SLOVENSKI STANDARD
SIST ISO 7220:2005

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Informatika in dokumentacija – Oblikovanje katalogov standardov

Information and documentation -- Presentation of catalogues of standards

iTeh STANDARD PREVIEW

Information et documentation -- Présentation des catalogues de normes
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Ta slovenski standard je istoveten z: **ISO 7220:1996**

ICS:

01.120	Standardizacija. Splošna pravila	Standardization. General rules
01.140.20	Informacijske vede	Information sciences

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INTERNATIONAL STANDARD

ISO
7220

Information and documentation — Presentation of catalogues of standards

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Foreword

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

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

International Standard ISO 7220 was prepared by Technical Committee ISO/TC 46, *Information and documentation,* Subcommittee SC 9, *Presentation, identification and description of documents.*

Annexes A to D of this International Standard are for information only.

Introduction

Catalogues are essential aids to users of standards who must rely on catalogues, with or without the help of an information centre, to determine whether a standard on a particular subject exists and, if so, to estimate its probable relevance to their needs and to learn how to obtain it. If a technical specification or regulation, for example, requires the user to meet a particular standard that is referenced only by its identifier, users must be able to locate information on that standard in a catalogue. Catalogues can also be essential aids to information centres for serving clients.

The arrangement of catalogues varies according to their subject fields. Consequently, this International Standard is limited to providing general guidance on the preparation of catalogues that provide bibliographical and other related information on standards or standard-like publications. However, many of the provisions of this International Standard can also be used for catalogues of other items.

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Information and documentation — Presentation of catalogues of standards

1 Scope

The purpose of this International Standard is to provide guidelines for the arrangement and presentation of catalogues of standards, or publications similar to standards, in order to facilitate their use.

This International Standard does not apply to card-file catalogues nor to catalogues in computer databases.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 18:1981, *Documentation — Contents list of periodicals.*

ISO 999:1996, *Information and documentation — Guidelines for the content, organization and presentation of indexes.*

ISO 1086:1991, *Information and documentation — Titles leaves of books.*

ISO 2108:1992, *Information and documentation — International standard book numbering (ISBN).*

ISO 3297:— [1], *Information and documentation — International standard serial numbering (ISSN).*

ISO 5127-1:1983, *Documentation and information — Vocabulary — Part 1: Basic concepts.*

ISO 5127-2:1983, *Documentation and information — Vocabulary — Part 2: Traditional documents.*

ISO 5127-3A:1981, *Information and documentation — Vocabulary — Section 3a): Acquisition, identification, and analysis of documents and data.*

ISO 5127-6:1983, *Documentation and information — Vocabulary — Part 6: Documentary languages.*

ISO 5127-11:1987, *Documentation and information — Vocabulary — Part 11: Audio-visual documents.*

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1) To be published. (Revision of ISO 3297:1986)

3 Definitions

For the purposes of this International Standard, the definitions given in ISO 5127-1, ISO 5127-2, ISO 5127-3A, ISO 5127-6 and ISO 5127-11 apply.

4 Bibliographical information on publications

A catalogue shall contain all the relevant bibliographical information for the publications listed.

The following information shall be given for the publications listed in a catalogue, when applicable to the specific publications being cited:

— reference number of the standard;

— title and subtitle;

— organization responsible for the standard (if different from its publisher);

— edition;

— other identification number(s) (e.g. series number);

— place of publication and publisher (if the publisher of the standard is not the same as the publisher of the catalogue);

— date of publication;

— errata and/or amendments to the standard;

— physical form (if other than paper);

— language (if other than the national language);

— extent (e.g. number of pages);

— ISSN and/or ISBN of the standard;

— price or fee (if available).

The above information can be supplemented by information on:

— parallel titles in other languages or scripts;

— legal status of the document;

— harmonization with other standards (e.g. harmonization of a national standard with an ISO standard);

— confirmation or withdrawal of the standard (e.g. date of latest confirmation);

— references to superseded publications;

— translation(s);

— physical characteristics: number of pages, format, etc.;

— classification.

5 Structure of the catalogue

A catalogue shall be structured in such a way that items can be located in the catalogue from all appropriate access points for a subject and for the given target audience and purpose of the catalogue.

The main section of the catalogue shall contain all the relevant information about the publications listed in the catalogue. The remaining sections concerning the publications should normally be presented as indexes to the main section.

A catalogue should be structured so that the main section is arranged in subject order.

The following elements should be included in the structure of a catalogue:

— title leaf;

— contents list;

— user guidance;

— schematic presentation of the subject order;

— list of publications in subject order;

— numerical index;

— alphabetical index(es);

— miscellaneous.

The catalogue shall be assigned an ISSN (International Standard Serial Number) and/or ISBN (International Standard Book Number), in accordance with ISO 3297 and ISO 2108.

6 Sections of the catalogue

6.1 Title and title leaf

A catalogue shall be given a title. The title should be informative and unambiguous, particularly if the same institution publishes several catalogues.

The title and other title information as well as a date or a period of validity for the catalogue shall be presented on a title leaf in accordance with ISO 1086.

If a catalogue also has parallel titles in other languages, the order in which the titles are presented shall be the same for each issue or edition of the catalogue and any of its supplements.

6.2 Contents list

A catalogue shall contain a contents list in accordance with ISO 18.

6.3 User guidance

The arrangement of the user guidance section may vary depending on the target audience for the catalogue.

The arrangement given in 6.3.1 to 6.3.3 is recommended for most catalogues.

See also annex A.

6.3.1 Foreword

The foreword should contain a statement of:

— the extent and limitations of the contents;

— the validity period for the catalogue and information on updating;

— the arrangement and structure of the catalogue;

— related catalogues (if applicable);

— plans for future revisions;

— any special conditions (if applicable).

The language and form of the foreword shall be suitable for the target audience.

6.3.2 Information on obtaining publications

Information on the publisher(s) of the catalogue and of the publications listed should be given together with the information on obtaining those publications, in order to facilitate user's access to the documents.

Information on publishers should include:

— name of publisher;

— postal address;

— office address;

— sales office (if different from office address);

— telephone number;

— telefax number;

— telex number;

— e-mail and/or Internet address.

6.3.3 Information on how to use the catalogue

Instructions for using the catalogue, preferably illustrated by examples of how to find and interpret specific entries, shall be given.

An explanation of the numbering and identification system used for the publications listed should be given.

6.4 Schematic presentation of the subject order

The section which lists publications by subject should be introduced by an outline of the subject scheme used.

An example of such an outline is given in annex B, figure 1.

6.5 List of publications

The list of publications shall be the main section of the catalogue.

This section shall provide all the bibliographical and other relevant information for each publication listed in the catalogue (see clause 4).

The list of publications should be arranged in subject order. Where possible, an international system of classification (e.g. the *Universal Decimal Classification* or the ISO *International classification of standards*) shall be used for the subject ordering, unless the nature of the material described in the catalogue and its target audience necessitate a special classification or other ordering system.

An example of such a section is given in annex B, figure 2.

6.6 Indexes

Indexes shall be in accordance with ISO 999.

6.6.1 Numerical index

A numerical index should always be included if the materials contained in the catalogue have a reference number, whether or not they are published in numerical order.

An example of a numerical index is given in annex B, figure 3.

6.6.2 Alphabetical index(es)

A catalogue should contain at least one alphabetical index.

In preparing the alphabetical index(es), all search terms relevant to the target audience should be taken into account. Subject headings, thesaural terms, key words, group headings and similar types of descriptors may be used.

Cross references (i.e. "see"; "see also") may be used, where appropriate.

An example of an alphabetical index is given in annex B, figure 4.

6.7 Miscellaneous

In some cases it may be desirable to include other sections (e.g. lists of withdrawn publications, translations, or corresponding international documents; index to committees responsible for the standards, index to errata, etc.).

An example of a section on the relationship between specific national and international standards is given in annex B, figure 5.

7 Updating

Procedures for updating the catalogue should be stated, based on the type(s) of publication included in the catalogue.

Regularly scheduled updating is always preferable to irregular updates.

Updating may be done over short periods of time by issuing supplements to the catalogue. Over a longer term, however, updating should be done by publishing revised editions, unless the catalogue is in a loose-leaf format that is updated by published inserts.