INTERNATIONAL STANDARD

ISO
15511

Information and documentation — International standard identifier for libraries and related organizations (ISIL)

Information et documentation — Identifiant international normalisé pour les bibliothèques et les organismes apparentés (ISIL)

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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 15511 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 4, *Technical interoperability*.

This third edition cancels and replaces the second edition (ISO 15511:2009), of which it constitutes a minor revision.

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Introduction

Communication and resource sharing among libraries and related organizations, including archives, museums, government agencies, educational institutions and businesses, have dramatically increased. This new collaboration has created a need for a structured, standard identifier for organizations, especially libraries.

Due largely to the implementation of common standards which specify the formats for information exchange within the library, archival or museum communities, millions of bibliographic records are now available to users all over the world. They can be accessed through the internet, in virtual union catalogues, virtual archives and museums and through other cooperative information systems, or linked to, in whole or in part, through secondary internet services. Holdings data linked to descriptive records provide direct access to records, to surrogates of the documents, archival records and artefacts and to the services supplied by libraries, archives, museums and related organizations and agencies. A standardized identifier for the originating or holding source will effectively facilitate access to this information.

Organizational identifiers are widely used in many countries. This International Standard utilizes a flexible structure that can accommodate existing identifiers and be used to create new identifiers. This common framework will enable organizations in the same sector and organizations in parallel sectors to collaborate.

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Information and documentation — International standard identifier for libraries and related organizations (ISIL)

1 Scope

This International Standard specifies the International Standard identifier for libraries and related organizations (ISIL), which comprises a set of standard identifiers used for the unique identification of libraries, archives, museums and related organizations with a minimum impact on already existing systems.

An ISIL identifies an organization, i.e. a library, an archive, a museum or a related organization, or one of its subordinate units, which is responsible for an action or service in an informational environment (e.g. creation of machine-readable information). It can be used to identify the originator or holder of a resource (e.g. library material or a collection in an archive). The ISIL is intended for use by libraries, archives, museums and agencies doing business or interacting with these organizations (e.g. suppliers, publishers, and government institutions). An ISIL identifies an organization or one of its subordinate units throughout its life. In some cases, such as when an organization has undergone a significant administrative change (e.g. a merger with another organization), particularly one that results in a name change, a new ISIL identifier can be allocated.

Since this International Standard allows the use of existing codes to be incorporated into the ISIL, it is possible that a given organization can have more than one ISIL. However, it is the intention of this International Standard to minimize the number of codes.

Any library, archive, museum or related organization, administrative unit or subordinate unit, acting autonomously, can be allocated an ISIL.

An ISIL is not intended to be used to classify organizations or their services and holdings.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 3166-1, *Codes for the representation of names of countries and their subdivisions — Part 1: Country codes*

ISO/IEC 10646, *Information technology — Universal Coded Character Set (UCS)*

3 Terms and definitions

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

3.1
administrative unit
any independent library, or group of libraries, under a single director or a single administration

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3.2
archive
organization which keeps and preserves archival material and makes it accessible

NOTE   It can also be a repository for an organized body of records produced or received by a public, semi-public, institutional, or business entity in the transaction of its affairs and preserved by it or its successors. The term "archives" also designates the body of records themselves.

3.3
country code
code that represents the current names of countries, dependencies and other areas of particular geopolitical interest, on the basis of lists of country names obtained from the United Nations

3.4
country subdivision
code that represents the name of the principal administrative divisions, or similar areas, of the country, etc.

3.5
library
organization, or part of an organization, the main aim of which is to maintain a collection and to facilitate, by services of a staff, the use of such documents as are required to meet the informational, research, educational or recreational needs of its users

3.6
museum
permanent institution in the service of society and of its development, which acquires, conserves, researches, communicates and exhibits tangible and intangible heritage of humanity and its environment, for the purposes of education, study, and enjoyment

3.7
related organization
organization or subordinate unit of that organization, other than a library, archive or museum, which is responsible for an action or service in the field of information

EXAMPLES   Agency, archive, business, educational or government institution, museum or other body of a cooperative nature, and units subordinate to such a body capable of providing a service, producing a product, conducting a program or holding resources in the field of information.

NOTE 1   The creation of machine-readable information is an example of an action in the field of information.

NOTE 2   Programs and projects administered by an organization are excluded.

4   Structure, elements and characteristics of the ISIL

4.1   General

The ISIL is a variable length identifier. The ISIL shall consist of a maximum of 16 characters, using digits (Arabic numerals 0 to 9), or letters from the 26-character Roman alphabet (excluding the use of any diacritical marks) and the special marks solidus (/), hyphen (-) and colon (:). Each ISIL identifier shall be unique in accordance with the repertoire of characters specified in ISO/IEC 10646 without regard to case.

When an ISIL is written, printed, or otherwise visually presented, it shall be preceded by the letters ISIL separated from the identifier by a space. This International Standard does not specify any restrictions on how data defining an ISIL is to be stored in a computer system.

An ISIL shall consist of three components:

a) a prefix,

b) a hyphen, and

c) a unit identifier

in this order. The hyphen is a mandatory character in the ISIL string. See Annex A for examples.

4.2   Prefix

4.2.1   General

The prefix shall be either

— an alpha-2 country code, or

— another registered string (non-country code).

4.2.2   Country code

A country code identifies the country in which the library or related organization is located at the time the ISIL is allocated. The country code shall consist of two uppercase letters in accordance with the alpha-2 code specified in ISO 3166-1. All two-character alphabetic combinations are reserved for possible future allocation as country codes and thus shall not be allocated as non-country code prefixes.

EXAMPLE 1   GB = United Kingdom

EXAMPLE 2   DE = Germany

EXAMPLE 3   EG = Egypt

When the library has components located in different geographic areas, the country code shall be based on the location of the main library or of the main administrative unit.

NOTE   The list of ISO 3166-1 alpha-2 country codes is available at: http://www.iso.org/iso/iso-3166-1_decoding_table.

4.2.3   Non-country code prefixes

A non-country code prefix may be any combination of Latin alphabet characters (upper or lower case) or digits (but not special marks) as specified in 4.1. The prefix shall be either one, three, or four characters in length. The prefix shall be unique and registered by the ISIL Registration Authority.

EXAMPLE   OCLC = OCLC, Inc.

4.3   Unit identifier

The unit identifier is an alphanumeric element designed to accommodate existing national systems of library identification or newly allocated identifiers for libraries or related organizations. Already existing identifiers, when used in international contexts, shall require the addition of the two uppercase letters of the respective country code, followed by a hyphen character.

If appropriate when assigning a new identifier to an organization, it is recommended that the unit identifier of the ISIL include the element indicating the geographic subdivision (state, province, region, city, etc.) where the organization is located. If the geographic subdivision element is used, it is recommended that the element be in accordance with the codes specified in ISO 3166-2.

The unit identifier will have up to 11 character positions, left justified.

5   Administration of the ISIL system

The ISIL system shall be administered by the ISIL Registration Authority for this International Standard (hereafter referred to as the ISIL Registration Authority).

The principal tasks of the ISIL Registration Authority are outlined in Annex B.

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Annex A
(informative)

Examples of ISIL

Full name of library, archive, museum or related organization	ISIL	Note
Canadian Broadcasting Corporation Library, Montreal, QC, Canada	CA-QMCB	Library of public company
Isfahan University, Central Library Isfahan, Islamic Republic of Iran	IR-2048005	University library
CSIRO Forestry and Forest Products, Tasmania, Australia	AU-TS:RL	Library at research institution
Andong Information University Library, Gyeongbuk, Republic of Korea	KR-247029	University library
Albertslund Public Library, Albertslund, Denmark	DK-716500	Public library
Deutsch-Amerikanisches Institut Bibliothek, Tübingen, Germany	DE-Tue120	Library at institution
Arlington Public Library, Arlington, Texas, U.S.A.	OCLC-AR9	Public library
University of São Paulo, São Paulo, Brazil	OCLC-BLUOS	University library
University of Helsinki, Theological Library, Helsinki, Finland	FI-Ht OCLC-FITHE	University library. Example of country code prefix and non-country-code prefix using an existing OCLC library identifier
Grand Manan Museum, Grand Manan, New Brunswick, Canada	CA-NBGMM	Museum
Archives de la Ville de Québec, QC, Canada	CA-QQCH	Archive
Sunshine Coast Museum and Archives, Gibsons, British Columbia, Canada	CA-BGIPM	Museum