
INTERNATIONAL STANDARD 2146

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Directories of libraries, information and documentation centres

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FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO Member Bodies). The work of developing International Standards is carried out through ISO Technical Committees. Every Member Body interested in a subject for which a Technical Committee has been set up 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.

Draft International Standards adopted by the Technical Committees are circulated to the Member Bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 2146 was drawn up by Technical Committee ISO/TC 46, *Documentation*. It was approved in June 1971 by the Member Bodies of the following countries :

| | | |
|----------------|-------------|-----------------------|
| Austria | India | Portugal |
| Belgium | Iran | Romania |
| Czechoslovakia | Ireland | South Africa, Rep. of |
| Denmark | Israel | Sweden |
| France | Italy | Switzerland |
| Germany | Japan | Thailand |
| Greece | Netherlands | Turkey |
| Hungary | Poland | United Kingdom |

The Member Body of the following country expressed disapproval of the document on technical grounds :

New Zealand

Directories of libraries, information and documentation centres

1 SCOPE AND FIELD OF APPLICATION

This International Standard is intended to assist in compiling directories of libraries, information and documentation centres that will contain the essential information in the most suitable form, and to indicate such additional information as may be desirable.

2 DEFINITIONS

For the purpose of this International Standard the following definitions apply :

2.1 directory : A reference work intended to give information as to the name and address, size of collection(s), subject(s) covered, staff services and other pertinent data relating to libraries, information and documentation centres.

NOTE — A directory may be limited to a geographical area, subject field or type of document. The criteria for inclusion of an organization in the directory shall be defined carefully and followed consistently.

2.2 centre : Libraries¹⁾, information centres, documentation centres and special libraries.

3 CONTENTS

3.1 The official name of the centre in the national language shall be adopted as the main entry; any alternative (for example, memorial name, abbreviation, code) shall be indicated in the main entry and cross-referred both in the main part and in the indexes.

3.1.1 If the centre is not independently administered, but part of another organization, the name of that organization shall be included in the main entry and cross-referred both in the main part and in the indexes.

3.1.2 In multi-lingual directories, transliteration and/or translation shall be provided.

3.1.3 Translations shall be identified within round or square brackets and cross-referred both in the main part and in the indexes. The official translation of names shall be used.

3.2 The complete address, cable address, telephone number, Telex number, and sigla used in central catalogues shall be given.

3.3 In directories published periodically, the name of the head of the centre may be included. Conversely, it may be omitted in non-periodic directories.

3.4 Additional information :

3.4.1 Year of the creation of the centre.

3.4.2 Type of centre : for example, public, university, special library; information centre, documentation centre.¹⁾

3.4.3 Access, for example open access, on request by telephone.

3.4.4 Services provided : loans, interlibrary and individual loans, or individual loans only; bibliographies; translations; reprography. Fee system.

3.4.5 Bulletins, annual reports, and other relevant publications. Exchange possibilities.

3.4.6 Total number of volumes, vertical filing cabinets, microforms as well as metres of occupied shelves.¹⁾

3.4.7 Number of professional qualified staff.

3.4.8 Number of other than qualified staff.

3.5 Automatic systems and equipment :

3.5.1 List of machines and equipment used for current work and documentary retrieval.

3.5.2 Functions performed by this equipment.

3.6 Type of services²⁾ :

Indicate the subjects covered, documentation activity and categories of documents; give the annual increase of volumes, microforms and vertical filing cabinets, and the number of periodical titles currently received as well as the annual growth in metres of occupied shelves.¹⁾

²⁾ If there are different services (for example, abstracting service, press clipping service, collection of maps, or special documents) different notices should be given for each of them.

¹⁾ ISO/TC 46 (UNESCO-1) 986 E/F/ES/R should be followed.

4 ARRANGEMENT

4.1 Directories may be arranged in alphabetical, geographical or subject order.

4.2 The main classification may be subdivided, if this is consistently applied.

4.3 The choice of the arrangement determines the choice of the indexes, for example, geographical arrangement shall be complemented by alphabetical and subject indexes.

4.4 The table of contents shall be in the front of the volume and the index(es) in the back.

4.5 The foreword shall explain clearly the scope and arrangement of the directory and the criteria for inclusion. It shall give instructions as to its use. The source(s) and date(s) of the information presented and the frequency of publication shall be indicated.

4.6 All abbreviations and symbols shall be explained in the preliminary pages and conform to established international standards.

4.7 The page layout shall be consistent and legible. Different type faces and underlining should be used for emphasis.

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