



# SLOVENSKI STANDARD

## SIST ISO 9707:1996

01-marec-1996

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**Informatika in dokumentacija - Statistika proizvodnje in distribucije knjig, časopisov, periodike in elektronskih publikacij**

Information and documentation -- Statistics on the production and distribution of books, newspapers, periodicals and electronic publications

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**Ta slovenski standard je istoveten z: ISO 9707:1991**

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**ICS:**

01.140.20      Informacijske vede      Information sciences

**SIST ISO 9707:1996**

**en**

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# INTERNATIONAL STANDARD

**ISO**  
**9707**

First edition  
1991-09-01

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**Information and documentation — Statistics on  
the production and distribution of books,  
newspapers, periodicals and electronic  
publications**

iTeh STANDARD PREVIEW  
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Reference number  
ISO 9707:1991(E)

**ISO 9707:1991(E)****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 9707 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Sub-Committee SC 8, *Statistics*.

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## Introduction

This International Standard is based on the UNESCO *Revised recommendations concerning the international standardization of statistics on the production and distribution of books, newspapers and periodicals* [10]<sup>1)</sup>, adopted by the General Conference at its twenty-third session, in Sofia, on 1 November 1985, and has been compiled with the close cooperation of UNESCO.

This International Standard aims at giving guidance to the international publishing community on the keeping of publishing statistics. The close cooperation between UNESCO and ISO in formulating this International Standard has as its objective the coordination of the International Standard and the UNESCO Recommendation, so as to minimize any possible confusion.

It is to be expected that, if publishers comply with the recommendations of this International Standard, the completion of the UNESCO questionnaire, and other questionnaires relating to publishing, will be relatively straightforward. In addition, statistics thus produced by different countries should be directly comparable.

The scope of this International Standard has been broadened to include micropublications and electronic publications.

The section on the statistics of electronic publications has not received the extended treatment given to the other sections, because it is still in its infancy. It is anticipated that the section on electronic publications could be revised in future, since an opportunity for revision is given every five years.

The definitions presented in this International Standard are designed for statistical purposes only.

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1) Bibliographic references [1] to [10] are shown in annex A.

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# Information and documentation — Statistics on the production and distribution of books, newspapers, periodicals and electronic publications

## 1 Scope

This International Standard gives guidance on the keeping of statistics to provide standardized information on various aspects of the production and distribution of printed, electronic and micro-publications (essentially books, newspapers and periodicals).

For the purposes of this International Standard, the following types of publications are excluded:

a) **Publications issued for advertising purposes**, provided that the literary or scientific text is subsidiary and that the publications are distributed free of charge; these include:

- trade catalogues, prospectuses and other types of commercial, industrial and tourist advertising;
- publications advertising products or services supplied by the publisher, even though they may describe activities or technical progress in some branch of industry or commerce.

b) **Publications considered to be of a transitory character**; typical examples are:

- timetables, price-lists, telephone directories;
- programmes of entertainments, exhibitions, fairs;
- company regulations, reports and directives and circulars;
- calendars;
- electronic texts under development.

c) **Publications in which the text is not the most important part**; these include:

- printed music documents provided that the music is more important than the words;
- maps and charts (with the exception of atlases), e.g. astronomical charts, hydrographical and geographical maps, wall maps, road maps, geological surveys in map form and topographical plans.

## 2 Definitions

For the purpose of this International Standard, the following definitions apply.

### NOTES

1 Where appropriate, existing definitions, to the sources of which reference is made, have been used.

2 Terms defined are listed alphabetically in the English and French texts. The equivalent English or French terms, as appropriate, have therefore been placed in parentheses to facilitate cross-referencing.

**2.1 ancillary micropublisher:** Person or establishment for which micropublishing is a subsidiary activity.

(French term: éditeur occasionnel de microformes)

**2.2 ancillary publisher:** Person or establishment for which publishing is a subsidiary activity.

(French term: éditeur occasionnel)

**2.3 bibliographic unit:** Document in print or non-print form forming an independent unit in a bibliographic system.

(French term: unité bibliographique)

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**2.4 book:** Non-periodic publication of at least 49 pages exclusive of the cover pages, published in a particular country and made available to the public.

(French term: livre)

NOTE 3 Within the ISBN system, books include microform and mixed media publications.

**2.5 circulation figure:** Average number of copies of a publication sold and/or otherwise distributed over a specified period.

(French term: diffusion)

**2.6 computer file:** Material (data file(s) and/or program(s)) stored or processed as a unit by computer.

[Adapted from ISO 2382-4<sup>[1]</sup>]

(French term: fichier informatique)

**2.7 corporate body:** Group of persons of whatever legal status which is identified by a particular name and acts as an entity.

(French term: collectivité)

**2.8 document:** Recorded information which can be treated as a unit in a documentation process regardless of its physical form and characteristics.

[Adapted from ISO 5127-1<sup>[2]</sup>]

(French term: document)

**2.9 electronic publication:** Document published in machine-readable form and made available to the public.

(French term: publication électronique)

NOTE 4 Includes published data files and applications software; may be recorded on paper, magnetic, optical and other media that are designed to be processed by a computer or related device.

**2.10 electronic publisher:** Person or establishment responsible for the production and dissemination of electronic publications.

(French term: éditeur de publications électroniques)

**2.11 electronic publishing:** Publishing of document(s) as electronic publication(s).

(French term: édition électronique)

**2.12 establishment:** Corporate body of continuing existence, mostly with an administrative or commercial function.

(French term: établissement)

NOTE 5 This includes, e.g. government agencies and commercial enterprises.

**2.13 first edition:** First publication of an original document or of a translation thereof.

(French term: première édition (édition originale, édition princeps))

**2.14 government publication:** Document published by a public administration or its subsidiary bodies.

(French term: publication officielle)

NOTE 6 Confidential documents and documents for internal distribution are not included.

**2.15 house organ:** Publication intended for the personnel of an establishment or for its clients.

(French term: journal d'entreprise)

**2.16 ISBN (International Standard Book Number):** Number which identifies internationally one title, or edition of a title, from one specific publisher and is unique to that title or edition.

[Adapted from ISO 5127-3A<sup>[4]</sup>]

(French term: ISBN (Numéro international normalisé du livre))

**2.17 microfiche:** Microform in the shape of a rectangular sheet of film having one or more microimages, usually arranged in a grid pattern with a heading area across the top.

[Adapted from ISO 5127-11<sup>[5]</sup>]

(French term: microfiche)

**2.18 microfilm:** Microform on roll or strip bearing microimages in a linear arrangement.

[Adapted from ISO 5127-11<sup>[5]</sup>]

(French term: microfilm)

**2.19 microform:** Generic term for any form, usually film, which contains microimages.

[ISO 6196-1<sup>[6]</sup>]

(French term: microforme)

**2.20 micropublisher:** Person or establishment responsible for the production and dissemination of microforms.

(French term: éditeur de microformes)

**2.21 micropublishing:** Publishing of document(s) as microform(s).

(French term: microédition)



**2.22 micropublishing service bureau:** Establishment whose main business activity is providing assistance and services to micropublishers.

(French term: service d'aide à la microédition)

**2.23 monograph:** Document containing detailed and complete study of a particular subject.

[ISO 5127-2 [3]]

(French term: monographie)

**2.24 monographic series:** Number of monographs related to other monographs through the addition of a collective title.

(French term: collection de monographies)

**2.25 national bibliography:** Bibliography recording and describing documents published in a single country.

(French term: bibliographie nationale)

NOTE 7 In some countries the national bibliography also covers foreign publications relative to the country and also the works of their nationals published abroad.

[Adapted from ISO 5127-2 [3]]

**2.26 newspaper:** Publication which contains news on current events of special or general interest, the individual parts of which are listed chronologically or numerically and appear usually at least once a week.

(French term: journal)

NOTE 8 Newspapers usually appear without a cover, with a masthead, are normally printed on newsprint and are normally larger than A3 (297 mm × 420 mm) in size.

**2.27 pamphlet:** Non-periodic printed publication of at least five but not more than 48 pages, exclusive of the cover pages, published in a particular country and made available to the public.

(French term: brochure)

**2.28 periodical:** Continuous series under the same title published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated.

(French term: périodique)

NOTE 9 Annuals are included; newspapers and monographic series are excluded from the definition.

**2.29 personnel:** All persons engaged in a given establishment, including employer(s), employees or self-employed.

(French term: personnel)

**2.30 physical unit:** Physically coherent document unit, inclusive of any protective devices, freely movable against other document units.

(French term: unité matérielle)

NOTE 10 Coherence may be effected, for example, by binding or encasement.

**2.31 printed document:** Document in which the characters, pictures and drawings are reproduced by any method of mechanical impression.

(French term: document imprimé)

NOTE 11 This excludes documents in microform.

**2.32 printed music document:** Document, the essential content of which is a representation of music, normally by means of notes.

(French term: document de musique imprimée)

NOTE 12 May be in sheet or codex form.

**2.33 printer:** Person or establishment responsible for the material operations of printing a document.

(Adapted from ISO 5127-3A) [4]]

(French term: imprimeur)

**2.34 printing house:** Establishment in which printing is the predominant activity.

(French term: imprimerie)

**2.35 publication:** Document, usually published in multiple copies, and offered for general distribution.

[ISO 5127-2 [3]]

(French term: publication)

**2.36 publisher:** Person or establishment responsible for publishing.

(French term: éditeur)

**2.37 publishing:** Production and dissemination of documents for public use.

(French term: édition)

NOTE 13 Documents given away free of charge (e.g. political leaflets, advertisement sheets) are not included.