

Sri Lanka Standard
DOCUMENTATION - DIRECTORIES OF LIBRARIES, ARCHIVES, INFORMATION
AND DOCUMENTATION CENTRES AND THEIR DATA BASES

SLS 1087 :1994
ISO 2146 : 1988

Gr. M

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SRI LANKA STANDARDS INSTITUTION
53, Dharmapala Mawatha
Colombo 03.
SRI LANKA.

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NATIONAL FOREWORD

This standard was approved by the Sectoral Committee on Information Technology on 1994.12.06 and was authorized for adoption and publication as a Sri Lanka standard by the Council of the Sri Lanka Standards Institution on 1995-11-23.

This Sri Lanka Standard is identical with ISO 2146 Documentation - Directories of Libraries, archives, information and documentation centres and their data bases, published by the International Organization for Standardization (ISO).

Terminology and conventions

The text of the International Standard has been accepted as suitable for publication with the additional information given in the National Appendix, which make provisions to suit existing practices in Sri Lanka. However, certain terminology and conventions are not identical with those used in Sri Lanka Standards, attention is therefore drawn to the following :

- a) Wherever the words 'International Standard' appear, referring to this standard they should be interpreted as Sri Lanka Standard.
- b) Whenever page numbers are quoted, they are ISO page numbers.

Cross references

International Standards	Corresponding Sri Lanka Standards
ISO 639, Codes for the representation of names of languages.	SLS 1085 : 1995, Code for the representation of names of languages
ISO 1086, Documentation - Title-leaves of a book.	SLS 1086 : 1995, Documentation Title-leaves of a book.

NATIONAL APPENDIX

INFORMATION REQUIRED TO SUIT THE USE OF THE STANDARD IN THE CONTENTS OF SRI LANKA STANDARD.

A.1 PAGE 5, 6.1.1.3 Data Element Group : 01-03 mailing address

Delete the word 'state' given in Row No. 5 (01-03-05) Column No. 2 (Data element) of the table under clause 6.1.1.3, and substitute with the word 'Province'.

A.2 PAGE 5, Clause 6.1.1.4 Data Element Group : 01 - 04 Telecommunication address

Delete the existing words given in ROW No. 5 (01-04-05), Column No. 02 (Data element) of the table under clause 6.1.1.4, and substitute with the words "Fax number and other telecommunication addresses".

A.3 PAGE 5, Clause 6.1.1.5 Data Element Group : 01 - 05 organizational links

The words "Supervising authority" stated in Row No. 3 (01-05-03), Column No. 2 (Data element) is described by the following Note.

NOTE

In the case of public sector organizations, relevant ministry is the supervising authority.

A.4 PAGE 7, Clause 6.1.3.1 Data Element Group : 03-01 head of the centre.

Delete the existing words given in Row No. 4 (03-01-04), Column No. 2 (Data element) and substitute with the words "Fax No. and Telephone number of the head".

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INTERNATIONAL STANDARD

ISO
2146

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

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

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

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*.

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.

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.*¹⁾

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.*

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.*²⁾

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.

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

2) At present at the stage of draft.

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.

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	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.
01-01-03	Translated name(s)	aad	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.
01-01-04	Transliterated name(s)	aae	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.
01-01-05	Transcribed name(s)	aaf	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.
01-01-06	Converted name(s)	aag	Other than transliterated or transcribed name(s).
01-01-07	Language of official name(s) (01-01-01, 01-01-02)	aah	Use ISO 639.
01-01-08	Standard or system followed for transliteration or transcription	aak	Use ISO 9, ISO 259, ISO 843, etc.
01-01-09	Abbreviation and/or acronym of the name(s)	aal	If an abbreviation is officially used.
01-01-10	Sigla	aam	If officially used for union catalogues, etc.
01-01-11	Previous name(s)	aap	
01-01-12	Other information concerning the name	aar	Example: Date of changing the name (use ISO 2014).
01-01-13	Identification code within the system	aas	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).

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

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.

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.

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	fag	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	fcb	
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	

6.1.4.4 Data Element Group: 04-04 telecommunication addresses of the collection, branch etc.

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

6.1.4.5 Data Element Group: 04-05 information concerning the historical development and the field of the collection, etc.

NOTE — This information on the collection shall only be listed when it differs from the data element group 01-06.

Ordering No.	Data element	Tag	Remarks
04-05-01	Date of beginning	gta	Use ISO 2014.
04-05-02	Short history	gth	Full text when useful for the user.
04-05-03	Stage of work	gtj	e.g. test phase, planning stage.
04-05-04	Type of activity	gtk	e.g. data base, abstracting service, archives, information service, documentation of literature, data documentation, documentation on institutions, etc.
04-05-05	Legal status	gtl	e.g. depository library.
04-05-06	Publication(s) especially on the service, etc.	gtp	If different from the publications on the centre (01-06-05). In international directories and national directories intended for abroad, the title of publications in less-known languages should also be translated in the directory language(s).

6.1.5 Data Element Set: 05 special scope

NOTE — Information on the field of activity of the collection etc. described under 04 ff., where this is different from the general scope (see 02) describing the field of activity of the institution.

6.1.5.1 Data Element Group: 05-01 description of the special scope

NOTE — Description in the form of a text which is both brief and clear to the user.

Ordering No.	Data element	Tag	Remarks
05-01-01	Coverage/mandate, description of the special scope/responsibility	hac	The scope may vary from service to service. e.g. of collections. Use ISO 639.
05-01-02	Geographical coverage	hag	
05-01-03	Chronological coverage	hah	
05-01-04	Language coverage	hal	

6.1.5.2 Data Element Group: 05-02 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
05-02-01	Classification notation of the scope according to a classification scheme	hcc	e.g. BSO.
05-02-02	Classification scheme used	hcf	
05-02-03	Subject headings describing the scope	hcg	

6.1.6 Data Element Set: 06 staff related to the service, branch, etc.

NOTE — Information on the staff at hand for the collection described under 04 ff. when it differs from staff for the institution (see 03). In EDP supported systems, this information can be used simultaneously to construct staff indexes for the directory.

6.1.6.1 Data Element Group: 06-01 head of the service, collection, branch, etc.

Ordering No.	Data element	Tag	Remarks
06-01-01	Name of the head	kaa	Use ISO 690.
06-01-02	Title of the head	kab	Academic titles, etc. in abbreviated form.
06-01-03	Organizational title of the head	kac	Full text.
06-01-04	Telephone number of the head	kat	With area code in brackets.

6.1.6.2 Data Element Group: 06-02 contact officer/office for the service, branch etc.

NOTE — Information officer etc. to whom the user should address himself.

Ordering No.	Data element	Tag	Remarks
06-02-01	Name of contact officer/office	kka	Use ISO 690.
06-02-02	Title of contact officer	kkb	Academic titles etc. in abbreviated form.
06-02-03	Organizational title of contact officer	kkc	Full text.
06-02-04	Telephone number of contact officer/office	kkt	With area code in brackets.

6.1.6.3 Data Element Group: 06-03 number of staff

Ordering No.	Data element	Tag	Remarks
06-03-01	Number of full-time staff members	knc	
06-03-02	Number of others, who are not full-time staff members	kng	Possibly giving information on their employment contracts, e.g. part-time document analysts.

6.1.7 Data Element Set: 07 documents, data, special collections dealt with (see ISO 5127 Part 1 and 2, ISO 2382-1).

NOTE — Description of the types of documents and data collected and/or recorded and/or content analysed, e.g. periodica, statistical data, etc.

6.1.7.1 Data Element Group: 07-01 documents dealt with

NOTE — Listing of types of documents.

Ordering No.	Data element	Tag	Remarks
07-01-01	Types of documents which are collected, recorded and/or content analysed	lad	e.g. current serials; monographs; reports; patents; maps; standards; sound records; movies; microforms; public records; private archives; iconic materials; printed music; older books; library manuscripts; newspaper cuttings; incunabulae; coins; works of art.
07-01-02	Special remarks on the documents	lag	If necessary, e.g. published documents, unpublished documents.
07-01-03	Handling of documents	lar	e.g. collected and/or catalogued, listed, recorded, content analysed.

6.1.7.2 Data Element Group: 07-02 data evaluated

NOTE — Listing of types of data.

Ordering No.	Data element	Tag	Remarks
07-02-01	Types of data dealt with	ldd	e.g. statistical data; facts; administrative data; measurement data.

6.1.8 Data Element Set: 08 holdings/stock (open or closed holdings)

NOTE — Information on the type, extent and actuality of collections.

6.1.8.1 Data Element Group: 08-01 number and acquisition/updating of holding of documents

NOTE — The following data elements are referring to 07-01-01.

Ordering No.	Data element	Tag	Remarks
08-01-01	Type of documents collected	maa	e.g. current serials; monographs; reports; patents; maps; standards; sound records; movies; microforms; public records; private archives; iconic materials; printed music; older books; library manuscripts; newspaper cuttings; incunabulae; coins; works of art.
08-01-02	Unit for counting	mac	e.g. title, volume, piece, metres of shelving, archival unit, number of rolls and titles (microfilm), number of physical units and titles (microfiche).
08-01-03	Number of documents in the units defined in 08-01-02	mad	
08-01-04	Starting year of collection	maf	To be given in 4 figures.
08-01-05	Increase of number of documents in units defined in 08-01-02	maj	For 1 average year.
08-01-06	Ending year of collection	mak	If collection is not continued. To be given in 4 figures.
08-01-07	Weeding out criteria	mam	
08-01-08	Number of weeded out documents in units defined in 08-01-02	man	For 1 average year.
08-01-09	Transfer to a depository	mat	e.g. rules for and place of transfer.
08-01-10	Availability of weeded out documents	mav	

6.1.8.2 Data Element Group: 08-02 number and updating of documentation units

Ordering No.	Data element	Tag	Remarks
08-02-01	Type of documentation unit	mua	e.g. bibliographic record.
08-02-02	Unit for counting	muc	e.g. pieces, k-bytes (extent of occupied storage space in EDP systems); metres of card files.
08-02-03	Number of documentation units in the units defined in 08-02-02	mud	
08-02-04	Starting year of creation of the documentation units	muf	To be given in 4 figures.
08-02-05	Increase of number of documentation units defined in 08-02-02	muj	For 1 average year.
08-02-06	Ending year of collection	muk	To be given in 4 figures.
08-02-07	Weeding out criteria	mul	
08-02-08	Number of weeded out documentation units defined in 08-02-02	mun	For 1 average year.
08-02-09	Transfer to a depository	mut	e.g. from disk to tape in EDP systems.
08-02-10	Updating period	muu	
08-02-11	Number of documentation units in units defined in 08-02-02, per updating	muw	

6.1.9 Data Element Set: 09 geographical and language coverage

NOTE — Information on the geographical and language coverage arising from the documents, data and collections which have been dealt with. This information shall also be given when the institution has only one function and therefore no information is listed under 04 ff. In this case, the information under 02-01-02 and 02-01-04 should be examined to decide if it is sufficient and could be left out here.

6.1.9.1 Data Element Group: 09-01 geographical coverage

Ordering No.	data element	Tag	Remarks
09-01-01	Countries from which documents, data or collections are collected and/or dealt with	nga	Use ISO 3166, alpha-2 code.
09-01-02	Country code to 09-01-01	ngc	
09-01-03	Countries about which documents, data or collections are evaluated	nge	
09-01-04	Country code to 09-01-03	ngk	

6.1.9.2 Data Element Group: 09-02 language coverage

Ordering No.	Data element	Tag	Remarks
09-02-01	Languages of the documents/data collected	nla	Use ISO 639.
09-02-02	Language code(s) to 09-02-01	nlc	

6.1.10 Data Element Set: 10 characterization of recording and content analysis of documents

6.1.10.1 Data Element Group: 10-01 methods, guidelines

Ordering No.	Data element	Tag	Remarks
10-01-01	Cataloguing rules followed	pca	e.g. ISBD.
10-01-02	Type of catalogues used	pcb	e.g. alphabetical (author) catalogue title catalogue alphabetical subject catalogue classified catalogue dictionary catalogue
10-01-03	Classification scheme used	pcc	e.g. UDC, Dewey, LC. Internally used classification schemes should be bibliographically described.
10-01-04	Thesaurus or subject heading lists used	pcf	Bibliographical description of thesaurus, developed by, maintained by, availability in a machine-readable form, fields covered, language(s).
10-01-05	Methods of content analysis	pcm	e.g. preparation of abstracts.
10-01-06	Archival finding aids	pcn	e.g. guides, inventories, special lists, indexes.
10-01-07	Recorded data elements which can be retrieved and printed out	pcp	e.g. author, keywords, language information.
10-01-08	Working language(s)	pcr	Language(s) in which the documents/data are evaluated and the services published.
10-01-09	Language code(s) to 10-01-08	pct	Use ISO 639.

6.1.10.2 Data Element Group: 10-02 aids or product of the work

Ordering No.	Data element	Tag	Remarks
10-02-01	Form of presentation of catalogues, indexes, finding aids	ppa	e.g. : printed (in book form) microform card file machine-readable computer display
10-02-02	Computerized aids or products of the work	ppc	e.g. : serials control circulation control acquisition list catalogue union catalogue KWIC index other indexes current-awareness service document retrieval inter-library communication (telex) data retrieval.

6.1.11 Data Element Set: 11 publication and availability of information and other services

NOTE — In the case that a service is to be described as an individual activity, the complete sets of data elements 04 to 14 shall be used. Only those information services of a function/a branch described under 04 to 14 shall be listed here.

6.1.11.1 Data Element Group: 11-01 description and characterization of services

Ordering No.	Data element	Tag	Remarks
11-01-01	Description of service(s)	rad	<p>Description of printed information service: Title, producer, publishing/printing house, subject area, language, content analysis, type of documents evaluated, period of time, publication dates, frequency of publication, price.</p> <p>Description of database: Name/abbreviation/database acronym, producer, type of stored data (litterature, facts, target-dates, institutions, etc.), subject areas, carrier language, chronological coverage, geographical coverage, types of documents evaluated, data, other collections, content analysis (keyword, classification, abstracts, etc.), recorded data elements, stock of stored documentary units with dates, yearly/monthly increase in documentary units, places of reference (magnetic tapes, etc.), access, exchange formats, possibility of delivering retrieval programmes.</p> <p>Description of enquiry service: Name and number of searchable databases, updating period, retrievable data elements, content of retrieval results (bibliographical information, tables, full text, etc.), servicing time, access.</p> <p>Description of dialogue participation service: Name of data bases implemented within the data bank, updating period, updating-interval, data bank system/retrieval system, retrievable data elements, printable data elements, connection possibilities (networks, permanent cable, dialable connection), transmission speeds, connectable terminals, times of connections, training possibilities, utilization aids, access.</p> <p>Description of profile service: Name and number of searchable data bases, delivery time, form of delivery (computer print-out, filing card, etc.), retrievable data elements, actuality, themes offered, access.</p> <p>Other services should be described in a similarly detailed way.</p>

Ordering No.	Data element	Tag	Remarks
11-01-02	Type of service(s) offered	rag	e.g. abstracting service; bibliography; current-awareness service; contents sheet service; press clipping service; bibliographic or catalogue information; numerical data; on-going research information; synthesis and repackaging of information; preparation of special bibliographies, abstracts, indexes; referral service; construction of machine-readable database; searches on request; SDI; user training; exhibitions; educational services (preparation of instructional materials); preparation of translations; delivery of retrieval programmes.
11-01-03	Form of service(s); unit record type; form of enquiry results	rak	e.g. printed, computerized, conventionally prepared, computer output, copy, magnetic tape, full size copy, film, fiche/microform, video, original documents.
11-01-04	Scope of service/s	ram	If different from the general scope (02) or special scope (05).

6.1.11.2 Data Element Group: 11-02 currency of information services

Ordering No.	Data element	Tag	Remarks
11-02-01	Specification of age of the information	ria	
11-02-02	Time difference between question and answer-servicing time	rid	
11-02-03	Frequency of production	rip	e.g. regular, irregular, every two weeks, weekly.

6.1.12 Data Element Set: 12 availability of information services, reading facilities, medium exchange

6.1.12.1 Data Element Group: 12-01 conditions and payment

Ordering No.	Data element	Tag	Remarks
12-01-01	Contact, reference service	sca	e.g.: by mail, correspondence; via public telephone; via dedicated lines; in-house/on site; by intermediary; by users.
12-01-02	Operative times	scd	e.g. opening hours, connect time.
12-01-03	Reading facilities	scf	e.g.: individual loans, interlibrary or institutional loans (with name and address of the cooperating centres), facilities for disabled users.
12-01-04	User groups, target groups	scg	e.g.: for young people.
12-01-05	User restrictions	scr	e.g.: open access, restriction on access, restriction on use.
12-01-06	Fee system	scs	e.g.: free, nominal fee, actual cost (use ISO 4217), accounting unit in computerized system (connect time; hour, volume (k-byte), copying (number, size), translation (pages), SDI.
12-01-07	Equipment for public use	scw	e.g. terminal, copy-machine, micro reader/printer.
12-01-08	Languages spoken	scz	

6.1.12.2 Data Element Group: 12-02 access to computerized information and data retrieval systems

NOTE — 12-02 refers to systems maintained by the institution (library, information centre, etc.), which can be accessed by external users, whilst 13-03 refers to external systems, to which the institution has access.

Ordering No.	Data element	Tag	Remarks
12-02-01	Connection possibilities	snp	e.g. which networks, permanent cable, dialable connection, data banks.
12-02-02	Retrieval system	snr	e.g. STAIRS, GOLEM.
12-02-03	Search aids, user handbooks	snw	

6.1.13 Data Element Set: 13 cooperational links**6.1.13.1 Data Element Group: 13-01 cooperating organizations (networks, computing centres, processing centres, etc.)**

Ordering No.	Data element	Tag	Remarks
13-01-01	Name of cooperating organizations (networks, computing centres, processing centres, etc.)	tca	If names cannot be enumerated use 13-01-05.
13-01-02	Address of cooperating organizations	tcb	With post office box, street and house number, postal code and city.
13-01-03	Country of cooperating organizations	tcc	
13-01-04	Country code to 13-01-03	tcd	Use ISO 3166, alpha-2 code.
13-01-05	Characterizing the cooperation of the organization	tck	If names cannot be enumerated under 13-01-01.
13-01-06	Radius of action of cooperation	tcr	
13-01-07	Kind of cooperation	tct	e.g. : data interchange, online access, exchange of publications.

6.1.13.2 Data Element Group: 13-02 membership

Ordering No.	Data element	Tag	Remarks
13-02-01	Name of organizations, of which the centre is a member	tfa	
13-02-02	Type of membership	tft	Specify: full member, associate member, observer.

6.1.13.3 Data Element Group: 13-03 network connections

NOTE — 13-03 refers to external systems, to which the institution has access, whilst 12-02 refers to systems maintained by the institution (library, information centre, etc.), which can be accessed by external users.

Ordering No.	Data element	Tag	Remarks
13-03-01	Name of networks	tna	Name and acronym.
13-03-02	Type of connection	tnc	Specify: dial-up mode, leased line.
13-03-03	Notes on network connections	tnn	

6.1.13.4 Data Element Group: 13-04 union/central catalogues

Ordering No.	Data element	Tag	Remarks
13-04-01	Participation in a centralized cataloguing service	tua	Name or description of the union catalogue, type of the service (as manual, computerized, batch, online).
13-04-02	Type of union catalogue	tuc	e.g. : national union catalogue, local union catalogue.
13-04-03	Sigla used in union catalogue	tus	If differing from 01-01-10 and/or different sigla are used in different union catalogues.

6.1.14 Data Element Set: 14 equipment, tools, software, hardware**6.1.14.1 Data Element Group: 14-01 description of computing facilities**

Ordering No.	Data element	Tag	Remarks
14-01-01	Hardware	wha	Manufacturer, type/model, installation date, purpose.
14-01-02	Configuration	whc	Memory, disc storage, purpose, description, terminal/model.
14-01-03	Transmission speeds	whg	Speed between nodes (baud rate), speed for leased lines (baud rate), speed for dial access points (baud rate).
14-01-04	Protocols/operational systems	whp	

6.1.14.2 Data Element Group: 14-02 description of programs, method of processing, etc.

Ordering No.	Data element	Tag	Remarks
14-02-01	Name and description of software	wsa	Name, programming language, purpose, description.
14-02-02	Retrieval operation	wsd	e.g. batch, online.
14-02-03	Input operation	wsg	e.g. OCR, online.
14-02-04	Output operation	wsm	e.g. film setting.
14-02-05	Notes on description of programs, operations, etc.	wsp	

6.2 Alphabetical index of data element keywords

Data element keyword	Tag	Ordering No.
Abbreviation of the name (of branch)	fal	04-01-09
Abbreviation of the name (of the centre)	aal	01-01-09
Acronym of the name (of the branch)	fal	04-01-09
Acronym of the name (of the centre)	aal	01-01-09
Action of cooperation, Radius of	tcr	13-01-06
Activity (of branch), Type of	gtk	04-05-04
Activity (of the centre), Type of	atk	01-06-03
Address of cooperating organizations	tcb	13-01-02
Address use Data element groups 01-02, 01-03, 04-02, 04-03		
Age of the information, Specification of the	ria	11-02-01
Aids (for the work), Computerized	ppc	10-02-02
Aids, Archival finding	pcn	10-01-06
Aids, Form of presentation of finding	ppa	10-02-01
Aids, Search	snw	12-02-03
Annual budget(of the centre)	ats	01-06-06
Answering-servicing time, Difference between question and	rid	11-02-02
Archival finding aids	pcn	10-01-06
Availability of weeded out documents	mav	08-01-10
Beginning (of branch activity), Date of	gta	04-05-01
Block (mailing address of branch)	fdb	04-03-02
Block (mailing address of the centre)	adb	01-03-02
Block (topographic address of branch)	fcb	04-02-02
Block (topographic address of the centre)	acb	01-02-02
Branch, Name of	faa	04-01-01
Branches of the centre	apk	01-05-04
Broad subject headings describing the scope (of the centre)	ccg	02-02-03
Budget (of the centre), Annual	ats	01-06-06
Cable address (of branch)	fnk	04-04-03
Cable address (of the centre)	ank	01-04-03
Catalogue, Sigla used in union	tus	13-04-03
Catalogue, Type of union	tuc	13-04-02
Catalogues used, Types of	pcb	10-01-02

Data element keyword	Tag	Ordering No.
Catalogues, Form of presentation of	ppa	10-02-01
Cataloguing rules followed	pca	10-01-01
Cataloguing service, Participation in a centralized	tua	13-04-01
Centralized cataloguing service, Participation in a	tua	13-04-01
Characterizing the cooperation of the organization	tck	13-01-05
Chronological coverage (of branch)	hah	05-01-03
Chronological coverage (of the centre)	cah	02-01-03
City (mailing address of branch)	fdf	04-03-03
City (mailing address of the centre)	adf	01-03-03
City (topographic address of branch)	fcf	04-02-03
City (topographic address of the centre)	acf	01-02-03
Classification notation of the scope (of branch)	hcc	05-02-01
Classification notation of the scope (of the centre)	ccc	02-02-01
Classification scheme used (for content analysis)	pcc	10-01-03
Classification scheme used (for the scope of branch)	hcf	05-02-02
Classification scheme used (for the scope of the centre)	ccf	02-02-02
Code s. Identification code		
Code to 09-01-01, Country	ngc	09-01-02
Code to 09-01-03, Country	ngk	09-01-04
Code to 13-01-03, Country	tcd	13-01-04
Code(s) to 09-02-01, Language	nlc	09-02-02
Code(s) to 10-01-08, Language	pct	10-01-09
Collection, name of	faa	04-01-01
Collection, Ending year of	mak	08-01-06
Collection, Starting year of	maf	08-01-04
Computerized aids (for the work)	ppc	10-02-02
Computerized products of the work	ppc	10-02-02
Computing centres (cooperating), Name of	tca	13-01-01
Configuration (of computing facilities)	whc	14-01-02
Connection possibilities (access to computerized information)	snp	12-02-01
Connection, Notes on network	tnn	13-03-03
Connection, Type of	tnc	13-03-02
Contact office (of branch), Name of	kka	06-02-01

Data element keyword	Tag	Ordering No.
Contact office (of the centre), Name of	dka	03-02-01
Contact officer (of branch), Name of	kka	06-02-01
Contact officer (of branch), Organizational title of	kkc	06-02-03
Contact officer (of branch), Telephone number of	kkt	06-02-04
Contact officer (of branch), Title of	kkb	06-02-02
Contact officer (of the centre), Name of	dka	03-02-01
Contact officer (of the centre), Organizational title	dkc	03-02-03
Contact officer (of the centre), Telephone number of	dkt	03-02-04
Contact officer (of the centre), Title of	dkb	03-02-02
Contact service	sca	12-01-01
Content analysis, Methods of	pcm	10-01-05
Converted name (of branch)	fag	04-01-06
Converted name (of the centre)	aag	01-01-06
Cooperating organizations, Address of	tcb	13-01-02
Cooperating organizations, Country of	tcc	13-01-03
Cooperating organizations, Name of	tca	13-01-01
Cooperation of the organization, Characterizing the	tck	13-01-05
Cooperation, Kind of	tct	13-01-07
Cooperation, Radius of action	tr	13-01-06
Counting (of documentation units), Unit for	muc	08-02-02
Counting (of documents), Unit for	mac	08-01-02
Countries about which documents etc. are evaluated	nge	09-01-03
Countries from which documents etc. are collected etc.	nga	09-01-01
Country (mailing address of branch)	fdn	04-03-06
Country (mailing address of the centre)	adn	01-03-06
Country (topographic address of branch)	fcn	04-02-06
Country (topographic address of the centre)	acn	01-02-06
Country code to 09-01-01	ngc	09-01-02
Country code to 09-01-03	ngk	09-01-04
Country code to 13-01-03	tcd	13-01-04
Country of cooperating organizations	tcc	13-01-03
Coverage (of branch), Chronological	hah	05-01-03
Coverage (of branch), Geographical	hag	05-01-02
Coverage (of branch), Language	hal	05-01-04
Coverage (of the centre), Chronological	cah	02-01-03
Coverage (of the centre), Geographical	cag	02-01-02
Coverage (of the centre), Language	cal	02-01-04
Coverage/mandate (of branch), Description of the	hac	05-01-01
Coverage/mandate (of the centre), Description of the	cac	02-01-01
Creation(of the centre), Date of	atg	01-06-01
Creation of documentation units, Starting year of	muf	08-02-04

Data element keyword	Tag	Ordering No.
Criteria, Weeding out (of documenta- tion units)	mul	08-02-07
Criteria, Weeding out (of documents/data)	mam	08-01-07
Data bank, Name of	faa	04-01-01
Data base, Name of	faa	04-01-01
Data collected, Languages of the documents/	nla	09-02-01
Data dealt with, Types of	ldd	07-02-01
Data elements which can be retrieved, Recorded	pcp	10-01-07
Database, Description of	rad	11-01-01
Date of beginning (of branch activity)	gta	04-05-01
Date of creation (of the centre)	atg	01-06-01
Date of entry (of information about the centre)	ave	01-07-01
Department, Name of	faa	04-01-01
Depository, Transfer (of documentation units) to a	mut	08-02-09
Depository, Transfer (of documents) to a	mat	08-01-09
Description of database	rad	11-01-01
Description of dialogue participation service	rad	11-01-01
Description of enquiry service	rad	11-01-01
Description of operations, Notes on	wsp	14-02-05
Description of printed information service	rad	11-01-01
Description of profile service	rad	11-01-01
Description of programmes, Notes on	wsp	14-02-05
Description of service(s)	rad	11-01-01
Description of software	wsa	14-02-01
Dialogue participation service, Description of	rad	11-01-01
District (mailing address of branch)	fdb	04-03-02
District (mailing address of the centre)	adb	01-03-02
District (topographic address of branch)	fcb	04-02-02
District (topographic address of the centre)	acb	01-02-02
Division, Name of	faa	04-01-01
Documentation unit, Type of	mua	08-02-01
Documentation units, Increase of number of	muj	08-02-05
Documentation units, Number of	mud	08-02-03
Documentation units, Number of weeded out	mun	08-02-08
Documentation units, Number per updating	muw	08-02-11
Documentation units, Starting year of creation of	muf	08-02-04
Documents (dealt with), Handling of	lar	07-01-03
Documents (dealt with), Special remarks on	lag	07-01-02
Documents (in units), Increase of number of	maj	08-01-05

Data element keyword	Tag	Ordering No.
Documents collected, Types of	maa	08-01-01
Documents/data collected, Languages of the	nla	09-02-01
Documents, Availability of weeded out	mav	08-01-10
Documents, Number of	mad	08-01-03
Documents, Number of weeded out	man	08-01-08
Documents, Types of	lad	07-01-01
Ending year of collection	mak	08-01-06
Ending year of collection (of documentation units)	muk	08-02-06
Enquiry results, Form of	rak	11-01-03
Enquiry service, Description of	rad	11-01-01
Entry (of information about the centre), Date of	ave	01-07-01
Equipment for public use	scw	12-01-07
Facilities, Reading	scf	12-01-03
Fee system	scs	12-01-06
Finding aids, Archival	pcn	10-01-06
Finding aids, Form of presentation of	ppa	10-02-01
Form of enquiry results	rak	11-01-03
Form of presentation of catalogues	ppa	10-02-01
Form of presentation of finding aids	ppa	10-02-01
Form of presentation of indexes	ppa	10-02-01
Form of service(s)	rak	11-01-03
Frequency of production of information service	rip	11-02-03
Full-time staff members (of branch), Number of	knc	06-03-01
Full-time staff members (of the centre), Number of	dnc	03-03-01
General scope (of the centre), Description of the	cac	02-01-01
Geographical coverage (of branch)	hag	05-01-02
Geographical coverage (of the centre)	cag	02-01-02
Groups, Target	scg	12-01-04
Groups, User	scg	12-01-04
Handbooks, User	snw	12-02-03
Handling of documents	lar	07-01-03
Hardware (of computing facilities)	wha	14-01-01
Head (of branch), Name of the	kaa	06-01-01
Head (of branch), Organizational title	kac	06-01-03
Head (of branch), Telephone number of the	kat	06-01-04
Head (of branch), Title of the	kab	06-01-02
Head (of the centre), Name of the	daa	03-01-01
Head (of the centre), Organizational title of the	dac	03-01-03
Head (of the centre), Telephone number of the	dat	03-01-04

Data element keyword	Tag	Ordering No.
Head (of the centre), Title of the	dab	03-01-02
History (of branch), Short	gth	04-05-02
History (of the centre)	ath	01-06-02
Identification code (of branch) within the system	fas	04-01-11
Identification code (of the centre) within the system	aas	01-01-13
Identification code of parent organization within the system	apd	01-05-02
Identification codes of branches within the system	apr	01-05-05
Increase of number of documentation units	muj	08-02-05
Increase of number of documents (in units)	maj	08-01-05
Indexes, Form of presentation of	ppa	10-02-01
Information (about the centre), Source of	avs	01-07-03
Information (about the centre), Status of	avk	01-07-02
Information concerning the name (of the centre)	aar	01-01-12
Information, Specification of the age of the	ria	11-02-01
Input operation	wsg	14-02-03
Kind of cooperation	tct	13-01-07
Language code(s) to 09-02-01	nlc	09-02-02
Language code(s) to 10-01-08	pct	10-01-09
Language coverage (of branch)	hal	05-01-04
Language coverage (of the centre)	cal	02-01-04
Language of official name (of the centre)	aah	01-01-07
Language of the name (of branch)	fah	04-01-07
Language(s), Working	pcr	10-01-08
Languages of the documents/data collected	nla	09-02-01
Languages spoken	scz	12-01-08
Languages, Name (of branch) in further	fac	04-01-02
Languages, name (of the centre) in further	aac	01-01-02
Legal status (of branch)	gtl	04-05-05
Legal status (of the centre)	atl	01-06-04
Mandate (of branch), Description of the coverage/	hac	05-01-01
Mandate (of the centre), Description of the coverage/	cac	02-01-01
Member, Name of organization, of which the centre is a	tfa	13-02-01
Membership, Type of	tft	13-02-02
Methods of content analysis	pcm	10-01-05
Name (of branch) in further languages	fac	04-01-02
Name (of branch) to be used for postal purposes	fdp	04-03-07

Data element keyword	Tag	Ordering No.
Name (of branch), Abbreviation of the	fal	04-01-09
Name (of branch), Acronym of the	fal	04-01-09
Name (of branch), Converted	fag	04-01-06
Name (of branch), Language of the	fah	04-01-07
Name (of branch), Previous	fap	04-01-10
Name (of branch), Transcribed	faf	04-01-05
Name (of branch), Translated	fad	04-01-03
Name (of branch), Transliterated	fae	04-01-04
Name (of the centre) in further languages, official	aac	01-01-02
Name (of the centre) to be used for postal purposes	adp	01-03-07
Name (of the centre), Abbreviation of the	aal	01-01-09
Name (of the centre), Acronym of the	aal	01-01-09
Name (of the centre), Converted	aag	01-01-06
Name (of the centre), Information concerning the	aar	01-01-12
Name (of the centre), Language of official	aah	01-01-07
Name (of the centre), Official	aaa	01-01-01
Name (of the centre), Previous	aap	01-01-11
Name (of the centre), Transcribed	aaf	01-01-05
Name (of the centre), Translated	aad	01-01-03
Name (of the centre), Transliterated	aae	01-01-04
Name of branch	faa	04-01-01
Name of collection	faa	04-01-01
Name of contact office (of branch)	kka	06-02-01
Name of contact office (of the centre)	dka	03-02-01
Name of contact officer (of branch)	kka	06-02-01
Name of contact officer (of the centre)	dka	03-02-01
Name of cooperating organizations	tca	13-01-01
Name of data bank	faa	04-01-01
Name of data base	faa	04-01-01
Name of department	faa	04-01-01
Name of division	faa	04-01-01
Name of network	tna	13-03-01
Name of organization, of which the centre is a member	tfa	13-02-01
Name of project	faa	04-01-01
Name of service	faa	04-01-01
Name of software	wsa	14-02-01
Name of sub-division	faa	04-01-01
Name of the head (of branch)	kaa	06-01-01
Name of the head (of the centre)	daa	03-01-01
Network connection, Notes on	tnn	13-03-03
Network, name of	tna	13-03-01
Networks (cooperating), Name of	tca	13-01-01
Notes on description of programmes, operations, etc.	wsp	14-02-05
Notes on network connection	tnn	13-03-03
Number of documentation units	mud	08-02-03
Number of documentation units per updating	muw	08-02-11

Data element keyword	Tag	Ordering No.
Number of documentation units, Increase of	muj	08-02-05
Number of documents (in units), Increase of	maj	08-01-05
Number of documents in the units defined	mad	08-01-03
Number of full-time staff members (of branch)	knc	06-03-01
Number of full-time staff members (of the centre)	dnc	03-03-01
Number of staff members (of branch), not full-time	kng	06-03-02
Number of staff members (of the centre), not full-time	dng	03-03-02
Number of weeded out documentation units	mun	08-02-08
Number of weeded out documents	man	08-01-08
Official name (of the centre)	aaa	01-01-01
Official name (of the centre) in further languages	aac	01-01-02
Operation, Input	wsg	14-02-03
Operation, Output	wsm	14-02-04
Operation, Retrieval	wsd	14-02-02
Operational systems (of computing facilities)	whp	14-01-04
Operations, Notes on description of	wsp	14-02-05
Operative times	scd	12-01-02
Organization, of which the centre is a member, Name of	tfa	13-02-01
Organizational title of contact officer (of branch)	kkc	06-02-03
Organizational title of contact officer (of the centre)	dkc	03-02-03
Organizational title of the head (of branch)	kac	06-01-03
Organizational title of the head (of the centre)	dac	03-01-03
Output operation	wsm	14-02-04
Parent organization (of the centre)	apa	01-05-01
Participation in a centralized cataloguing service	tua	13-04-01
Period, Updating	muu	08-02-10
Post office box (mailing address of branch)	fdx	04-03-08
Post office box (mailing address of the centre)	adx	01-03-08
Post office designation (mailing address of branch)	fdy	04-03-09
Post office designation (mailing address of the centre)	ady	01-03-09
Postal code (mailing address of branch)	fdk	04-03-04
Postal code (mailing address of the centre)	adk	01-03-04
Postal code (topographic address of branch)	fck	04-02-04

Data element keyword	Tag	Ordering No.
Postal code (topographic address of the centre)	ack	01-02-04
Presentation of catalogues, Form of	ppa	10-02-01
Presentation of finding aids, Form of	ppa	10-02-01
Presentation of indexes, Form of	ppa	10-02-01
Previous name (of branch)	fap	04-01-10
Previous name (of the centre)	aap	01-01-11
Printed information service, Description of	rad	11-01-01
Processing centres (cooperating), Name of	tca	13-01-01
Production of information service, Frequency of	rip	11-02-03
Products of the work, Computerized	ppc	10-02-02
Profile service, Description of	rad	11-01-01
Programmes, Notes on description of	wsp	14-02-05
Project, Name of	faa	04-01-01
Protocols (of computing facilities)	whp	14-01-04
Public use, Equipment for	scw	12-01-07
Publication(s) especially on the service, etc. (branch)	gtp	04-05-06
Publication(s) on the centre in general	atp	01-06-05
Question and answering-servicing time, Time-difference	rid	11-02-02
Radius of action of cooperation	trc	13-01-06
Reading facilities	scf	12-01-03
Record type, Unit	rak	11-01-03
Recorded data elements which can be retrieved	pcp	10-01-07
Reference service	sca	12-01-01
Remarks on the documents (dealt with), Special	lag	07-01-02
Responsibility (of branch), Description of the scope/	hac	05-01-01
Responsibility (of the centre), Description of the scope/	cac	02-01-01
Responsible department of supervising authority	apf	01-05-03
Restrictions, User	scr	12-01-05
Results, Form of enquiry	rak	11-01-03
Retrieval operation	wsd	14-02-02
Retrieval system	snr	12-02-02
Rules followed, Cataloguing	pca	10-01-01
Scope (of branch), Classification notation of the	hcc	05-02-01
Scope (of branch), Description of the responsibility/	hac	05-01-01
Scope (of branch), Subject describing the	hcg	05-02-03
Scope (of the centre), Classification notation of the	ccc	02-02-01
Scope (of the centre), Description of the responsibility/	cac	02-01-01

Data element keyword	Tag	Ordering No.
Scope (of the centre), Subject headings describing the	ccg	02-02-03
Scope of service(s)	ram	11-01-04
Search aids	snw	12-02-03
Service etc., Publication(s) especially on the	gtp	04-05-06
Service(s) offered, Type of	rag	11-01-02
Service(s), Description of	rad	11-01-01
Service(s), Form of	rak	11-01-03
Service(s), Scope of	ram	11-01-04
Service, Contact	sca	12-01-01
Service, Name of	faa	04-01-01
Service, Reference	sca	12-01-01
Short history (of branch)	gth	04-05-02
Sigla (of the centre)	aam	01-01-10
Sigla used in union catalogue	tus	13-04-03
Software, Name and description	wsa	14-02-01
Source of information (about the centre)	avs	01-07-03
Specification of the age of the information	ria	11-02-01
Speeds (of computing facilities), Transmission	whg	14-01-03
Staff members (of branch), not full-time, Number of	kng	06-03-02
Staff members (of branch), Number of full-time	knc	06-03-01
Staff members (of the centre), not full-time, Number of	dng	03-03-02
Staff members (of the centre), Number of full-time	dnc	03-03-01
Stage of work (of branch)	gtj	04-05-03
Standard followed for transliteration (of name of branch)	fak	04-01-08
Standard followed for transliteration (of name of the centre)	aak	01-01-08
Starting year of collection	maf	08-01-04
Starting year of creation of documentation units	muf	08-02-04
State (mailing address of branch)	fdm	04-03-05
State (mailing address of the centre)	adm	01-03-05
State (topographic address of branch)	fcu	04-02-05
State (topographic address of the centre)	acm	01-02-05
Status (of branch), Legal	gtl	04-05-05
Status (of the centre), Legal	atl	01-06-04
Status of information (about the centre)	avk	01-07-02
Street (mailing address of branch)	fda	04-03-01
Street (mailing address of the centre)	ada	01-03-01
Street (topographic address of branch)	fca	04-02-01
Street (topographic address of the centre)	aca	01-02-01
Sub-division, Name of	faa	04-01-01
Subject headings describing the scope (of branch)	hcg	05-02-03

Data element keyword	Tag	Ordering No.
Subject headings describing the scope (of the centre)	ccg	02-02-03
Subject headings list used	pcf	10-01-04
Supervising authority (of the centre)	apf	01-05-03
System followed for transcription (of name of the centre)	aak	01-01-08
Target groups	scg	12-01-04
Telecommunication address(es) (of branch)	fnt	04-04-05
Telecommunication address(es) (of the centre)	ant	01-04-05
Telephone number (of branch)	fna	04-04-01
Telephone number (of the centre)	ana	01-04-01
Telephone number of contact officer (of branch)	kkt	06-02-04
Telephone number of contact officer (of the centre)	dkt	03-02-04
Telephone number of the head (of branch)	kat	06-01-04
Telephone number of the head (of the centre)	dat	03-01-04
Telex number (of branch)	fnl	04-04-04
Telex number (of the centre)	anl	01-04-04
Thesaurus used	pcf	10-01-04
Time difference between question and answering-servicing time	rid	11-02-02
Times, Operative	scd	12-01-02
Title of contact officer (of branch)	kkb	06-02-02
Title of contact officer (of branch), Organizational	kkc	06-02-03
Title of contact officer (of the centre)	dkb	03-02-02
Title of contact officer (of the centre), Organizational	dkc	03-02-03
Title of the head (of branch)	kab	06-01-02
Title of the head (of branch), Organizational	kac	06-01-03
Title of the head (of the centre)	dab	03-01-02
Title of the head (of the centre), Organizational	dac	03-01-03
Toll free telephone number (of branch)	fnf	04-04-02
Toll free telephone number (of the centre)	anf	01-04-02
Transcribed name (of branch)	faf	04-01-05
Transcribed name (of the centre)	aaf	01-01-05
Transfer (of documentation units) to a depository	mut	08-02-09
Transfer (of documents) to a depository	mat	08-01-09
Translated name (of branch)	fad	04-01-03
Translated name (of the centre)	aad	01-01-03
Transliterated name (of branch)	fae	04-01-04
Transliterated name (of the centre)	aae	01-01-04

Data element keyword	Tag	Ordering No.
Transmission speeds (of computing facilities)	whg	14-01-03
Type of activity (of branch)	gtk	04-05-04
Type of activity (of the centre)	atk	01-06-03
Type of connection	tnc	13-03-02
Type of documentation unit	mua	08-02-01
Type of membership	tft	13-02-02
Type of service(s) offered	rag	11-01-02
Type of union catalogue	tuc	13-04-02
Type, Unit record	rak	11-01-03
Types of catalogues used	pcb	10-01-02
Types of data dealt with	ldd	07-02-01
Types of documents	lad	07-01-01
Types of documents collected	maa	08-01-01
Union catalogue, Sigla used in	tus	13-04-03
Union catalogue, Type of	tuc	13-04-02
Unit for counting (of documentation units)	muc	08-02-02
Unit for counting (of documents)	mac	08-01-02
Unit record type	rak	11-01-03
Unit, Type of documentation	mua	08-02-01
Units, Number of documentation	mud	08-02-03
Updating period	muu	08-02-10
User groups	scg	12-01-04
User handbooks	snw	12-02-03
User restrictions	scr	12-01-05
Weeded out documentation units, Number of	mun	08-02-08
Weeded out documents, Availability of	mav	08-01-10
Weeded out documents, Number of	man	08-01-08
Weeding out criteria (for documents/data)	mam	08-01-07
Weeding out criteria for documentation units	mul	08-02-07
Work (of branch), Stage of	gtj	04-05-03
Working language(s)	pcr	10-01-08
Year of collection (of documentation units), Ending	muk	08-02-06
Year of collection, Ending	mak	08-01-06
Year of collection, Starting	maf	08-01-04
Year of creation of documentation units, Starting	muf	08-02-04
ZIP-code (mailing address of branch)	fdk	04-03-04
ZIP-code(mailing address of the centre)	adk	01-03-04
ZIP-code (topographic address of branch)	fck	04-02-04
ZIP-code (topographic address of the centre)	ack	01-02-04

6.3 Alphabetical index of tag names

Tag	Ordering No.	Tag	Ordering No.	Tag	Ordering No.	Tag	Ordering No.
aaa	01-01-01	ccc	02-02-01	hac	05-01-01	pcc	10-01-03
aac	01-01-02	ccf	02-02-02	hag	05-01-02	pcf	10-01-04
aad	01-01-03	ccg	02-02-03	hah	05-01-03	pcm	10-01-05
aae	01-01-04			hal	05-01-04	pcn	10-01-06
aaf	01-01-05	daa	03-01-01	hcc	05-02-01	pcp	10-01-07
aag	01-01-06	dab	03-01-02	hcf	05-02-02	pcr	10-01-08
aaH	01-01-07	dac	03-01-03	hcg	05-02-03	pct	10-01-09
aak	01-01-08	dat	03-01-04				
aal	01-01-09			kaa	06-01-01	ppa	10-02-01
aam	01-01-10	dka	03-02-01	kab	06-01-02	ppc	10-02-02
aap	01-01-11	dkb	03-02-02	kac	06-01-03	rad	11-01-01
aar	01-01-12	dkc	03-02-03	kat	06-01-04	rag	11-01-02
aas	01-01-13	dkt	03-02-04	kka	06-02-01	rak	11-01-03
				kkb	06-02-02	ram	11-01-04
aca	01-02-01	dnc	03-03-01	kkc	06-02-03		
acb	01-02-02	dng	03-03-02	kkt	06-02-04	ria	11-02-01
acf	01-02-03			knc	06-03-01	rid	11-02-02
ack	01-02-04	faa	04-01-01	kng	06-03-02	rip	11-02-03
acm	01-02-05	fac	04-01-02				
acn	01-02-06	fad	04-01-03	lad	07-01-01	sca	12-01-01
		fae	04-01-04	lag	07-01-02	scd	12-01-02
ada	01-03-01	faf	04-01-05	lar	07-01-03	scf	12-01-03
adb	01-03-02	fag	04-01-06			scg	12-01-04
adf	01-03-03	fah	04-01-07	idd	07-02-01	scr	12-01-05
adk	01-03-04	fak	04-01-08	maa	08-01-01	scs	12-01-06
adm	01-03-05	fai	04-01-09	mac	08-01-02	scw	12-01-07
adn	01-03-06	fap	04-01-10	mad	08-01-03	snp	12-02-01
adp	01-03-07	fas	04-01-11	maf	08-01-04	snr	12-02-02
adx	01-03-08			maj	08-01-05	snw	12-02-03
ady	01-03-09	fca	04-02-01	mak	08-01-06		
		fcb	04-02-02	mam	08-01-07	tca	13-01-01
ana	01-04-01	fcf	04-02-03	man	08-01-08	tcb	13-01-02
anf	01-04-02	fck	04-02-04	mat	08-01-09	tcc	13-01-03
ank	01-04-03	fcM	04-02-05	mav	08-01-10	tcd	13-01-04
anl	01-04-04	fcn	04-02-06			tck	13-01-05
ant	01-04-05			mua	08-02-01	tcr	13-01-06
		fda	04-03-01	muc	08-02-02	tct	13-01-07
apa	01-05-01	fdb	04-03-02	mud	08-02-03		
apd	01-05-02	fdf	04-03-03	muf	08-02-04	tfa	13-02-01
apf	01-05-03	fdk	04-03-04	muj	08-02-05	tft	13-02-02
apk	01-05-04	fdm	04-03-05	muk	08-02-06		
apr	01-05-05	fdn	04-03-06	mul	08-02-07	tna	13-03-01
		fdp	04-03-07	mun	08-02-08	tnc	13-03-02
atg	01-06-01	fdx	04-03-08	mut	08-02-09	tnn	13-03-03
ath	01-06-02	fdy	04-03-09	muu	08-02-10		
atk	01-06-03			muw	08-02-11	tua	13-04-01
atl	01-06-04	fna	04-04-01			tuc	13-04-02
atp	01-06-05	fnf	04-04-02	nga	09-01-01	tus	13-04-03
ats	01-06-06	fnk	04-04-03	ngc	09-01-02		
		fnl	04-04-04	nge	09-01-03	wha	14-01-01
ave	01-07-01	fnt	04-04-05	ngk	09-01-04	whc	14-01-02
avk	01-07-02					whg	14-01-03
avs	01-07-03					whp	14-01-04
cac	02-01-01	gta	04-05-01	mia	09-02-01	wsa	14-02-01
cag	02-01-02	gth	04-05-02	mlc	09-02-02	wsd	14-02-02
cah	02-01-03	gtj	04-05-03			wsg	14-02-03
cal	02-01-04	gtk	04-05-04	pca	10-01-01	wsm	14-02-04
		gtl	04-05-05	pcb	10-01-02	wsp	14-02-05
		gtp	04-05-06				

6.4 Essential data elements for the main types of directories

Column 1 = International directories

Column 2 = National directories published in bi- or multi-lingual countries;

Column 3 = National directories intended for international use;

Column 4 = National directories.

Ordering No.
10-01-03
10-01-04
10-01-05
10-01-06
10-01-07
10-01-08
10-01-09
10-02-01
10-02-02
11-01-01
11-01-02
11-01-03
11-01-04
11-02-01
11-02-02
11-02-03
12-01-01
12-01-02
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14-01-07
14-02-01
14-02-02
14-02-03
15-01-01
15-01-02
15-01-03
15-01-04
15-01-05
15-01-06
15-01-07
15-02-01
15-02-02
15-02-03

Ordering No.	1	2	3	4
01-01-01	+	+	+	+
02	+	+		
03	+		+	
04	+		+	
05	+		+	
09	+	+	+	+
13	+	+	+	+
01-02-01	+	+	+	+
02	+	+	+	+
03	+	+	+	+
04	+	+	+	+
05	+	+	+	+
06	+		+	
01-03-01	+	+	+	+
02	+	+	+	+
03	+	+	+	+
04	+	+	+	+
05	+	+	+	+
06	+		+	
07	+	+	+	+
08	+	+	+	+
09	+	+	+	+
01-04-01	+	+	+	+
02	+	+	+	+
03	+	+	+	+
04	+	+	+	+
05	+	+	+	+
01-05-01	+	+	+	+
02	+	+	+	+
04	+	+	+	+
05	+	+	+	+
01-06-03	+	+	+	+
04	+	+	+	+
05	+	+	+	+
01-07-01	+	+	+	+
02	+	+	+	+
02-01-01	+	+	+	+
02-02-01				
or				
03	+	+	+	+
03-02-01	+	+	+	+
04	+	+	+	+
04-01-01	+	+	+	+
02	+	+		
03	+		+	
04	+		+	
05	+		+	
09	+	+	+	+
11	+	+	+	+

Ordering No.	1	2	3	4
04-02-01	+	+	+	+
02	+	+	+	+
03	+	+	+	+
04	+	+	+	+
05	+	+	+	+
06	+		+	
04-03-01	+	+	+	+
02	+	+	+	+
03	+	+	+	+
04	+	+	+	+
05	+	+	+	+
06	+		+	
07	+	+	+	+
08	+	+	+	+
09	+	+	+	+
04-04-01	+	+	+	+
02	+	+	+	+
03	+	+	+	+
04	+	+	+	+
05	+	+	+	+
04-05-04	+	+	+	+
05	+	+	+	+
05-01-01	+	+	+	+
05-02-01				
or				
03	+	+	+	+
06-02-01	+	+	+	+
04	+	+	+	+
07-01-01	+	+	+	+
03	+	+	+	+
07-02-01	+	+	+	+
08-01-01	+	+	+	+
02	+	+	+	+
03	+	+	+	+
08-02-01	+	+	+	+
02	+	+	+	+
03	+	+	+	+
10-01-02	+	+	+	+
03				
or				
04	+	+	+	+
05	+	+	+	+
06	+	+	+	+
07	+	+	+	+
10-02-01	+	+	+	+
02	+	+	+	+
11-01-01	+	+	+	+
02	+	+	+	+
03	+	+	+	+
04	+	+	+	+
12-01-01	+	+	+	+
02	+	+	+	+
04	+	+	+	+
05	+	+	+	+
06	+	+	+	+
07	+	+	+	+
12-02-01	+	+	+	+
02	+	+	+	+
03	+	+	+	+

Ordering No.	1	2	3	4
13-01-01	+	+	+	+
02				
or				
05	+	+	+	+
07	+	+	+	+
13-02-01	+	+	+	+
02	+	+	+	+
13-03-01	+	+	+	+
13-04-01	+	+	+	+
14-01-01	+	+	+	+
14-02-01	+	+	+	+
02	+	+	+	+

7 Presentation of published directories

7.1 Title leaves

The title leaves shall comply with ISO 1086.

The title, possibly completed with the subtitle, shall clearly indicate the type of publication and the scope of the directory. In national directories published in bi- or multilingual countries the title should be given in all or some of the languages of the country.

In national directories published in lesser known languages, it is recommended that the title be given in at least one well-known language as well. The language(s) of the title(s) should correspond to language(s) of foreword(s) and table(s) of contents.

Multilingual titles may be given on one title page (recto of the title leaf) or on separate title pages for each language. When a publication has only one title page, multilingual titles shall be given in such order or typography as to indicate clearly the chief title by which the reference to the directory should be made.

7.2 Table of contents

The table of contents shall indicate the organization of the material: sections, indexes, a list of abbreviations and/or symbols, a glossary of terms used, if needed, and so forth. The table of contents should be in the front of the volume, preceding the foreword.

In national directories published in lesser known languages it is recommended to give the table of contents in at least one well-known language as well.

7.3 Foreword

The foreword shall explain clearly the scope and arrangement of the directory, and the criteria for inclusion of entries. It should give instructions as to the use of the directory. The source(s) of the data presented and the date of validity of the information should be indicated.

In national directories published in lesser known languages it is recommended to give the foreword, or its summary, in at least one well-known language as well.

7.4 List of abbreviations and symbols

All abbreviations and symbols shall be explained. The list shall be given on a separate page(s), preceding the main body. If there are only a few abbreviations and symbols, they may be listed immediately following the foreword.

7.5 Main body of the text

7.5.1 Order of entries

The order of the entries depends on the type of directory and its intended use. A directory may be arranged in order by subject, geographical area, type of institution or alphabetically by name of institution. Under the main arrangement any subdivisions may be used, provided that they are applied consistently.

In international directories geographical order by country is recommended, with a subject breakdown within each geographical area. In national directories intended for international use, subject order is recommended. Internationally accepted classification schemes, e.g. UDC, BSO, should be used.

7.5.2 Entry number

All entries shall be numbered consecutively throughout the directory.

7.5.3 Content of individual entries

Each entry shall contain as a minimum the data elements indicated in 6.4 as essential. The information within each entry shall be presented in a consistent form and order, but not necessarily in the order given in 6.1.

7.6 Indexes

ISO 999 should be consulted.

The index(es) should be in the back of the volume. Indexes shall refer to individual entries, by the use of entry numbers.

Number and types of indexes depend on the arrangement of the main body of the text. A subject order should be complemented by geographical and name of institution indexes; geographical arrangement, by name of institution and subject indexes; order by names of institution by subject and geographical indexes; and order by type of institution should be complemented by name of institution and subject indexes.

In international directories and national directories intended for international use, the index by names of institutions may give both original and translated names; names in non-Latin characters shall be given in transliterated form.