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Information and documentation — International library statistics

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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 2789 was prepared by Technical Committee ISO/TC 46, *Information and documentation*.

This second edition cancels and replaces the first edition (ISO 2789:1974), which has been technically revised.

Annex A of this International Standard is for information only.

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Introduction

This International Standard is based on the *UNESCO Recommendation concerning the international standardization of library statistics* adopted by the General Conference of UNESCO during its sixteenth session, in Paris, in November 1970, and has been compiled with the close co-operation of UNESCO.

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

It is to be expected that, if libraries keep their statistics according to the specifications of this International Standard, the completion of the UNESCO questionnaire [9]¹⁾ will be relatively straightforward, and this will also apply to other questionnaires. In addition, this International Standard will have the effect that statistics produced by different libraries will be more directly comparable.

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

1) Bibliographic references [1] to [9] are shown in annex A.

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Information and documentation — International library statistics

1 Scope

This International Standard provides guidance to the library community on the keeping of statistics for the purposes of international reporting.

2 Definitions

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

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

2.1 Libraries

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

[Adapted from ISO 5127-1[1]]

NOTE 2 These are only the minimum requirements for a library and do not exclude any additional documents and services.

2.1.1.1 administrative unit: Any independent library, or a group of libraries, under a single director or a single administration.

2.1.1.2 service point: Any library at which is provided in separate quarters a service for users, whether it is an independent library or is part of a larger administrative unit.

2.1.2 national library: Library that is responsible for acquiring and conserving copies of all significant documents in the country in which the library is located; it may function as a legal deposit library.

NOTE 3 It will also normally perform some of the following functions: produce the current national bibli-

ography and retrospective bibliographies; hold and keep up to date a large and representative collection of foreign literature including documents about the country; act as a national bibliographic information centre; compile union catalogues; etc.

[Adapted from ISO 5127-1[1]]

2.1.3 library of an institution of higher education: Library primarily serving students and teachers in universities and other institutions of education at the third level, which may also serve as a public library.

2.1.4 special library: Independent library covering one discipline or particular field of knowledge.

NOTE 4 The term "special library" may also be applied to a library primarily serving a specific category of users, or primarily devoted to a specific form of document, or a library sponsored by an organization to serve its own work-related objectives.

[Adapted from ISO 5127-1[1]]

2.1.5 other major non-specialized library: Non-specialized library of a learned character which is neither a library of an institution of higher education nor a national library, though it may fulfil the function of a national library for a specified geographic area.

2.1.6 public library: General library that serves a local or regional community rather than a national community.

NOTE 5 It can be intended for the general public or for special groups of users, such as children, hospital patients or prisoners; its services are free of charge or available for a nominal fee.

[Adapted from ISO 5127-1[1]]

2.1.7 school library: Library attached to all types of schools below the third level of education and serving primarily the pupils and teachers of such a

school, even though it may also serve as a public library.

2.1.8 mobile library: Library, sometimes a division of a public library, using specially equipped transport and furnished to provide documents direct to the users who do not have easy access to library premises.

[Adapted from ISO 5127-1[1]]

2.2 Collections

2.2.1 addition (acquisition): Document added to a collection during a specified period of time.

NOTE 6 Additions may be obtained, for example, by purchase, donation, or exchange.

2.2.2 audio-visual document: Non-microform, non-electronic document which requires the use of special equipment to be seen and/or heard.

[Adapted from ISO 5127-11[4]]

NOTE 7 This includes audio documents such as records, tapes, cassettes, audio compact discs; visual documents such as slides, transparencies, and combined audio-visual documents such as motion pictures (sound), video recordings, etc.

2.2.3 book: Non-serial printed document in codex form.

2.2.4 cartographic document: Conventional representation, on a reduced scale, of concrete or abstract phenomena which can be localized in space and time.

[Adapted from ISO 5127-2[2]]

NOTE 8 This includes documents such as two- and three-dimensional maps, globes, plans, topographic models, tactile maps and aerial representations but excludes atlases and any other cartographic documents in codex, micro, audio-visual and machine-readable form.

2.2.5 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[1]]

2.2.6 electronic document: Document in machine-readable form.

NOTE 9 Includes published data files and applications software; may be recorded on paper, magnetic, optical or other media that are designed to be processed by a computer or related device.

2.2.7 graphic document: Document in which pictorial representation is the most prominent feature.

[Adapted from ISO 5127-2[2]]

NOTE 10 This is pictorial rather than linguistic, musical or cartographic in form. It includes art prints, art originals, art reproductions, photographs, posters, study prints, technical drawings, etc., but excludes graphic items in codex form or in microform, audio-visual and machine-readable form.

2.2.8 library collection: All documents provided by a library for its users.

2.2.9 manuscript: Original document that is handwritten, or in typescript.

2.2.10 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[4]]

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

[Adapted from ISO 5127-11[4]]

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

[ISO 6196-1[5]]

NOTE 11 For slides and similar documents, see audio-visual document.

2.2.13 other library document: Any document other than a book, serial, manuscript, printed music document, microform, cartographic, audio-visual, graphic and electronic document.

NOTE 12 This includes documents such as dioramas and other three-dimensional documents, multimedia kits, documents in Braille, etc.

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

NOTES

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

14 For printed documents, the term "volume" is used for the physical unit (see also volume). Unbound serials should be counted as if they were collected into bound physical units.

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

NOTE 15 May be in sheet or codex form.

2.2.16 serial publication (serial): Document in print or in non-print form, issued in successive parts,

usually having numerical or chronological designations, and intended to be continued indefinitely, whatever the periodicity.

NOTE 16 Serials include annuals, periodicals, newspapers, and other documents such as series of reports, transactions of institutions, series of conference proceedings and series of monographs.

[ISO 5127-2^[2]]

2.2.16.1 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.

NOTE 17 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.

2.2.16.2 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.

[ISO 9707^[6]]

NOTE 18 Annuals are included, while newspapers and monographic series are excluded from the definition.

2.2.17 title: Word or phrase, usually appearing on a document, by which it is convenient to refer to it, which may be used to identify it, and which often (though not invariably) distinguishes it from any other document.

[ISO 5127-3a^[3]]

NOTE 19 For counting purposes "title" describes a document which forms a separate whole under an individual title, whether issued in one or several physical units.

2.2.18 volume: Physical unit for a printed document assembling a certain number of leaves under one cover to form a whole or part of a set.

[Adapted from ISO 5127-3a^[3]]

NOTE 20 See also physical unit.

2.2.19 withdrawal: Document withdrawn from a collection during a specified period of time.

NOTE 21 Withdrawals may be effected, for example, by discarding or transferring.

2.3 Library use

2.3.1 loan: Direct lending transaction of a document to a user, including registered loans within a library.

NOTE 22 Loans include renewals.

2.3.2 interlending: Loan of a document or a copy of a document from one institution to another not under the same administration.

NOTE 23 Loans between libraries within the same administrative unit are excluded.

2.3.3 registered user: Person or organization registered with a library in order to use its documents within or away from the library.

2.4 Expenditure

2.4.1 capital expenditure: Expenditure which results in the acquisition of, or addition to, fixed assets.

NOTE 24 This includes expenditure on building sites, new buildings and extensions, furnishings and equipment, etc.

2.4.2 operating (ordinary) expenditure: Expenditure incurred in the running of a library.

NOTE 25 This includes expenditure on employees, rent, acquisitions, binding, etc.

2.5 Library staff

2.5.1 library employee: Person who works for a library in return for payment.

2.5.2 trained librarian: Person employed in a library who has received training in librarianship and/or information science.

NOTE 26 The training may be by formal methods or by means of an extended period of work of a professional nature in a library under supervision.

3 Reporting of statistical data

3.1 General

Statistics referred to in this International Standard should be drawn up at regular intervals, for example annually. The information given should be presented in conformity with the definitions of clause 2 and should, unless otherwise stated, comply with the following recommendations.

3.2 Time period to which data refer

The time period covered should be explicitly stated. Data referring to a period should cover the specified period in question, not the interval between two successive surveys.

3.3 Libraries

3.3.1 Counting administrative units and service points

Independent libraries, central libraries and branch libraries (both static and mobile libraries, ship libraries, train libraries, etc.) are considered as service points provided that they serve their users directly. The points at which mobile libraries stop are not counted as service points.

The number of service points may be equal to or higher, but never lower, than the number of administrative units.

Libraries should be counted by numbers of administrative units and service points as in the following examples:

- a) an independent library without any branch services would comprise
 - administrative units: 1
 - service points: 1
- b) an independent library that provides a service for users in its own premises and in four other separate premises would comprise
 - administrative units: 1
 - service points: 5
- c) three libraries under a single director or a single administration would comprise
 - administrative units: 1
 - service points: 3
- d) if the three libraries mentioned in c) above provide services for users in their own premises and additionally in four other separate premises, they would comprise
 - administrative units: 1
 - service points: 7

3.3.2 Types of library

Each library should appear in only one of the categories defined in 2.1 according to its primary function. The following statistics should be supplied for each category.

3.3.2.1 National library

- a) number of administrative units;
- b) total number of service points:
 - static service points
 - mobile service points
- c) population of country (population at the beginning of reporting period).

3.3.2.2 Library of an institution of higher education

- a) number of administrative units;
- b) total number of service points:
 - static service points
 - mobile service points
- c) total number of students, faculty and staff eligible to use the service.

A main or central library of an institution of higher education (or a group of libraries that may be located separately but have the same director) should be regarded as an administrative unit, distinct from an independently managed library within that institution, e.g. a library attached to a university department.

3.3.2.3 Special library

- a) number of administrative units by group served:
 - number serving the general population
 - number serving primarily a restricted group
- b) total number of service points:
 - static service points
 - mobile service points

A distinction is sometimes made between special libraries open to the general population and those that are open to a restricted group, even if in some cases the restricted special library serves others outside the group.

3.3.2.4 Other major non-specialized library

- a) number of administrative units;

- b) total number of service points:
- static service points
 - mobile service points

- from 2 001 to 5 000 volumes
- from 5 001 to 10 000 volumes
- more than 10 000 volumes

c) population served.

Separate collections for the use of several classes in the same school should be regarded as parts of a single library, which should be counted as one administrative unit and one service point.

3.3.2.5 Public library

a) number of administrative units classified by size of collection as follows:

- up to 2 000 volumes
- from 2 001 to 5 000 volumes
- from 5 001 to 10 000 volumes
- from 10 001 to 100 000 volumes
- from 100 001 to 500 000 volumes
- from 500 001 to 1 000 000 volumes
- more than 1 000 000 volumes

The size of collections should refer only to books and serials.

b) total number of service points:

- static service points
- mobile service points

c) total number of pupils and teachers in primary and/or secondary schools served by the school library.

The size of collections should refer only to books, serials and manuscripts.

3.4 Collections (at the end of reporting time period)

3.4.1 Books and serials

b) number of administrative units by financial source:

- number financed mainly by public authorities
- number financed from mainly private or other sources

a) number of linear metres of shelves occupied by total stock;

- b) number of physical units in total stock;
- c) number of linear metres occupied by collections on open access shelves;
- d) number of titles in total stock.

A distinction is usually made between public libraries that are financed in whole or in part by public authorities and those that are maintained mainly from private sources.

3.4.2 Manuscripts

c) total number of service points:

- static service points
- mobile service points

a) number of linear metres of shelves occupied by total manuscript collection;

b) number of physical units.

d) total number of inhabitants served in a local community or group (population at the beginning of reporting period).

3.4.3 Microforms

a) number of physical units by form:

- microfiche
- microfilm
- other

3.3.2.6 School library

a) number of administrative units classified by size of collection as follows:

- up to 2 000 volumes

If the sub-unit counts are not available, the total count, irrespective of form, should be supplied.