should be addressed to NISO Press, 4733 Bethesda Avenue, Bethesda, Maryland 20814.

Printed in the United States of America

ISSN: 1041-5653 National Information Standards series
ISBN: 1-880124-29-7

 This paper meets the requirements of ANSI / NISO Z39.48-1992 (Permanence of Paper).

Library of Congress Cataloging-in-Publication Data

National Information Standards Organization (U.S.)

Data elements for binding library materials : an American national standard /
developed by the National Information Standards Organization.

p. cm. — (National information standards series, ISSN 1041-5653)

“ANSI / NISO Z39.76-1996”

“Approved August 26, 1996 by the American National Standard Institute.”

ISBN 1-880124-29-7 (alk. paper)

1. Bindery records—Data processing—Standards—United States.

I. American National Standards Institute. II. Title. III. Series.

Z700.N38 1996

025.7—dc20

96-43632
CIP

Contents

Foreword	iv
1. Introduction	1
1.1 Purpose	1
1.2 Scope	1
2. Referenced Standards	1
3. Definitions	1
4. Structured Order Chart	3
5. Data Dictionary	7

Copyright National Information Standards Organization
Provided by IHS Markit under license with NISO
No reproduction or networking permitted without license from IHS
Full document details: NISO Z39.76 2002

Foreword

(This foreword is not part of the American National Standard Data Elements for Binding Library Materials, ANSI/NISO Z39.76-1996. It is included for information only.)

This standard provides a structured order chart and a data dictionary for data relating to binding of library materials. It defines the data elements that can be communicated between an automated library system and a bindery vendor's automated system. This standard does not define the implementation (format) for the communication of bindery data.

The impetus to develop this standard began with a subcommittee of the Automated Vendors Industry Advisory Committee (AVIAC), which prepared a draft of this standard. The proposed draft standard was then submitted to NISO with a recommendation that it be developed as an ANSI/NISO standard. The Working Group on

Communication of Binding Information completed the development work.

This standard was processed and approved for submittal to ANSI by the National Information Standards Organization. It was balloted by the NISO Voting Members February 1, 1995 - May 1, 1995. It will next be reviewed in 2001. Suggestions for improving this standard are welcome. They should be sent to the National Information Standards Organization, 4733 Bethesda Avenue, Suite 300, Bethesda, MD 20814. NISO approval of this standard does not necessarily imply that all Voting Members voted for its approval. At the time it approved this standard, NISO had the following Voting Members:

NISO Voting Members

American Association of Law Libraries
Andrew Laurence

American Chemical Society
Robert S. Tannehill, Jr.
Leon R. Blauvelt (Alt)

American Library Association
Myron B. Chace
Glenn Patton (Alt)

American Society for Information Science
Mark H. Needleman

American Society of Indexers
Patricia S. Kuhr
Marie Kascus (Alt)

American Theological Library Association
Myron B. Chace

Apple Computer, Inc.
Janet Vratny
Rita Brennan (Alt)

Art Libraries Society of North America
Julie Mellby
Penney DePas (Alt)

Association of Information and Dissemination Centers
Bruce H. Kiesel

Association for Information and Image Management
Judy Kilpatrick

Association of Jewish Libraries
Bella Hass Weinberg
Pearl Berger (Alt)

The Association for Recorded Sound Collections
Garrett Bowles

Association of Research Libraries
Duane Webster

AT&T Bell Labs
M. E. Brennan

Book Manufacturers' Institute
Stephen P. Snyder

CARL Corporation
Ward Shaw

Data Research Associates, Inc.
Michael J. Mellinger
James Michael (Alt)

Dialog Information Services
Richard Boulderstone
David Loy (Alt)

The Faxon Company
Fritz Schwartz

Geac Computers, Inc.
Simon Kendall
John Blackham (Alt)

H.W. Wilson Company
George I. Lewicky
Ann Case (Alt)

Indiana Cooperative Library Services Authority
Barbara Evans Markuson
Janice Cox (Alt)

Lexis-Nexis
Peter Ryall

Library Binding Institute
Sally Grauer

Library of Congress
Winston Tabb
Sally H. McCallum (Alt)

Medical Library Association
Katherine Hughes
Carla J. Funk (Alt)

MINITEX
Anita Anker Branin
William DeJohn (Alt)

Music Library Association
Lenore Coral
Geraldine Ostrove (Alt)

National Agricultural Library
Pamela Q. J. Andre
Gary K. McCone (Alt)

National Archives and Records Administration
Alan Calmes

National Federation of Abstracting and Information
Services
John Schnepf

National Library of Medicine
Lois Ann Colaizzi

NOTIS Systems, Inc.
John Kolman

OCLC, Inc.
Donald J. Muccino

OHIONET
Michael P. Butler
Greg Pronevitz (Alt)

PALINET
James E. Rush

Professional Sales Solutions, Tapestry, Inc.
Mary Sue Iddings
Janet Pingitore (Alt)

Readmore Academic Services
Sandra J. Gurshman
Dan Tonkery (Alt)

The Research Libraries Group, Inc.
Wayne Davison
Kathy Bales (Alt)

Society of American Archivists
Lynn Lady Bellardo

Society for Technical Communication
Jeff Hibbard

Special Libraries Association
Marjorie Hlava

SUNY/OCLC Network
Glyn T. Evans
David Forsythe (Alt)

U.S. Department of the Army, Headquarters
Louise Nyce

U.S. Department of Commerce, National Institute of
Standards and Technology, Office of Information Services
Jeff Harrison
Marietta Nelson (Alt)

U.S. Department of Defense, Defense Technical Informa-
tion Center
Gretchen Schlag
Claire Tozier (Alt)

U.S. Department of Defense, Joint Medical Library
Diane Zehnpfennig
Beth Knapke (Alt)

U.S. Department of Energy, Office of Scientific and
Technical Information
Mary Hall
Nancy Hardin (Alt)

U.S. ISBN Maintenance Agency
Emery Koltay

U.S. National Commission on Libraries and Information
Science
Peter R. Young

VTLS, Inc.
Vinod Chachra

West Publishing Company
Andy Desmond
Forrest Rhoads (Alt)

(Foreword continued)

NISO Board of Directors

At the time NISO approved this standard, the following individuals served on its Board of Directors:

Michael J. Mellinger, Chair
Data Research Associates, Inc.

Michael J. McGill, Vice-Chair / Chair-Elect
University of Michigan

James E. Rush, Immediate Past Chair
PALINET

Joel H Baron, Treasurer
The Faxon Company

Patricia R. Harris, Executive Director
National Information Standards Organization

Directors Representing Libraries:

Nolan F. Pope
University of Wisconsin-Madison

Clifford Lynch
University of California

Lennie Stovel
The Research Libraries Group, Inc.

Directors Representing Information Services:

Rebecca Lenzini
CARL Corporation

John Kolman
NOTIS Systems, Inc.

Vinod Chachra
VTLS, Inc.

Directors Representing Publishing:

Marjorie Hlava
Access Innovations, Inc.

Bob Badger
Springer-Verlag NY, Inc.

Elizabeth Bole Eddison
Inmagic, Inc.

Working Group on Communication of Binding Information

Joe Matthews, Chair
EOS International

Karen Anspach
EOS International

Jack Bendror
Mekatronics, Inc.

Hank Racette
Flesher Corporation

Jack Carlson
American Bindery

Tom Farrell
Hertzberg-New Method, Inc.

Helen Gbala
NOTIS Systems, Inc.

Stephen Heckman
Heckman Bindery, Inc.

Erich Kesse
University of Florida Libraries

J.C. Noyes
Bridgeport National Bindery

Debra McKern
Library of Congress

Peter Ocker
Ocker & Trapp Library Bindery, Inc.

Paul Parisi
Acme Bookbinding

John Petraglia
Programming Concepts, Inc.

Ed Riding
Dynix, Inc.

Carol Unger
National Library of Medicine

Sandra Westall
Innovative Interfaces, Inc.

Interested parties contributing to the Working Group:

Jack Fairfield
Information Conservation, Inc.

Joe Gigores
American Binderies

Sally Grauer
Library Binding Institute

James Michael
Data Research Associates

Linda Miller
Library of Congress

Sandra K. Paul
SKP Associates, Inc.

Johanna Wellheiser
Metro Toronto Reference Library

Pat Thornberry
University of South Florida

Walt Hahn
Boca Bookbinding, Inc.

Data Elements for Binding Library Materials

1. Introduction

1.1 Purpose

The purpose of this standard is to identify and define binding data elements used in the binding process for library materials. By defining a common set of data elements, this standard also supports the interchange of data among automated systems.

Data elements are presented in two ways:

1. A structured order chart that relates similar elements in a hierarchical fashion;
2. An alphabetic data dictionary that names and defines each data element that may be used in the binding process.

1.2 Scope

This standard attempts to provide for all data elements that may be contained in any binding file. However, not all data elements must be used in any given transaction.

2. Referenced Standards

ANSI X3.30-1985 (R1991), Representation for Calendar Date and Ordinal Date for Information Interchange

ANSI X3.43-1986 (R1992), Representations of Local Time of Day for Information Interchange

ANSI X.12, Series on electronic data interchange, 1992

ANSI/NISO Z39.2-1994, Information Interchange Format

ANSI/NISO Z39.43-1993, Standard Address Number (SAN) for the Publishing Industry

ANSI/NISO Z39.56-1996, Serial Item and Contribution Identifier (SICI)

ISO 4217:1990, Codes for the representation of currencies and funds

USMARC Format for Holding Data, Format for Holding Data: Includes Guidelines for Content Designation. Washington, DC: Library of Congress, 1989.

3. Definitions

Data dictionary—An alphabetical list of the following data elements, giving for each:

tag in structure chart (see **tag** definition).

need level (see definition below).

repeatability (see definition below).

subelements (see definition below). List of subelements of this data element, if any.

subelements of—Data structure in which this element resides, if any.

format, if defined (see definition below).

permissible values, if defined, with meanings of each value (see definition below).

examples—Examples of values this data element may take. Only the lowest level subelements of a data structure have examples.

explanation—Definition, usage guidelines, and possible situations in which this data element might be used.

Data element—A defined unit of information. A data element may be a data structure containing subelements, or it may be a subelement of a data structure.

Data element name—A natural language label that identifies a data element.

Data structure—A higher level data element that includes subelements.

Dates—Date information that follows the ANSI X3.30-1985 standard; for example, the date October 15, 1995 is represented as 15101995.

Format—Specific rules defining the structure of a data element. Only the lowest level subelement of a data structure has a format. Formats may be Alphanumeric (fixed or variable length character data) or Numeric (fixed or variable length numeric character data), or may refer to other standard formats.

Need level—Whether a system shall support this data element. Note that the need level does not indicate whether an implementation shall provide a value for this element, but rather that the system must make the element available for the implementation to use. The need level is a guideline for system designers, not for libraries using a system.

The two need levels are:

Required—This data element shall be supported.

Optional—This data element may be supported.

Permissible values—The specific values that may be assigned to a data element, if defined. Only the lowest level subelement of a data structure will carry a value.

Repeatability—Whether or not a data element may be repeated within the structure in which it resides. (A data element may be Repeatable or Not Repeatable.)

Split points—A reverse slash between data elements to indicate where data strings are to be broken and printed on multiple lines. Multiple reverse slashes may be used between data elements to indicate blank line(s).

Structure name—The data element name for a data structure.

Structured order chart—A presentation of data structures and subelements that illustrates the hierarchical relationships among data elements.

Subelement—A data element that is a subdivision of another data element.

Tag—A numeric label used to identify an associated data element. The “tag in structure chart” section of the data dictionary is the numeric reference to the location in the structured order chart.

Unit of measure—A metric measure, centimeters, used to indicate distance.

Value—The actual data that is supplied for a data element. Only the lowest level subelements of a data structure carry a value. Some data elements have a defined set of permissible values.

4. Structured order chart

Tag	Elements and Subelements	Tag	Elements and Subelements
01	Customer Information	04.04	Electronic mail address
01.01	Customer account or identification number	04.04.01	Electronic mail service
01.02	Name of library	04.04.02	Electronic address
01.03	Name of library representative(s)	04.05	Standard Address Number (SAN)
01.04	Name of library accounting/billing agency	04.06	Binder contact name
02	Customer address	05	Shipment/lot/batch/job information
02.01	Pick-up address	05.01	Shipment number/binding lot
02.01.01	Address line	05.02	Count information
02.01.02	City	05.02.01	Total number of items
02.01.03	County or parish	05.02.02	Number of unbound items sent by library
02.01.04	State or province	05.02.03	Number of unbound items received by binder
02.01.05	ZIP or postal code	05.02.04	Number of unbound items re-turned by binder
02.01.06	Country	05.02.05	Number of unbound items received by library
02.02	Ship-to address	05.02.06	Number of bound items returned by binder
02.02.01	Address line	05.02.07	Number of bound items received by library
02.02.02	City	05.02.08	Number of corrections returned by library
02.02.03	County or parish	05.02.09	Number of corrections received by binder
02.02.04	State or province	05.02.10	Number of corrections returned by binder
02.02.05	ZIP or postal code	05.02.11	Number of corrections received by library
02.02.06	Country	05.02.12	Number of cartons sent by library
02.03	Bill-to address	05.02.13	Number of cartons received by binder
02.03.01	Address line	05.02.14	Number of cartons returned by binder
02.03.02	City	05.02.15	Number of cartons received by library
02.03.03	County or parish		
02.03.04	State or province	05.03	Materials count information
02.03.05	ZIP or postal code	05.03.01	Number of unbound items sent by library—details
02.03.06	Country	05.03.01.01	Number of unbound monographs sent by library
02.04	Telephone	05.03.01.02	Number of unbound newspapers sent by library
02.05	Fax phone	05.03.01.03	Number of unbound periodicals sent by library
02.06	Electronic mail address	05.03.01.04	Number of unbound serials sent by library
02.06.01	Electronic mail service	05.03.01.05	Number of unbound theses/dissertations sent by library
02.06.02	Electronic address	05.03.01.06	Number of unbound other-items sent by library
02.07	Standard Address Number (SAN)		
02.08	Customer contact name		
03	Binder information		
03.01	Binder account or identification number		
03.02	Binder name		
03.03	Name of binder representative(s)		
04	Binder address		
04.01	Paper mail address		
04.01.01	Address line		
04.01.02	City		
04.01.03	County or parish		
04.01.04	State or province		
04.01.05	ZIP or postal code		
04.01.06	Country		
04.02	Telephone		
04.03	Fax phone		

Tag	Elements and Subelements	Tag	Elements and Subelements
05.03.01.07	Total number of unbound items sent by library	05.03.05.02	Number of bound newspapers returned by binder
05.03.02	Number of unbound items received by binder—details	05.03.05.03	Number of bound periodicals returned by binder
05.03.02.01	Number of unbound monographs received by binder	05.03.05.04	Number of bound serials returned by binder
05.03.02.02	Number of unbound newspapers received by binder	05.03.05.05	Number of bound theses / dissertations returned by binder
05.03.02.03	Number of unbound periodicals received by binder	05.03.05.06	Number of bound other-items returned by binder
05.03.02.04	Number of unbound serials received by binder	05.03.05.07	Total number of bound items returned by binder
05.03.02.05	Number of unbound theses / dissertations received by binder	05.03.06	Number of bound items received by library—details
05.03.02.06	Number of unbound other-items received by binder	05.03.06.01	Number of bound monographs received by library
05.03.02.07	Total number of unbound items received by binder	05.03.06.02	Number of bound newspapers received by library
05.03.03	Number of unbound items returned by binder—details	05.03.06.03	Number of bound periodicals received by library
05.03.03.01	Number of unbound monographs returned by binder	05.03.06.04	Number of bound serials received by library
05.03.03.02	Number of unbound newspapers returned by binder	05.03.06.05	Number of bound theses / dissertations received by library
05.03.03.03	Number of unbound periodicals returned by binder	05.03.06.06	Number of bound other-items received by library
05.03.03.04	Number of unbound serials returned by binder	05.03.06.07	Total number of bound items received by library
05.03.03.05	Number of unbound theses / dissertations returned by binder	05.03.07	Number of corrections returned by library—details
05.03.03.06	Number of unbound other-items returned by binder	05.03.07.01	Number of monograph corrections returned by library
05.03.03.07	Total number of unbound items returned by binder	05.03.07.02	Number of newspaper corrections returned by library
05.03.04	Number of unbound items received by library—details	05.03.07.03	Number of periodical corrections returned by library
05.03.04.01	Number of unbound monographs received by library	05.03.07.04	Number of serial corrections returned by library
05.03.04.02	Number of unbound newspapers received by library	05.03.07.05	Number of thesis / dissertation corrections returned by library
05.03.04.03	Number of unbound periodicals received by library	05.03.07.06	Number of bound other-item corrections returned by library
05.03.04.04	Number of unbound serials received by library	05.03.07.07	Total number of corrections returned by library
05.03.04.05	Number of unbound theses / dissertations received by library	05.03.08	Number of corrections received by binder—details
05.03.04.06	Number of unbound other-items received by library	05.03.08.01	Number of monograph corrections received by binder
05.03.04.07	Total number of unbound items received by library	05.03.08.02	Number of newspaper corrections received by binder
05.03.05	Number of bound items returned by binder—details	05.03.08.03	Number of periodical corrections received by binder
05.03.05.01	Number of bound monographs returned by binder	05.03.08.04	Number of serial corrections received by binder

Tag	Elements and Subelements	Tag	Elements and Subelements
05.03.08.05	Number of thesis / dissertation corrections received by binder	05.05	Shipment dates
05.03.08.06	Number of bound other-item corrections received by binder	05.05.01	Date of shipment
05.03.08.07	Total number of corrections received by binder	05.05.02	Expected shipment receipt date
		05.05.03	Actual shipment receipt date
05.03.09	Number of corrections returned by binder—details	05.05.04	Shipper
05.03.09.01	Number of monograph corrections returned by binder	05.06	Shipment status code
05.03.09.02	Number of newspaper corrections returned by binder	06	Items within shipments
05.03.09.03	Number of periodical corrections returned by binder	06.01	Item identification
05.03.09.04	Number of serial corrections returned by binder	06.01.01	Library record / item identification number (non-barcode)
05.03.09.05	Number of thesis / dissertation corrections returned by binder	06.01.02	Library item shipment number
05.03.09.06	Number of bound other-item corrections returned by binder	06.01.02.01	Library barcode number
05.03.09.07	Total number of corrections returned by binder	06.01.02.02	Library barcode symbology
		06.01.03	Binder item shipment number / lot number / piece number
05.03.10	Number of corrections received by library—details	06.01.04	International Standard Book Number (ISBN)
05.03.10.01	Number of monograph corrections received by library	06.01.05	International Standard Serial Number (ISSN)
05.03.10.02	Number of newspaper corrections received by library	06.01.06	Serials Item and Contribution Identifier (SICI)
05.03.10.03	Number of periodical corrections received by library	06.02	Author
05.03.10.04	Number of serial corrections received by library	06.03	Title
05.03.10.05	Number of thesis / dissertation corrections received by library	06.03.01	Bibliographic title
05.03.10.06	Number of bound other-item corrections received by library	06.03.02	Binder title / spine label
05.03.10.07	Total number of corrections received by library	06.03.03	Library record / title identification number
		06.03.04	Binder title identification number
05.03.11	Total number of items—details	06.03.05	Title record status code
05.03.11.01	Total number of items sent by library	06.04	Collection / location
05.03.11.02	Total number of items received by binder	06.04.01	Library department
05.03.11.03	Total number of items returned by binder	06.04.02	Library collection
05.03.11.04	Total number of items received by library	06.04.03	Library location
		06.04.04	Library collection / location identification number
05.04	Product categories	06.05	Call number information
05.04.01	Type of binding	06.05.01	Number of text lines preceding call number
05.04.02	Description of material	06.05.02	Number of call number lines
05.04.03	Number of items	06.05.03	Lettering preceding call number
05.04.04	Price category	06.05.04	Call number (with split points)
05.04.05	Extra / special charges	06.05.05	Copy number
05.04.06	Corrections category	06.06	Holding level information
		06.06.01	Lettering preceding number at 1st holding level
		06.06.02	Number at 1st holding level
		06.06.03	Chronology at 1st holding level
		06.06.04	Date at 1st holding level
		06.06.05	Lettering preceding number at 2nd holding level
		06.06.06	Number at 2nd holding level
		06.06.07	Chronology at 2nd holding level

Tag	Elements and Subelements	Tag	Elements and Subelements
06.06.08	Date at 2nd holding level	07.02	Special instructions
06.06.09	Lettering preceding number at 3rd holding level	07.03	Library notes
06.06.10	Number at 3rd holding level	07.04	Binder notes
06.06.11	Chronology at 3rd holding level	07.05	Processing status code
06.06.12	Date at 3rd holding level		
06.06.13	Lettering preceding number at 4th holding level	08	Binding information
06.06.14	Number at 4th holding level	08.01	Binding pattern
06.06.15	Chronology at 4th holding level	08.01.01	Pieces in unit
06.06.16	Date at 4th holding level	08.01.02	Accompanying pieces
06.06.17	Lettering preceding number at 5th holding level	08.02	Cover material
06.06.18	Number at 5th holding level	08.02.01	Cover material type
06.06.19	Lettering preceding number at 6th holding level	08.02.02	Cover material color
06.06.20	Number at 6th holding level	08.02.03	Cover material color designation
06.06.21	Lettering preceding number at 1st alternate holding level	08.03	Text block
06.06.22	Number at 1st alternate holding level	08.03.01	Trim, top
06.06.23	Chronology at 1st alternate holding level	08.03.02	Trim, bottom
06.06.24	Date at 1st alternate holding level	08.03.03	Trim, front
06.06.25	Lettering preceding number at 2nd alternate holding level	08.03.04	Leaf attachment code
06.06.26	Number at 2nd alternate holding level	08.03.05	Notching
		08.03.06	Spine shape
06.07	Cover information	08.03.07	Flush bottom
06.07.01	Number of lines of text	08.04	Lettering information
06.07.02	Free text (with split points)	08.04.01	Lettering placement
		08.04.02	Lettering color
06.08	Library imprint or logo	08.04.03	Lettering size
06.08.01	Number of imprint lines	08.04.04	Lettering font
06.08.02	Library identification information		
06.08.03	Library logo	09	Business terms
06.08.03.01	Library logo file type	09.01	Price per item
06.08.03.02	Library logo file address	09.01.01	Base price per item
		09.01.02	Surcharges per item
06.09	Binding record information	09.01.03	Correction charges per item
06.09.01	Binding record status code	09.01.04	Shipping / handling charges per item
06.09.02	Binding record date	09.02	Price per shipment number / binding lot
06.09.03	Publication type	09.02.01	Base price per shipment number / binding lot
		09.02.02	Surcharges per shipment number / binding lot
07	Processing information	09.02.03	Correction charges per shipment number / binding lot
07.01	Collation instructions	09.02.04	Shipping / handling charges per shipment number / binding lot
07.01.01	Front cover instructions	09.03	Currency
07.01.02	Back cover instructions	09.04	Contract number
07.01.03	Title page instructions	09.05	Purchase order number
07.01.04	Table of contents instructions	09.06	Invoice number
07.01.05	Index instructions		
07.01.06	Advertising instructions	10	Additional locally defined elements
07.01.07	Other collation instructions		

5. Data Dictionary

Accompanying pieces

tag in structure chart: 08.01.02
 need level: Optional
 repeatability: Repeatable
 subelements: None
 subelement of: Binding pattern
 format: Alphanumeric / String
 permissible values: Undefined
 examples: Maps, compact disk, audiotape
 explanation: Type of pieces accompanying a volume.

Actual shipment receipt date

tag in structure chart: 05.05.03
 need level: Optional
 repeatability: Not repeatable
 subelements: None
 subelement of: Shipment dates
 format: Numeric
 permissible values: Undefined, formatted per ANSI X3.30-1985
 examples: 27021995
 explanation: Date shipment actually received.

Additional locally defined elements

tag in structure chart: 10
 need level: Optional
 repeatability: Repeatable
 subelements: None
 subelement of: NA
 format: Alphanumeric / String
 permissible values: Undefined
 examples: NA
 explanation: Specified by the sending system, containing text. Additional locally defined elements may be made specific by particular systems as a means of characterizing the comment's content or intent.

Address line

tag in structure chart: 02.01.01, 02.02.01, 02.03.01, 04.01.01
 need level: Optional
 repeatability: Repeatable
 subelements: None
 subelement of: Pick-up address, Ship-to address, Bill-to address, Paper mail address
 format: Alphanumeric / String
 permissible values: Undefined
 examples: 42 Elm Street
 explanation: This element is used for specifying the address. Use one repetition for each line of the address. Alternatively, this element can be used for only the street address and the remaining address lines can be assembled from the City, State or province, ZIP or postal code, and Country elements.

Advertising instructions

tag in structure chart: 07.01.06
 need level: Optional
 repeatability: Not repeatable
 subelements: None
 subelement of: Collation instructions
 format: Code
 permissible values: ai=all in; ao=all out; ui=unpaged in; uo=unpaged out; fb=front & back advertising out; co=subscription / advertising cards out
 examples: ao
 explanation: Specifies how the binder is to treat the advertisements for this item.

Author

tag in structure chart: 06.02
 need level: Optional
 repeatability: Not repeatable
 subelements: None
 subelement of: Items within shipments
 format: Alphanumeric / String
 permissible values: Undefined
 examples: Carl Sagan
 explanation: Identifies the author of an item.

Back cover instructions

tag in structure chart: 07.01.02
 need level: Optional
 repeatability: Not repeatable
 subelements: None
 subelement of: Collation instructions
 format: Code
 permissible values: i=in; o=out; h=hinge; m=mount
 examples: o
 explanation: Specifies how the binder is to treat the back cover.

Base price per item

tag in structure chart: 09.01.01
 need level: Optional
 repeatability: Not repeatable
 subelements: None
 subelement of: Price per item
 format: Numeric, with two (2) digits following the decimal
 permissible values: Undefined
 examples: 1,575.00
 explanation: Base price of the binding service per item bound.

Base price per shipment number/binding lot

tag in structure chart: 09.02.01
 need level: Optional
 repeatability: Not repeatable
 subelements: None
 subelement of: Price per shipment number / binding lot
 format: Numeric, with two (2) digits following the decimal