

**SLOVENSKI
PREDSTANDARD**

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Information and documentation - Bibliographic data element directory - Part 2:
Acquisitions applications

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Information and documentation — Bibliographic data element directory —

Part 2 : Acquisitions applications

*Information — et documentation — Répertoire des éléments de données
bibliographiques —*

Partie 2 : Applications aux acquisitions



Reference number
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Foreword

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

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

International Standard ISO 8459-2 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Sub-Committee SC 4, *Computer applications in information and documentation*.

ISO 8459 at present consists of the following parts, under the general title *Information and documentation — Bibliographic data element directory*:

- *Part 1: Interloan applications*
- *Part 2: Acquisitions applications*

Annex A forms an integral part of this part of ISO 8459. Annexes B to D are for information only.

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Introduction

Data are interchanged primarily for the purpose of starting or supporting a process. In order to transmit information required to support a process, the various elements of data in the interchanged messages must be fully understandable to the partners concerned. This part of ISO 8459 describes, in the form of a directory, data elements used to support bibliographic processes or applications.

The data elements that may occur in an acquisition transaction are presented as follows:

- a) A data element directory (clause 4) with annexes containing code values and description for message types (A.1), data types (A.2) and acquisition types (A.3) (see annex A).
- b) An index (clause 5) consisting of names, keywords and synonyms for data elements, data element groups and data element values including names assigned to specific messages, data types and acquisitions type.
- c) A structured order (clause 6) which relates similar elements in an hierarchical fashion.
- d) A matrix (clause 7) showing the data elements pertaining to specific acquisitions messages.

This part of ISO 8459 is the second part of a series which, taken as a whole, will comprise a complete data element directory for bibliographic use. This part is primarily intended for new acquisitions systems.

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Information and documentation — Bibliographic data element directory —

Part 2 : Acquisitions applications

Scope

This part of ISO 8459 specifies and describes data elements required in the interchange of data between institutions involved in the acquisition of bibliographic materials. It also identifies messages and their data elements which are used in the acquisitions process.

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

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

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO 8459. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO 8459 are 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 9 : 1986, *Documentation — Transliteration of Slavic Cyrillic characters into Latin characters.*

ISO 233 : 1984, *Documentation — Transliteration of Arabic characters into Latin characters.*

ISO 259 : 1984, *Documentation — Transliteration of Hebrew characters into Latin characters.*

ISO 639 : 1988, *Code for the representation of names of languages.*

ISO/R 843 : 1968, *International system for the transliteration of Greek characters into Latin characters.*

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

ISO 3166 : 1988, *Codes for the representation of names of countries.*

ISO 3297 : 1986, *Documentation — International standard serial numbering (ISSN).*

ISO 3602 : 1989, *Documentation — Romanization of Japanese (kana script).*

ISO 3901 : 1986, *Documentation — International Standard Recording Code (ISRC).*

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

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

ISO 6438 : 1983, *Documentation — African coded character set for bibliographic information interchange.*

ISO 7098 : 1991, *Documentation — Romanization of Chinese.*

ISO 9115 : 1987, *Documentation — Bibliographic identification (biblid) of contributions in serials and books.*

3 Definitions

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

3.1 acquisition: The work of increasing and bringing up to date the stock of a library or of a documentation centre or service according to their aims (ISO 5127/3a).

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

3.3 data element concept: An element of information defined so as to permit its use in a certain application area and having one or more associated values which together express a particular fact, event or occurrence in a way agreed upon by interchanging partners.

3.4 data element directory: A listing of data elements with specifications of representative data element values as appropriate.

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

3.6 data element group name: One or more words in a natural language identifying a specific data element group.

3.7 data element name: One or more words in natural language identifying a data element.

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

3.9 message: A structured combination of data elements used in an acquisitions transaction.

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

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

3.12 transaction: The creation or modification of a message required to support the acquisition of an item.

4 Directory

The directory names and defines data elements and data element groups used to support acquisitions transactions. The information pertaining to each data element or data element group is presented in four separate columns, labelled tag, name, description and representation. A "tag" is used to identify a data element as well as a data element group. "Name" is a short form for "data element name or data element group name". Data element group names are printed in bold letters to differentiate them from data element names. "Description" includes a definition for each data element or data element group followed by a list of corresponding tags for data elements that comprise the group. "Representation and remarks" includes explanatory text about conventions and/or standards used to represent values applicable to a data element or a data element group as well as sample values, if applicable. Unless otherwise specified, each data element value is represented by a variable length alphanumeric string and its equivalent in coded or abbreviated form is not listed.

Tag	Name	Description	Representation and remarks
001	Message identification	Data elements used to identify a particular message. Group identifier for data elements 002-005.	
002	Message type	Phrase or code identifying the function of a message.	Can be communicated as text or as a code (see A.1).
003	Date	Year, month and day on which a transaction is performed.	Used in conjunction with date qualifier (751). See A.2 for the various dates that can be specified.
004	Time stamp	Time at which a message was sent or received.	Used by automated systems to indicate the precise hour, minute and second that a message was communicated. Used in conjunction with date (003).
005	Transaction number	Code or number assigned to a document or message exchanged in the acquisition process (i.e. order, invoice, claim, etc.).	This number is assigned by the institution responsible for creating the specific type of document or message (i.e. order, invoice, claim, etc.). Whenever a single document or message identifies multiple items, each item may also be identified by an acquisitions number (006) or an item number (007).
006	Acquisitions number	Number which identifies an item in all documents or messages associated with the acquisition of that item.	This number is created by the source of an acquisition transaction. See also ISBN (313), and ISSN (314) which are item numbers that appear on the item itself and which could be used as an acquisitions number.
007	Item number	Sequential number pertaining to an item in a multi-item document or message.	This data element is used in multi-item documents or messages (i.e. purchase orders, invoices, etc.).
010	Multi-item indicator	Word or code used to indicate that the acquisitions transaction (i.e. order, invoice, claim, etc.) applies to more than one item.	