

(PREVIEW)

Indian Standard

GUIDE FOR DATA ELEMENTS AND RECORD FORMAT FOR COMPUTER BASED BIBLIOGRAPHICAL DATA BASES FOR BIBLIOGRAPHIC DESCRIPTION OF DIFFERENT KINDS OF DOCUMENTS

1. SCOPE

1.1 This standard specifies the requirements for a computer readable record format which will hold any type of bibliographic record and data elements for bibliographic description of different kinds of documents, such as;

a) *Books* — Textual material that is monographic in nature.

b) *Continuing Resources* — Textual items with a recurring pattern of publication, for example periodicals, newspapers, yearbooks.

NOTE — Prior to 2002, continuing resources were referred to as serials.

c) *Electronic Resources* — Used for computer software, numeric data, computer-oriented multimedia, online systems or services. Other classes of electronic resources are coded for their most significant aspect. Material may be monographic or serial in nature.

d) *Maps* — All types of cartographic materials, including sheet maps and globes in printed, manuscript, electronic, and microform.

e) *Music* — Printed and manuscript notated music

f) *Sound Recordings* — Non-musical sound recordings, and musical sound recordings.

g) *Visual materials* — Projected media, two dimensional graphics, three-dimensional artifacts or naturally occurring objects, and kits. Used for archival visual materials when format or medium is being emphasized.

h) *Mixed Materials* — Primarily archival and manuscript collections of a mixture of forms of material. Material may be monographic or serial in nature

1.2 This standard gives an illustrative list of data elements to be used in a bibliographic record. The format of a bibliographic record is taken to constitute a logical record without any regard to the physical record on a recording medium. It does not define the different data elements or expand the different codes used.