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МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ

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**Documentation — Directories of libraries, archives,  
information and documentation centres, and their  
data bases**

**iTeh STANDARD PREVIEW**

*Documentation — Répertoires de bibliothèques, d'archives, de centres d'information et de documentation, et de leurs bases de données*

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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 approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 2146 was prepared by Technical Committee ISO/TC 46, *Documentation*.

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This second edition cancels and replaces the first edition (ISO 2146 : 1972), of which it constitutes a technical revision.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

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# Documentation — Directories of libraries, archives, information and documentation centres, and their data bases

## 1 Scope and field of application

This International Standard is intended to assist in compiling directories of libraries, archives, information and documentation centres, including a description of their data base services. The rules of this standard concern international directories, national directories published in bi- or multilingual countries and national directories intended for international use and published in one or more foreign languages and national directories. The standard should be used for the collection of the appropriate data and for the publishing of the directories as well as for the exchange of data.

## 2 References

ISO 9, *Documentation — Transliteration of Slavic Cyrillic characters into Latin characters.*

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

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

ISO 690, *Documentation — Bibliographic references — Content, form and structure.*

ISO 843, *Documentation — Transliteration of Greek characters into Latin characters.*<sup>1)</sup>

ISO 999, *Documentation — Index of a publication.*

ISO 1086, *Documentation — Title-leaves of a book.*

ISO 2014, *Writing of calendar dates in all-numeric form.*

ISO 2382-1, *Data processing — Vocabulary — Part 01: Fundamental terms.*

ISO 2709, *Documentation — Format for bibliographic information interchange on magnetic tape.*

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

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

1) At present at the stage of draft. (Revision of ISO/R 843 : 1968.)

2) At present at the stage of draft.

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

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

ISO 5127-7, *Documentation and information — Vocabulary — Part 7: Retrieval and dissemination of information.*<sup>2)</sup>

## 3 Definitions

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

**3.1 data element:** A basic unit of data for the purpose of recording and interchange.

It consists of a generic part representing a defined concept (a data element name) and a contents part, which is called a data item.

*Example:*

Generic part	Contents part
Telephone number of the head:	(0221) 37 48 50

**3.2 data element group:** A compilation of related data elements corresponding to one specific aspect within an information need.

**3.3 data element set:** The compilation of data element groups and data elements in a list ordered according to their particular functions.

**3.4 data item:** The representation of a specific fact or occurrence within a data element.

*Example:*

(0221) 37 48 50 (for the data element "telephone number of the head").

**3.5 tag:** An identifier used instead of a full name to allow explicit identification (of a data element set and its subdivisions) without the necessity of interchanging or recording full names.

#### 4 Application of the data element list

The data element list is the point of departure for the recording, printing and exchange of data which describe institutions. The data elements are systematically ordered, the hierarchy being as follows:

- Data element set
  - Data element group
    - Data element

To each data element in the list a three-character tag is allocated for the exchange of data between EDP systems conforming to ISO 2709.

The data elements in the list shall indicate to the user which data he needs to collect, record and print in order to construct a directory. A matrix showing the essential data elements for different types of directories is given in 6.4. For directories on a more general level not listing branches, collections, services, etc., of institutions as separate entries, the essential data elements of the data element sets 01-03 and 07-14 are to be used. For directories listing branches, etc., of institutions as separate entries, the essential data elements of the data element sets 04-14 are to be used to describe each function which can be separated from another in a meaningful way.

Thus the data element list has to be consulted during the following stages of the work:

a) Data collection

When drawing up questionnaires the appropriate data elements in the list should be used. The user can select those data elements which are relevant to his needs from the list of all possible and available data elements and can place them within the structure of his own specialized scheme.

b) Data recording

- in the case of manual systems, the textual layout of the data should be specified;
- in the case of EDP supported systems, it is not the intention that the data element list should either standardize specialized data recording schemes or the data bank structure of particular users. With regard to the recording of data and the drawing-up of data recording schemes, the list merely states which data elements should be used in this area.

c) Preparation for printing

The choice of data elements and their particular sequence as well as the type of characters, the typeface and its arrangement shall be specified.

d) Preparation of indexes

The choice of elements to be used in the construction of the index of the directory shall also be specified.

e) Data exchange on machine-readable data carriers

Data to be exchanged shall be uniformly structured and marked. It is mandatory that the tags in the data element list be used within the exchange format. For the format structure see ISO 2709.

#### 4.1 Multiple items relating to one data element

Multiple items relating to one data element can be dealt with in both manual and EDP systems by listing the individual data items and separating them using specified punctuation marks or control characters.

*Example:*

Data element	Data item
09-01-03	countries about which documents, data or collections are evaluated:
	India, Sweden, Italy, Austria

In the case of data exchange, the tag for each item has to be repeated.

*Example:*

Tag	Data item
nge	India
nge	Sweden
nge	Italy
nge	Austria

#### 4.2 Multiple items relating to a combination of data elements

The data element list contains many data elements which are either dependent on or complementary to other data elements; thus they are only useful and effective when used in combination with these other data elements.

*Example:*

Data elements	
08-01-01	Type of documents collected
08-01-02	Unit for counting
08-01-03	Number of documents in the units defined in 08-01-02

In manual systems, multiple items relating to such a combination of data elements can also be listed homogeneously in a block of text.

*Example*

- 1st combination: Current serials, titles: 5 000
- 2nd combination: Monographs, volumes: 200 000

In EDP supported systems, the individual data items have to be allocated a numerator (index), which links homogeneous items. Moreover when exchanging data, care shall be taken that the tag for each item is repeated.

*Example:*

Tag	Data item
maa	Current serials <1>
maa	Monographs <2>
mac	Titles <1>
mac	Volumes <2>
mad	5 000 <1>
mad	200 000 <2>

## 5 Maintenance

A Maintenance Agency (MA) should be established as stated in Annex G1 to the ISO Directives.

## 6 List of data elements

To facilitate consultation and use of the structured list of data elements given in 6.1, the data elements are listed in alphabetical order in an index in 6.2. This index is arranged alphabetically by keywords in the data element name. A second index is given in 6.3 in which the tag names are listed alphabetically with reference to the ordering numbers in 6.1. This index should facilitate assignment of tags to new data elements identified by the maintenance agency. In 6.4 a list of essential data elements for different types of directories is given in the form of a matrix with reference to the ordering numbers in 6.1.

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6.1 Data elements in structured order

6.1.1 Data Element Set: 01 identification of centres

NOTE — The following data elements serve to identify the institution which is to be described in a way which is unambiguous and unmistakable.

6.1.1.1 Data Element Group: 01-01 name(s) of the centre

Ordering No.	Data element	Tag	Remarks
01-01-01	Official name	aaa	<p>The official name in the exact form. Care is to be taken when quoting the name of the institution that it is in an unambiguous form; as an example, dependent branches or divisions, which are to be treated here as a main entry, are to be listed after their appropriate institution.</p> <p>Example: Ministry of Financial Affairs — Library</p> <p>The data element "Parent organization" (see 01-05-01) is also to be filled in with "Ministry of Financial Affairs".</p> <p>Separate institutions with unambiguous names can be recorded under their own names, even in the case where a "parent organization" is available.</p> <p>Example: Biblioteka Jagiellońska, and not: Uniwersytet Jagielloński — Biblioteka Jagiellońska</p>
01-01-02	Official name(s) in further languages	aac	<p>Multilingual names of international organizations as well as official names of institutions in the other language(s) of bi- or multilingual countries shall be given.</p>
01-01-03	Translated name(s)	aad	<p>In international directories and national directories intended for international use, besides the official name of the institution, its translation into the directory language(s) shall be given. It may be the only form given especially for names in non-Latin characters.</p>
01-01-04	Transliterated name(s)	aae	<p>In international directories and national directories intended for international use, the official name(s) in non-Latin characters shall be given in transliterated form, following relevant International Standards. It is recommended that the transliterated name complements the original form, but it may be the only form given.</p>
01-01-05	Transcribed name(s)	aaf	<p>In international directories and national directories intended for international use, published in languages using Cyrillic characters, the official names in Latin characters should be given both in original and transcribed form.</p>
01-01-06	Converted name(s)	aag	<p>Other than transliterated or transcribed name(s).</p>
01-01-07	Language of official name(s) (01-01-01, 01-01-02)	aah	<p>Use ISO 639.</p>
01-01-08	Standard or system followed for transliteration or transcription	aak	<p>Use ISO 9, ISO 259, ISO 843, etc.</p>
01-01-09	Abbreviation and/or acronym of the name(s)	aal	<p>If an abbreviation is officially used.</p>
01-01-10	Sigla	aam	<p>If officially used for union catalogues, etc.</p>
01-01-11	Previous name(s)	aap	
01-01-12	Other information concerning the name	aar	<p>Example: Date of changing the name (use ISO 2144).</p>
01-01-13	Identification code within the system	aas	<p>An identification code is a number which identifies or addresses the institution within special systems in an unambiguous and unmistakable way (see description 04-01-11).</p>



### 6.1.1.2 Data Element Group: 01-02 topographic (visiting) address of the centre

Ordering No.	Data element	Tag	Remarks
01-02-01	Street and number	aca	
01-02-02	District/block	acb	
01-02-03	City	acf	
01-02-04	Postal code/ZIP code	ack	
01-02-05	State	acm	
01-02-06	Country	acn	

### 6.1.1.3 Data Element Group: 01-03 mailing address

NOTE — If the mailing address does not correspond to the topographic (visiting) address of the centre either another topographic address or a specific postal address (e.g. post office box) should be given.

Ordering No.	Data element	Tag	Remarks
01-03-01	Street and number	ada	
01-03-02	District/block	adb	
01-03-03	City	adf	
01-03-04	Postal code/ZIP code	adk	
01-03-05	State	adm	
01-03-06	Country	adn	
01-03-07	Name to be used for postal purposes	adp	If different from 01-01-01.
01-03-08	Post office box	adx	
01-03-09	Post office designation/postal code and locality	ady	

### 6.1.1.4 Data Element Group: 01-04 telecommunication address

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Ordering No.	Data element	Tag	Remarks
01-04-01	Telephone number	ana	With area code in brackets.
01-04-02	Toll free telephone number	anf	
01-04-03	Cable address	ank	
01-04-04	Telex number	anl	
01-04-05	Other telecommunication addresses	ant	Example: E-mail with name of network and centre's identification number/code, e.g.: The Source — AAA 123.

### 6.1.1.5 Data Element Group: 01-05 organizational links

NOTE — Presentation of organizational dependencies

Ordering No.	Data element	Tag	Remarks
01-05-01	Parent organization	apa	See 01-01.
01-05-02	Identification code of parent organization within the system	apd	If a main entry of the parent organization exists (see remark under 01-01-13).
01-05-03	Supervising authority with responsible department	apf	If different from parent organization, see 01-01-02 and 01-01-04.
01-05-04	Branches of the centre	apk	Divisions, sub-centres, etc., if important for the user to enumerate them. The remarks to transliteration, transcribing and converting (see 01-01-04, 01-01-05, 01-01-06) should be observed.
01-05-05	Identification codes of branches within the system	apr	If branches exist in other places, they should have a separate main entry, i.e. an entry according to 04. If the branches have a main entry, the identification codes within the system should be given here (see remark under 01-01-13).

**6.1.1.6 Data Element Group: 01-06 information on history and activity**

Ordering No.	Data element	Tag	Remarks
01-06-01	Date(s) of creation	atg	Use ISO 2014.
01-06-02	Short history	ath	Full text if useful for the user.
01-06-03	Type of activity	atk	Use one or more types e.g. Library, archives, information and documentation centre, clearing house, data base producer, data base host, information broker, statistical office, press clipping service, museum. Use ISO 5127, Part 1 and 7.
01-06-04	Legal status	atl	e.g. depository library by national law.
01-06-05	Publication(s) on the centre in general	atp	In international directories and national directories intended for international use, the title of publications in lesser known languages should also be translated in the directory language(s).
01-06-06	Annual budget	ats	The total sum of annual budget in local currency, including staff costs.

**6.1.1.7 Data Element Group: 01-07 validity of data**

Ordering No.	Data element	Tag	Remarks
01-07-01	Date of entry	ave	Date of the given information (use ISO 2014).
01-07-02	Status of information	avk	e.g. amendment, updating.
01-07-03	Source of information	avs	i.e. name of person supplying information, or bibliographic description of published document.

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**6.1.2 Data Element Set: 02 general scope**

NOTE — Information on the scope of the activities of the institution which can, in EDP supported systems, also be used to construct the different indexes of the directory. In the case where the institution has several functions, information resources, collections etc. which will be described under the data elements 04 to 14, the special scope shall always be listed under 05.

**6.1.2.1 Data Element Group: 02-01 description of the scope**

NOTE — The description shall be in the form of a text which is both brief and clear to the user.

Ordering No.	Data element	Tag	Remarks
02-01-01	Coverage/mandate, description of the general scope/responsibility	cac	The overall range is required.
02-01-02	Geographical coverage	cag	Also radius of action.
02-01-03	Chronological coverage	cah	e.g. of collections.
02-01-04	Language coverage	cal	Use ISO 639.

**6.1.2.2 Data Element Group: 02-02 index terms characterizing the scope**

NOTE — In EDP supported systems, the following data elements can be used to construct the subject indexes of the directory.

Ordering No.	Data element	Tag	Remarks
02-02-01	Classification notation (number, symbol) of the scope according to a classification scheme	ccc	
02-02-02	Classification scheme used	ccf	e.g. BSO, UDC.
02-02-03	Broad subject headings describing the scope	ccg	

**6.1.3 Data Element Set: 03 staff**

NOTE — Those members of staff who could be ranked under the collections described in 04 ff. shall not be listed here.

**6.1.3.1 Data Element Group: 03-01 head of the centre**

Ordering No.	Data Element	Tag	Remarks
03-01-01	Name of the head	daa	Use ISO 690.
03-01-02	Title of the head	dab	Academic titles etc. in abbreviated form.
03-01-03	Organizational title of the head	dac	Full text.
03-01-04	Telephone number of the head	dat	With area code in brackets.

**6.1.3.2 Data Element Group: 03-02 contact office/officer for the whole centre**

NOTE — Includes the name of person or office to whom the user should address himself, but the contact office/officer for the special service, branch, etc. shall be listed in 06 ff.

Ordering No.	Data element	Tag	Remarks
03-02-01	Name of contact officer/office	dka	Use ISO 690.
03-02-02	Title of contact officer	dkb	Academic titles, etc., in abbreviated form.
03-02-03	Organizational title of contact officer	dkc	Full text.
03-02-04	Telephone number of contact office/officer	dkt	With area code in brackets.

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**6.1.3.3 Data Element Group: 03-03 number of staff**

Ordering No.	Data element	Tag	Remarks
03-03-01	Number of full-time staff members	dnc	
03-03-02	Number of part-time staff members	dng	Possibly giving information on their employment contracts.

**6.1.4 Data Element Set: 04 collection, service, branch, department, division, sub-division, data base, data bank, project etc.**

NOTE — Description of individual separable collections and services etc. of an institution using the data elements given below.

If the institution has several functions which can be separated from each other, use the complete data element sets 04 to 14 to describe each function. The individual repetitions shall be characterized by the identification code (see 04-01-11).

Criteria for giving a separate entry may be the degree of autonomy, the degree of specialization, the size of collection(s).

If only the institution itself is described, data element sets 04 to 14 shall be used.

6.1.4.1 Data Element Group: 04-01 identification of collection, etc.

NOTE — The following data elements serve to identify the function to be described in an unambiguous and unmistakable way.

Ordering No.	Data element	Tag	Remarks
04-01-01	Name of collection, etc.	faa	Full name.
04-01-02	Name in further languages	fac	See 01-01-02.
04-01-03	Translated name	fad	See 01-01-03.
04-01-04	Transliterated name	fae	See 01-01-04.
04-01-05	Transcribed name	faf	See 01-01-05.
04-01-06	Converted name	faq	Other than transliterated or transcribed name.
04-01-07	Languages of the name (04-01-01, 04-01-02)	fah	Use ISO 639.
04-01-08	Standard or system followed for transliteration or transcription	fak	Use ISO 9, ISO 259, ISO 843, etc.
04-01-09	Abbreviation and/or acronym of the name	fal	If officially used.
04-01-10	Previous name	fap	Only when important to user.
04-01-11	Identification code within the system	fas	An identification code is a number which identifies or addresses a collection, etc. within a special system of application in an unambiguous and unmistakable way.  It is recommended that the internal identification code be formed in such a way that connections between the institution (main entry) and the different descriptions of the collections (see 04 ff.) are ensured.  Example: Institution, identification code: 111-00 First homogeneous collection, identification code: 111-01 Further collections: 111-02, etc.

6.1.4.2 Data Element Group: 04-02 topographic (visiting) address of the collection, branch, etc.

Ordering No.	Data element	Tag	Remarks
04-02-01	Street and number	fca	
04-02-02	District/block	fcg	
04-02-03	City	fcf	
04-02-04	Postal code/ZIP code	fck	
04-02-05	State	fcm	
04-02-06	Country	fcn	

6.1.4.3 Data Element Group 04-03: mailing address of the collection, branch, etc.

NOTE — If the mailing address does not correspond to the topographic (visiting) address of the branch, collection, etc. either another topographic address or a specific postal address (e.g. post office box) should be given.

Ordering No	Data element	Tag	Remarks
04-03-01	Street and number	fda	
04-03-02	District/block	fdb	
04-03-03	City	fdf	
04-03-04	Postal code/ZIP-code	fdk	
04-03-05	State	fdm	
04-03-06	Country	fdn	
04-03-07	Name to be used for postal purposes	fdp	If different from 04-01-01.
04-03-08	Post office box	fdx	
04-03-09	Post office designation/ postal code and locality	fdy	