

**HURIDOCS STANDARD FORMATS
FOR THE RECORDING AND EXCHANGE
OF BIBLIOGRAPHIC INFORMATION
CONCERNING HUMAN RIGHTS**

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**HURIDOCS
1993**

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PREFACE TO THE FIRST EDITION 1985

By the late Martin Ennals, Founding President of HURIDOCS

HURIDOCS is a universal network of non-governmental organisations, institutes, academics, activists and others concerned with information on and about human rights. The concept of HURIDOCS took several years to crystallise through the endeavours of an International Working Group created in 1979 to examine the problems of information handling in the area of human rights, culminating in 1982 with the official establishment of HURIDOCS, with the special purpose of advancing the dissemination of public information on human rights. For the initial year of its existence, HURIDOCS had no office or staff of its own, but depended on the voluntary efforts of its International Council members and others to develop the structure and tools necessary to lay the basis for an effective network. In July 1983, however, HURIDOCS appointed an Executive Consultant to act in an advisory and consultancy role on the acquisition and introduction of appropriate techniques for handling information on human rights.

Bjørn Stormorken is one of the very few who combine expert knowledge of information technology and a deep commitment to human rights. He exercised these combined skills as a consultant for HURIDOCS between 1983 and 1984. During that period he assisted human rights organisations and other bodies in related fields, to identify their problems and advise them in the practical steps which could be taken to resolve those problems. During this period it became increasingly apparent that, more than anything else, we needed common standards and formats for the recording and retrieving of information to facilitate sharing and exchange.

This publication is the result of the experience gained and the time consuming efforts made by Bjørn Stormorken with the assistance and advice of HURIDOCS colleagues, Annie McMorris (Information Officer) and Friederike Knabe (Vice-chairperson), and the constant support of the HURIDOCS Board and in particular, Hans Thoolen (Secretary).

The purpose is to produce guidelines which are applicable to collectors and users of information about human rights whether they are equipped with any of a variety of computer systems or are using manual files.

Information about human rights is hard to obtain, difficult to disseminate and essential to the protection and promotion of all human rights. In the countries of the South, resources tend to be concentrated largely in the hands of a few, mainly governments and multinational corporations. The human rights groups are therefore hampered by the absence of facilities for the transmission of information which is all too hard to obtain. The lack of agreed formats for the recording and retrieving of information is a major obstacle to the rapid use of information upon which activists and organisations depend for their effectiveness. Those who have the resources and the technology have a vested interest in withholding such information from the open market.

Our experience in HURIDOCS in recent years is that it is the front line areas where human rights have to be won and where the risks and difficulties are greatest, that enthusiasm is highest for any system which can make information more accessible and easy to transmit. In the Northern countries of industrialisation and wealth, there is often seemingly a surfeit of information and an equivalent absence of understanding of the fact that information,

systematically recorded, is central to political action. It is also a key to the avoidance of overlapping of efforts and resources. In the North therefore, information scientists, documentalists and librarians are often regarded as subsidiary to the activists. What seems like a luxury in the North is regarded as an essential tool in the South. The presence of human rights activists and field workers at the first HURIDOCS conference in Latin America in Quito in 1981 was a welcome reminder to those of us whose background is the more leisurely atmosphere of Western Europe.

There are numerous cataloguing and classification systems in existence, some more suitable for the small, activist orientated documentation centres than others. Some are too complex; others too specialised or not geared toward the use of small computer based systems. In developing the common formats therefore it has been important to seek one set of standards to be used by human rights and other similar organisations, which would incorporate the most appropriate elements from the other systems.

In manual systems, when references are exchanged, inconsistencies and incompatibilities of codes and structures can be overcome. In computer systems, particularly the small ones, they are impossible to handle. For example, when documentation references are read into the system, where the United Kingdom is not identified also as Great Britain and England, the information cannot be retrieved simply because there is an inconsistency of codes which identifies the three titles as one area, one jurisdiction and one country. Without such standards information fed into computers may be lost to all but those who use that system. Far from the information revolution helping human rights, the reverse may be true; information gathered at risk becomes lost in the mountain of other peoples technology. This is an objective devoutly wished by the official sources of information to which the human rights organisations are the only response.

In recent years governments and those with financial power and resources have benefited by the revolution in information sciences which permit data to be provided on matters which are in their interests to provide and to suppress information which does not suit their requirements. The campaigners against drug abuse, misinformation on baby foods, facts about mass arrests, massacres and starvation equally need facilities not only to gather the information but to transmit it through accessible channels.

The production of this book is a step in the direction of making the free flow of alternative information easier. It is a small step which is long overdue. The formats will need to be developed, there will be mistakes to be corrected and there will be the continuing problem of getting the tools into the hands of the users. The financial resources for the poor, the hungry and the oppressed are small. Governments and donors who support human rights tend to seek programmes with immediate and tangible results. HURIDOCS is therefore particularly grateful to the Danish government for its assistance in funding the publication of this book. It is also deeply in the debt of Bjørn Stormorken, Annie McMorris and others in other institutes and organisations who have made it possible.

There are more steps to be taken, more work to be done which is painstaking and detailed. More support is needed, more training for information handlers and documentalists, wider distribution of this and successor volumes.

HURIDOCS is a network of organisations and individuals. It aims to provide information about where information can be found. It aims to make information on all human rights - economic, social and cultural as well as civil and political - more readily and easily available. HURIDOCS itself needs help and information to help others.

Protection against torture, aid to the starving, the prevention of massacres all start with information in the hands of a few who are often themselves in peril. The coding and transmitting of this information through many hands is the process which can be prolonged or speeded up depending on the methodology. In information the benefits of standardisation are undeniable.

PREFACE TO THE SECOND EDITION

As far back as in 1979 Martin Ennals, Founding Present of HURIDOCS, first brought together a small group of human rights activists and set out to create a body that would act as a focus and reference for human rights organisations and information management. The aim was to provide human rights organisations with tools and know-how to enable them to enter the information age better equipped and make their struggle more efficient. HURIDOCS was conceived then.

A few years later, in 1985, came the first achievement and a long-standing landmark on the road to this goal: the "Yellow HURIDOCS book". Bjørn Stormorken, tireless and enthusiastic friend and colleague of many of us, with the valuable assistance of Annie McMorris, produced the first edition of the "HURIDOCS Standard Formats for the Recording and Exchange of Human Rights Information". The achievements of what might be thought of as just a simple tool for documentalists have been immense. This first contribution has brought hundreds of human rights organisations to work together, to exchange information, know-how and experiences with one aim in mind: protecting human rights.

In 1991, a small group of dedicated human rights information specialists representing a wide spectrum of human rights organisations, ranging from the smallest Non Governmental Organisations to large Intergovernmental Organisations, embarked on a necessary revision of the first edition of the Bibliographic Standard Formats. The group benefited from previous considerations stimulated by the work of Suzanne Bancel, who acted as coordinator for the task in the period October 1989 - February 1990.

The group was constituted as an ad hoc HURIDOCS Task Force for the revision of the formats in May 1991 by a decision of the Continuation Committee. I had the privilege of leading this Task Force consisting of: Geneviève Bador (Switzerland), Graham Bennett (UK), Lise Bruun (Denmark), Iva Caccia (Canada), James Lawson (France), Agnethe Olesen (Denmark), Hanne Stemann (Denmark) and Berth Verstappen (HURIDOCS Secretariat).

From a distance, Gloria Alberti (Chile) and Anita Sen (India) provided comments as the work progressed.

The Task Force met on three occasions: 4 May 1991 in Paris; 17-18 November 1991 in Oslo; and in Crete, May 1992, on the occasion of HURIDOCS' Third General Assembly. In the three meetings colleagues from various parts of the world provided constructive criticism and contributed experience and knowledge. A draft version of the work that you now have in your hands was approved by HURIDOCS' Third General Assembly.

The principal stimulus for the first edition was a wish to satisfy the need expressed by human rights documentalists, particularly from third world countries, to have a tool with a basic set of rules and instructions that could be used by non-professionals operating in relatively small but highly dynamic documentation centres, and that, at the same time, would be compatible with international standards.

This reasoning is still valid today, although the level of professionalisation has noticeably increased, and the demand for a more comprehensive tool was expressed by users. This constituted the main stimulus for the present revised edition.

The challenge was to achieve simplicity and conciseness for easy implementation combined with the highest possible level of standardisation and compatibility for exchange.

The revision necessarily considered several factors. Rapid and enormous developments in information handling techniques and in information technology had to be taken into account. At the time when the Task Force began its activities, there was six years' accumulated experience of wide-spread use of the formats, as well as experience gained in the training workshops organised by HURIDOCS in different parts of the world. Yet another consideration came from such little exchange of bibliographic information as had occurred.

The revision was made possible by many people who, knowingly or unknowingly, have contributed to it through their experience, comments, criticism and encouragement. Among others, many friends and colleagues who participated as observers in the Task Force meetings have tested and commented on the revision and have worked on complementary aspects. Also, the participants in the various HURIDOCS training activities, through their questions and comments, have contributed an enormous amount to improving the formats and, definitely, to make them more universally applicable.

Undoubtedly, the greatest contribution was made by the Task Force members themselves through their creativity, hard work and commitment, as well as their good spirit and readiness to undertake the task. They intensely discussed, drafted and redrafted all aspects ranging from the principal issues to the finest details of the formats, tested them and, until the very last minute, were concerned with achieving the highest quality and accuracy of the work.

The ever present HURIDOCS International Secretariat, in particular Berth Verstappen, deserves a special mention.

The Continuation Committee played its role in facilitating the work of the Task Force and in constantly impressing on us the importance of the task for which we were responsible. In particular, I would like to acknowledge the constant presence of and communication with Kumar Rupesinghe, the chairperson who initiated the Task Force and delegated the mandate on behalf of the Continuation Committee, and with Kofi Kumado, HURIDOCS' current chairperson who lived through, and probably suffered, the final stages of the revision.

Finally, Agneta Pallinder was the person who corrected style, edited language and converted the work done over two years into a publication.

It is HURIDOCS' hope that the revised edition of the Bibliographic Standard Formats will constitute an efficient working tool of practical value in all kinds of human rights documentation centres in many countries, both as a recording tool of easy implementation and as an instrument that provides the elements of international standardisation and compatibility for much needed exchange of information on human rights.

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CHAPTER 1

INTRODUCTION

CONTENTS OF THIS CHAPTER

- **BACKGROUND:** Human Rights Information, Diversity and standardisation
- **ABOUT THE FORMATS:** Objectives and intended audience, Recording and Exchange formats, Changes in the Revised Edition, A closer look at the Standard Formats
- **CATALOGUE CARDS**
- **EXCHANGE OF BIBLIOGRAPHIC INFORMATION:** Exchange format, Relation to international standards, Emphasis on compatibility
- **NEW FEATURES**

BACKGROUND

Human Rights information

Reliable and timely documentation and information have been essential to effective human rights work for many years. Our own times place human rights issues at the very centre of social and political life. Human rights are being universally reaffirmed as inevitably linked to democracy, rule of law, social justice, sustainable development and peace.

At the same time constantly improving information and communication technologies transform the flow of information internationally. Information on all kinds of situations is relayed by the mass media instantaneously throughout the world on television screens, on radio and in the press.

Seen against this background, and in the light of what might come in the future, human rights information is more than ever central to human rights protection at both local and international level.

Diversity and standardisation

A multitude of human rights documentation and resource centres have seen the light of day in the last ten years. The very fact that they exist is welcomed by all, but for full effectiveness they need to work together for the benefit of the human rights community as a whole. This means cooperative efforts to improve and professionalise working methods, as well as an earnest commitment and readiness to exchange information and know-how.

For every kind of cooperation and certainly for information exchange a certain degree of standardisation of working methods is required. The work of HURIDOCS has been devoted to encouraging cooperation between human rights organisations through the provision of tools for such beneficial standardisation, notably HURIDOCS Bibliographic Standard Formats. These were first published in 1985 under the title *HURIDOCS Standard Formats for the Recording and Exchange of Information on Human Rights*, by Bjørn Stormorken with the assistance of Annie McMorris. In 1988 a set of modifications were issued. The widespread

use of these formats - around one hundred key human rights organisations have adopted them - has been of unquestionable benefit for the dissemination of human rights information.

The present revised edition, published under the title of *HURIDOCS Standard Formats for the Recording and Exchange of Bibliographic Information Concerning Human Rights*, is yet another step in that direction. It closely follows on the publication of standards for recording substantive information about events, *HURIDOCS Standard Formats: a Tool for Documenting Human Rights Violations* (HURIDOCS, 1993), (which can be downloaded from [this site](#)) and shares with this publication a volume of [Supporting Documents](#). Other types of Formats remain to be developed - a format for recording Audio-Visual materials is required. In addition the present revised edition of the Bibliographic Formats no longer includes the format for recording data about Organisations, that were part of the first edition. These, too, are a task to be undertaken.

HURIDOCS believes that the contents of this publication constitute a powerful instrument to make human rights work more efficient and effective. We sincerely hope that it contributes to making the documentation work of human rights organisations even more efficient in the struggle for human rights worldwide.

ABOUT THE FORMATS

Objectives and intended audience

The revised Bibliographic Standard Formats are designed to help human rights workers to accurately identify and describe the documents which they handle. Thus, the Formats are primarily aimed at those persons involved in documentation handling activities in human rights organisations. More often than not, these colleagues are not professional librarians. Frequently they operate as a "one-person band", single-handedly running a documentation centre or providing an information service. They may work under great pressure of time and demand from users, who require the right information in the best presentation and usually, as promptly as "yesterday".

The Bibliographic Standard Formats are based on international library - standards, but they are designed for use by professionals and non-professionals alike. Trained librarians will be familiar with most of the rules and instructions presented in this handbook. They might find them over simplified, but need not be held back from applying the highest professional standards. The simplified rules and adaptations to the human rights environment still leave the HURIDOCS Standard Formats compatible with international formats such as the *Anglo-American Cataloguing Rules*. At the same time the HURIDOCS Standard Formats are designed to be manageable by the greatest number of human information workers.

The bibliographic and subject description of documents is both an intellectual and technical activity where exercise of judgement is required. It is not simply a matter of transcribing the title page of documents into the format. No manual can foresee all possible bibliographic cases and specific difficulties that may arise or provide solutions to them. A manual of this kind can merely set the principles and give basic guidelines and instructions. The final decision on what option is best for each situation will have to be taken by the documentalist. We strongly recommend that a record of these choices is kept.

Recording and Exchange formats

Before going into the details of how to use the revised HURIDOCS Standard Formats it is necessary to discuss the difference between **recording** formats and **exchange** formats.

Recording formats are tools created by information handlers to facilitate entry in manual or automated information systems. In its simplest form, a recording format could consist of a card with certain information that identifies a document. To be fully consistent, the person filling in such a card must follow some basic rules. So, a recording format consists of a physical layout (a form), a set of rules for filling in that form and, usually, a number of supporting documents which provide standardised forms for certain data elements, e.g. names of countries or names of organisations.

If several people in the same organisation are asked to fill in cards, then they must all complete the cards in the same way. This ensures that, when the various cards are filed into a central card box, they all contain comparable information in the same place on the card.

The same applies when different organisations wish to exchange information, e.g. on cards, bibliographies or in electronic form, or if they intend to pool their data in a single cumulative catalogue or database. Therefore, the simplest way to guarantee compatibility between records from different organisations is to adopt a systematic and compatible recording format.

However, it is obvious that not all organisations in the human rights community have the same needs, nor do they have the same means at their disposal. Some have sophisticated computer equipment and others have only basic manual equipment. It therefore seems rather unrealistic to expect all organisations working in the area of human rights information to adopt common recording standards which will satisfy all the needs of each and every one of them.

Instead the HURIDOCS approach has been to define a minimum exchange format and publicise this as the HURIDOCS Bibliographic Standard Format. However, for most purposes the minimum exchange format is perfectly adequate as a recording format. Indeed many members of the HURIDOCS network have adopted the Standard Formats as their local recording formats. But this is not necessary. Local recording formats may differ from organisation to organisation. Fields may be entered in a different order,, and additional fields may be used to cater for specific needs, so long as the organisation can also translate or reformat their data, to comply fully with the HURIDOCS Standard Formats, which in turn are-compatible with other internationally used formats.

Therefore the HURIDOCS Bibliographic Standard Formats allow a great deal of freedom to individual organisations and are in no way a strait-jacket interfering with the local needs of any organisation. The fields defined as **mandatory** in the Standard Formats are a minimum to which all members of the network agree to comply. This minimum set of fields can usefully be complemented by other fields depending on the working methods and field of action of each organisation in the network.

It is worth mentioning that subject oriented and other networks, such as the International Refugee Documentation Network, have adopted HURIDOCS Bibliographic Standard Formats for recording and exchanging information in their areas of interest.

Changes in the Revised Edition

Merger of formats: The most obvious change in the present revised edition of the HURIDOCS Bibliographic Standard Formats is the merger of the two original formats for Independent units and Dependent Units into one format, called IN/DEPENDENT UNITS. There is also a SERIAL UNITS format as there was in the original edition.

The modified IN/DEPENDENT format is used to record bibliographic information on the following types of material:

- Books, documents or any "Independent" bibliographic units. An independent unit can also be described as a "stand-alone" unit.
- Chapters or parts of books, or articles in serials, that is "dependent" bibliographic units which are considered important enough to be recorded separately.

The SERIAL format is used to record information on bibliographic units which are issued at regular intervals and which are intended to continue indefinitely. These include newspapers, periodicals, yearbooks, annual reports, etc.

Mandatory and Recommended fields: The first edition of the Standard Formats had 32 fields, all compulsory. Experience has shown that this was too much for general use. To make the Standard Formats more manageable the revised edition introduces the concepts of **mandatory** and **recommended** fields. The information marked as **mandatory** is that which creates a record and, if available, must always be entered. These are the fields that are included in an Exchange Format.

The information identified as **recommended** is that which, if available, it is advisable but not compulsory to record. These fields are not to be exchanged unless previous agreement is reached between organisations exchanging the information.

The mandatory fields are based on the AACR2-88 first level of description (see AACR2-88, Chapter 1), and supplemented by a small number of additional "HURIDOCS PLUS" fields necessary in an international "documentation for action" environment. When possible the "HURIDOCS PLUS" fields have been designed to conform to the second level of description of the Anglo-American Cataloguing rules. The total number of **mandatory** fields in the revised Standard Formats is 23.

Most of the first edition fields which are no longer mandatory have been retained as recommended fields. This will ensure that network members who want to continue to use these fields retain compatibility with other organisations.

Deleted fields: The following fields from the original edition have been removed in the revised edition. These no longer constitute an integral part of the Standard Formats.

- Cable
- Availability

(From **Independent Units Format** and **Dependent Units Format**)

- Cable
- Availability
- Annual or other cumulative index
- Regularly indexed by

(From **Serial Units Format**)

The suggested alternative is to deal with this information in the FREE TEXT field. Users who so prefer can instead retain these fields and add them to the revised version as LOCAL FIELDS. However, they are no longer part of the HURIDOCS Bibliographic Standard Formats and should not be exchanged, unless previous agreement is reached between the organisations exchanging the data.

New fields: New fields have been introduced in the present general revision in response to demands posed by "documentation for action", as expressed by users of the formats.

A closer look at the Standard Formats

Grouping of fields: The fields of the HURIDOCs Bibliographic Standard Formats are grouped in three areas:

- The RECORD INFORMATION AREA, which contains information about the actual record being created.
- The BIBLIOGRAPHIC DESCRIPTION AREA, which contains bibliographic information on the title, author, publication and physical description of the unit being catalogued. Within this area first all fields applicable either to In/Dependent Units alone or to both In/Dependent and Serial units are presented; they are followed by those fields which are applicable only to Serials.
- The CONTENTS DESCRIPTION AREA, which contains information about the language, contents and subject matter of the unit being catalogued.

Layout of Scope Notes: The Scope Notes or Definitions of Fields are set out in a uniform way, to make reference easier, with the following standard sections:

- USE of the field and indication of whether it is mandatory or recommended.
- Type of UNIT to which the field is applicable, i.e. Independent, Dependent or Serial.
- Bibliographic LEVEL or levels to which the field is applicable.
- FORMAT that can be used, i.e. In/Dependent or Serial.
- DEFINITION of the information carried by the field, and the data to be recorded.
- SELECTION, where indication is given of the source or sources of the information previously defined.
- ENTRY, where precise instructions are given on how to enter the information, including order, capitalisation, punctuation, supporting documents to refer to etc.
- In some fields further instructions or recommendations are given in a NOTE.

All fields, and in many cases also the individual sections, are illustrated with examples. Additionally, in Chapter 4, following the instructions in Chapter 3 on how to use the Standard Formats, there is a collection of examples of complete records.

The examples are meant to illustrate the instructions. They are not prescriptive unless specifically indicated, as in the case of certain punctuation sequences.

CATALOGUE CARDS

For many users of the Bibliographic Standard Formats the chief requirement is to use them as a basis for the production of catalogue cards. There are detailed instructions for the

conversion of Standard Formats records to catalogue cards in Chapter 6 **Guidelines for catalogue cards**. This chapter also contains a collection of examples.

EXCHANGE OF BIBLIOGRAPHIC INFORMATION

Exchange format

The format for exchanging bibliographic information on In/Dependent Units consists of the 18 **mandatory** fields. The format for exchanging bibliographic information on Serial Units consists of the 14 **mandatory** fields.

Partners to an exchange may feel free to add some or all of the **recommended** fields for their specific needs, but all the **mandatory** fields enumerated in this manual are to be used, and are to be used according to the instructions set out below.

In relation to data exchange, it is worth noting that due to the variety of automated systems used, there is a risk of data loss when exchange occurs between large and small systems. To avoid loss of important information, follow the priority guidelines as set out in Chapter 3 **Scope Notes or Definition of Fields** for the various fields where this caution is advisable. An example is the field GEOGRAPHICAL TERMS, where the guideline is that the most significant term should be listed first.

Relation to international standards

The Standard Formats are based on international standards, library and other recording standards such as the ISO. In particular, the *Anglo-American Cataloguing Rules* (2nd. edition as revised in 1988) are followed for selection, entry and punctuation in the different fields. The revised HURIDOCS Formats include some changes made necessary in order to be consistent with the Anglo-American cataloguing rules in their 1988 revision (AACR2-88).

Only the more generally applicable aspects of AACR2-88 have been incorporated in the HURIDOCS Formats in a simplified manner. Throughout the text, users are referred to AACR2-88 for guidance on more complex or specific situations not covered here. Reference is also given to AACR2-88 for more complete explanations on the different aspects of bibliographic description. To assist with this, reference to precise rules or chapters has been included where it is considered helpful. Additionally, there is a table which summarises the relevant chapters, rules and appendices for each field of the bibliographic description area.

Emphasis on compatibility

HURIDOCS exists in order to promote and facilitate exchange of information and cooperation in information handling. Therefore there is strong emphasis on the need to ensure that records produced using HURIDOCS Bibliographic Standard Formats in the revised edition are compatible with the products of the earlier version.

Chapter 7 **Comparison of first and second edition of HURIDOCS Bibliographic Standard Formats** provides detailed Equivalence Tables. These show the relationship between fields in both editions and give instructions for converting data according to the modifications. The equivalence tables take into account the **Modifications to the HURIDOCS Standard Formats** introduced in 1988.

For users wishing to exchange HURIDOCS Bibliographic Standard Format records with libraries or bibliographic databases outside the network Chapter 8 **Compatibility with other**

formats provides detailed Equivalence Tables relating HURIDOCS formats to the MARC (**MA**chine **R**eadable **C**ataloguing) format based on AACR2-88. In the process a new MARC "dialect", HURIMARC, has been created. This is complemented with a **HURIDOCS Standard Format for Electronic Exchange of Bibliographic Information**, published separately.

NEW FEATURES

The Bibliographic Standard Formats have been designed to be used by professional librarians and documentation workers without formal training alike. To emphasise this the revised edition provides a **Glossary** of definitions of technical terms used in the book.

There is also a brief **Bibliography** of works that have been consulted in the preparation of this book.

Finally, there is, for greater ease of use, an **Index** to fields and concepts.

CHAPTER 2 TABLE OF FIELDS

CONTENTS OF THIS CHAPTER

- LIST OF HURIDOCS FIELDS FOR RECORDING INFORMATION ON IN/DEPENDENT UNITS AND SERIAL UNITS
- HURIDOCS RECORDING FORM FOR IN/DEPENDENT UNITS
- HURIDOCS RECORDING FORM FOR SERIALS

LIST OF HURIDOCS FIELDS FOR RECORDING INFORMATION ON IN/DEPENDENT UNITS AND SERIAL UNITS

M = Mandatory fields *R = Recommended fields*

TYPE OF UNIT:	INDEPENDENT	DEPENDENT	SERIAL
Bibliographic levels:	m, c, mc, ms	am, as	s
Record Information Area			
BIBLIOGRAPHIC LEVEL:	M	M	M
RECORDING BODY:	M	M	M
<i>CATALOGUE SIGNATURE:</i>	<i>R</i>	<i>R</i>	<i>R</i>
<i>DATE OF ENTRY:</i>	<i>R</i>	<i>R</i>	<i>R</i>
Bibliographic Description Area			
TITLE:	M	M	M
PREVIOUS TITLE:			M
CONTINUED AS:			M
PERSONAL AUTHOR:	M	M	
CORPORATE AUTHOR:	M	M	
REFERENCE TO GENERIC UNIT:		M	
EDITION:	M	M	
PLACE OF PUBLICATION:	M	M	M
PUBLISHER:	M	M	M
<i>DISTRIBUTOR:</i>	<i>R</i>	<i>R</i>	<i>R</i>
<i>ADDRESS:</i>	<i>R</i>	<i>R</i>	<i>R</i>
<i>TELECOMMUNICATIONS:</i>	<i>R</i>	<i>R</i>	<i>R</i>
DATE OF PUBLICATION:	M	M	
PAGES:	M	M	
REFERENCE TO SERIES:	M		

NOTE:	M	M	R
ISBN:	M	R	
ISSN:	R	R	M
<i>DOCUMENT SYMBOL:</i>	R	R	R
<i>FREQUENCY:</i>			R
STARTED:			M
CEASED:			M

Contents Description Area

LANGUAGE:	M	M	M
<i>STATISTICAL INFORMATION:</i>	R	R	
<i>BIBLIOGRAPHIES:</i>	R	R	
INDEX:	M	M	M
<i>LOCAL INDEX:</i>	R	R	R
<i>TIME PERIOD:</i>	R	R	
<i>GEOGRAPHICAL TERMS:</i>	R	R	R
GEOGRAPHICAL CODES:	M	M	M
FREE TEXT:	R	R	R

RECORDING FORM FOR IN/DEPENDENT UNITS

BIBLIOGRAPHIC LEVEL:
RECORDING BODY:
CATALOGUE SIGNATURE:
DATE OF ENTRY:

TITLE:
PERSONAL AUTHOR:
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT:
EDITION:
PLACE OF PUBLICATION:
PUBLISHER:
DISTRIBUTOR:
ADDRESS:
TELECOMMUNICATIONS:
DATE OF PUBLICATION:
PAGES:
REFERENCE TO SERIES:
NOTE:
ISBN:
ISSN:
DOCUMENT SYMBOL:

LANGUAGE:
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX:
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS:
GEOGRAPHICAL CODES:
FREE TEXT:

Fields in ITALICS are Recommended Fields

RECORDING FORM FOR SERIALS

BIBLIOGRAPHIC LEVEL:
RECORDING BODY:
CATALOGUE SIGNATURE:
DATE OF ENTRY:

TITLE:
PREVIOUS TITLE:
CONTINUED AS:
PLACE OF PUBLICATION:
PUBLISHER:
DISTRIBUTOR:
ADDRESS:
TELECOMMUNICATIONS:
NOTE:
ISSN:
DOCUMENT SYMBOL:
FREQUENCY:
STARTED:
CEASED:

LANGUAGE:
INDEX:
LOCAL INDEX:
GEOGRAPHICAL TERMS:
GEOGRAPHICAL CODES:
FREE TEXT:

Fields in ITALICS are Recommended Fields

CHAPTER 3 SCOPE NOTES OR DEFINITION OF FIELDS

CONTENTS OF THIS CHAPTER

- **RECORD INFORMATION AREA:** Bibliographic level, Recording body, Catalogue signature, Date of entry
- **BIBLIOGRAPHIC DESCRIPTION AREA:** Title, Personal author, Corporate author, Reference to generic unit, Edition, Place of publication, Publisher, Distributor, Address, Telecommunications, Date of publication, Pages, Reference to series, Note, ISBN, ISSN, Document symbol, Previous title, Continued as, Frequency, Started, Ceased
- **CONTENTS DESCRIPTION AREA:** Language, Statistical information, Bibliographies, Index, Local index, Time period, Geographical terms, Geographical codes, Free text

RECORD INFORMATION AREA

This part of the record is used to enter information about the bibliographic record itself, not about the bibliographic unit for which the record is being created. Such information is required in order to perform certain data manipulation tasks, to keep administrative control of origin and creation of records, to identify data exchanged between similar centres or transferred to central accumulated data bases such as those in university, research or national library or information systems.

The following fields are included in this area:

- **BIBLIOGRAPHIC LEVEL**
- **RECORDING BODY**
- **CATALOGUE SIGNATURE**
- **DATE OF ENTRY**

BIBLIOGRAPHIC LEVEL

Use **Mandatory** to record the code that indicates the bibliographic level at which the unit at hand will be treated.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition The term **bibliographic level** is used to identify the bibliographic unit (document) that is being catalogued, from the point of view of its relationship - or lack of relationship - to other bibliographic units. The bibliographic level indicates whether the document can be catalogued quite independently or whether the catalogue entry needs to include reference to another bibliographic unit. This in turn determines which cataloguing format to use and which fields to complete. All bibliographic units can be described in terms of bibliographic levels, independently of whether they are published or unpublished (grey literature).

There are four basic bibliographic levels: analytical, monograph, collection and serial.

a Analytic or component part: a unit which for purposes of bibliographic identification or access absolutely requires reference to the document of which it forms a part. The bibliographic description of a part must not be done in isolation because the part can only be correctly described by making reference to the larger unit to which it belongs.

Examples: Chapters in monographs such as books; articles in serial publications; illustrations, maps, appendices to a text.

m Monograph in one volume: a complete work about a delimited subject.

Examples: A book, a report, a thesis, a questionnaire.

c Collection or multi-volume monograph: a work that is complete or intended to be completed in a finite number of separate parts, usually having each a title of its own and a collective title for the collection.

Examples: A work published in several volumes with a collective title. Each volume may also have its own title.

s Serial: a publication issued in successive parts, usually having numerical and/or chronological designations, and intended to be continued indefinitely. Each issue contains separate articles, contributions, etc.

Examples: A newspaper, a journal, a magazine or other periodical; annual reports and monograph series.

The bibliographic level code **a** (analytic) can not be used on its own, but must be combined with one of the others to indicate whether the work is a part of a monograph, of a serial, or of a collection. The other codes can be used either alone or in combination. The following combination codes are possible:

mc Monograph which is part of a collection.

ms Monograph which is part of a series.

am Part of a monograph: articles or chapters in a monograph.

as Part of a serial: articles or chapters in a serial.

In total there are therefore seven possible bibliographic levels. They correspond to Independent, Dependent and Serial units as indicated below:

Type of unit - Bibliographical level code

Independent - m, c, mc, ms

Dependent - am, as

Serial - s

Selection Select from the table above the code that indicates the bibliographic level of the record being created.

Entry Use the table above for completing this field. Only one code should be used in any given record. The code **a** cannot be used in isolation.

RECORDING BODY

- Use** **Mandatory** to record the acronym of the organisation preparing the record.
- Unit** Independent, Dependent and Serials
- Level** am, as, c, m, mc, ms, s
- Format** IN/DEPENDENT UNITS and SERIALS
- Definition** Identification of the organisation creating or preparing the bibliographic record of the unit at hand.
- Selection** Acronym by which the organisation recording the unit is known and unequivocally identified.
- Entry** Enter the acronym in upper-case letters with no punctuation in between or at the end.
- Note** Please inform HURIDOCS of the acronym used by your organisation.

Examples Recording body

Entry

Asociación Pro Derechos Humanos (Peru)

APRODEH

Informal Sector Service Centre

INSEC

International Federation for Information and Documentation

FID

Studie- en Informatiecentrum Mensenrechten
= Netherlands Institute of Human Rights

SIM

CATALOGUE SIGNATURE

Use **Recommended** to record the code assigned locally to shelve or file the bibliographic unit being described.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition The catalogue signature or any other code assigned locally by the recording body to indicate the physical location of the bibliographic unit being recorded. The catalogue signature is for local retrieval of documents and has local significance only.

Selection According to local practice.

Entry Enter the catalogue signature assigned to units kept as part of the local collection only.

Examples 1992.1002

00479.00

550.105/E75

GF532.A5D64

341.3/CUA/1977

DATE OF ENTRY

Use **Recommended** to register the date of recording the entry.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition Actual date of recording the entry. This information might be useful for internal purposes, such as the production of new acquisitions lists or statistics, or for exchange purposes etc.

Selection The actual date when the record is created and the information is entered in the system.

Entry Enter the date in the sequence YEAR MONTH DAY and in the form YYYYMMDD. Use eight digits exactly, filling in 0 (zero) for blanks.

Example 5 December 1992 (Year: 1992, Month: 12, Day: 05)
Entry: 19921205

BIBLIOGRAPHIC DESCRIPTION AREA

This part is used to enter the conventional set of bibliographic data that provides a unique and accurate description of the bibliographic unit being recorded. Fields included in this area are those on the first level of bibliographic description according to the *Anglo-American Cataloguing Rules (AACR2-88)*, complemented by some **HURIDOCs+** additional fields necessary or recommended in an international **documentation for action** environment.

Fields applicable either to IN/DEPENDENT units only, or to IN/DEPENDENT UNITS and SERIALS are:

- TITLE
- PERSONAL AUTHOR
- CORPORATE AUTHOR
- REFERENCE TO GENERIC UNIT
- EDITION
- PLACE OF PUBLICATION
- PUBLISHER
- DISTRIBUTOR
- ADDRESS
- TELECOMMUNICATIONS
- DATE OF PUBLICATION
- PAGES
- REFERENCE TO SERIES
- NOTE
- ISBN
- ISSN
- DOCUMENT SYMBOL

Fields applicable only to SERIALS, and which are presented at the end of the Bibliographic description area, are:

- PREVIOUS TITLE
- CONTINUED AS
- FREQUENCY
- STARTED
- CEASED

TITLE

Use **Mandatory** to record the title and, if applicable, the subtitle and parallel title of the bibliographic unit.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition A title is a word, phrase, character or group of characters appearing prominently on the unit and by which it would normally be referred to.

A subtitle succeeds the title and is often written in smaller type and/or separated from the title by a hyphen, semicolon or similar.

A parallel title is the title in another language which appears beside the main title. Parallel titles often appear on bilingual publications.

A supplied title is a title provided by the cataloguer for a unit that has no title on the chief source of information.

Selection Select the title by which the unit is most likely to be cited. In general, this will be the most prominent title on the title page or, failing that, on the cover, spine, or in the introduction.

Select subtitle(s) if appearing on the unit.

Select one or more parallel titles appearing on the unit.

If no title can be found on the unit, supply a brief descriptive title based on information taken from elsewhere in the unit or from a reference source.

Entry 1. Enter the title exactly as it appears on the bibliographic unit using the same wording and spelling.

2. Enter the title information in the following order and with the punctuation indicated. Enter no end punctuation.

Title : subtitle = Parallel title

Example:

Glossaire des droits de l'homme : termes fondamentaux dans les instruments universels et régionaux, français-anglais = Glossary of Human Rights : basic terms in universal and regional instruments, English-French

3. Capitalise the first word of the title and of the parallel title. Enter all other words,

including the first word of the subtitle, in lower-case letters except those which would normally be capitalised in the language of the text. For complete instructions on capitalisation see AACR2-88, Appendix A.

Example:

On the unit: A Short Guide to the European Convention on Human Rights
Entry: A short guide to the European Convention on Human Rights

4. Capitalise the formal or conventional name of a document such as a charter, constitution, legislative act, pact, plan, treaty, etc. For more information, see Chapter 21 of AACR2-88.

Examples:

African Charter on Human and People's Rights

Universal Declaration of Human Rights

5. Precede a subtitle by the symbol "space colon space" (:).

Example:

Human rights in international law : legal and policy issues

6. Record parallel titles as they appear on the unit. Precede a parallel title by the symbol "space equals sign space" (=).

Example:

Fortschritt im Bewusstsein der Grund- und Menschenrechte = Progress in the spirit of human rights

7. If the title is translated and supplied by the cataloguer, indicate this at the end of the translated title by a lower-case "t" enclosed in square brackets "[t]". Record the translated title after the original title.

Example:

On the unit: A környezethez valj jog és az emberi jogok nemzetközi rendszere

Entry: A környezethez valj jog és az emberi jogok nemzetközi rendszere = The right to a healthy environment and the international protection of human rights [t]

8. If a title appears in non-Roman script, transliterate the title into the Roman alphabet. If technically possible, enter the original title either as the title or as a parallel title. Identify a transliterated title by an upper-case "T" enclosed in square brackets "[T]".

Examples:

On the unit: [Title in Chinese characters]

Entry: Zhongguo Funu Jiuye Yu Funu Jiefang Shikuang [T]

On the unit: [Title in Cyrillic characters]

Entry: Cto takoê demokratiâ? [T] What is democracy? [t]

9. If the title recorded is a supplied title, enclose it in square brackets [].

Example:

[Presentación de denuncias ante la OEA]

10. Exceptionally long titles may be abridged but only if this is possible without loss of essential information. Indicate abridgement by the omission symbol "three dots" (...).

PERSONAL AUTHOR

Use **Mandatory** to record the name(s) and role(s) of the person(s) responsible for or contributing to the content of the bibliographic unit.

Unit Independent and Dependent

Level am, as, c, m, mc, ms

Format IN/DEPENDENT UNITS

Definition A personal author is the person chiefly responsible for or contributing to the intellectual creation or realisation of the content of the unit being recorded.

If a unit has both personal and corporate authors, both must be recorded. See field CORPORATE AUTHOR.

The role is the function that the person had in relation to the unit, e.g. author, editor, compiler.

Selection Select the personal author's name appearing most prominently on the unit.

If several personal authors are indicated on the unit it is possible to select up to three names.

If more than three personal authors are indicated on the unit, always select the first author, and optionally the two following next.

Note According to the Anglo-American Cataloguing Rules (AACR2-88), first level of description, only the first author should be recorded when there is more than one. The first author is therefore mandatory but HURIDOCS recommends that subsequent authors also be recorded according to AACR2-88 second level of description.

Entry Record the name and role, if other than author, of the person(s) responsible for the intellectual content of the bibliographic unit.

Refer to "Guidelines for Recording the Names of Persons" (Supporting Document A), where more extensive explanations and examples are given. Also refer to this Supporting Document to record names in certain languages and language groups.

For full compatibility with the Anglo-American Cataloguing Rules, consult Chapter 22.

Next are some basic guidelines for recording the names and role of personal authors.

1. Enter first the surname followed by the symbol "comma space" (,) and the given names or initials. Capitalise only the first letter of the surname and of the given names, and the initials. Do not leave spaces between the initials.

2. If there is more than one family name, begin the entry with the last family name. Do not separate a hyphenated name or a name known to be compound.

3. Do not enter titles of nobility or rank unless their omission would leave only the person's given name or surname. Also omit terms of relation such as Jr., Sr., fils, père, hijo in all languages except for Portuguese names.

4. If it is not possible to identify a family name, copy the full name exactly as it appears on the bibliographic unit without adding any punctuation.

Examples:

Name: Diana Miserez
Entry: Miserez, Diana

Name: Margaret G. Wachenfeld
Entry: Wachenfeld, Margaret G.

Name: Gabriel Galdón López
Entry: Galdón López, Gabriel

Name: Emmanuel Seyni Ndione
Entry: Seyni Ndione, Emmanuel

Name: Edo Dovi Edjossan
Entry: Dovi Edjossan, Edo

Name: Richard Newbold Adams
Entry: Adams, Richard Newbold

Name: Tore Linné Eriksen
Entry: Eriksen, Tore Linné

Name: T. Müller-Debus
Entry: Müller-Debus, T.

Name: Ritva Reinikka-Soininen
Entry: Reinikka-Soininen, Ritva

Name: Jerome Kroll, M.D.

Entry: Kroll, Jerome

Name: L.E. Hinkle Jr.

Entry: Hinkle, L.E.

Name: Dr. Lewis

Entry: Lewis, Dr.

Name: Nzongola-Ntalaja

Entry: Nzongola-Ntalaja

5. If more than one statement of responsibility is indicated, enter the names in the order as selected. Separate names with the symbol "space semicolon space" (;).

On the unit: Rosalind Finlay and Jill Reynolds

Entry: Finlay, Rosalind ; Reynolds, Jill

6. If more than three authors are mentioned on the unit, record either the first or the first three and follow the name(s) with the omission symbol "three dots" (...) and "[et al.]".

On the unit: Jerome Kroll, M.D., Marjorie Kroll, R.N., M.S., Thomas Mackenzie, M.D., Mee Yang, Sokha Chan, Tong Vang, Tam Nguyen, Mayjoua Ly, Banlang Phommasouvanh, Hung Nguyen, Yer Vang, Langsanh Souvannasoth, and Roberto Cabugao, M.D.

Entry: Kroll, Jerome ... [et al.]

or Kroll, Jerome ; Kroll, Marjorie ; Mackenzie, Thomas ... [et al.]

7. Enter, if and as appropriate, the following abbreviations, or their equivalents in the language of the unit, in brackets after the personal author's name. For a full list of standard abbreviations, consult AACR2-88, Appendix B.

Role of responsible - Abbreviation

collector - coll.

compiler - comp.

editor - ed.

translator - tr.

Entry: James, T. (comp.)

CORPORATE AUTHOR

Use **Mandatory** to record the name(s) of the corporate body/bodies responsible for or contributing to the creation of the content of the bibliographic unit.

Unit Independent and Dependent

Level am, as, c, m, mc, ms

Format IN/DEPENDENT UNITS

Definition A corporate body is an organisation or a group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, organisations, business firms, educational institutions, governments, any government agency, religious bodies, projects and programmes.

A corporate body is a **corporate author** if it is responsible for having originated, issued, published or having caused the publication (e.g., by funding) of the bibliographic unit being recorded.

If a unit has both personal and corporate authors, both must be recorded. See field **PERSONAL AUTHOR**.

Selection Select the corporate author if it is the only statement of responsibility prominently named on the unit. Also select the corporate author if the unit was commissioned by or published under the auspices of a corporate body although the work has an identifiable personal author already recorded in the **PERSONAL AUTHOR** field.

Select the name of the corporate author appearing most prominently on the unit.

If several corporate authors are indicated on the unit it is possible to select up to three names.

If more than three corporate authors are indicated on the unit, always select the first author, and optionally the two following next.

Do not select names of conferences, meetings, etc. as these are recorded in the field **NOTE**.

Entry 1. Enter a corporate author directly under the name by which it is commonly identified and in the language of the unit at hand. If the name appears in various languages, prefer the name in the official language of the corporate body. If there is more than one official language and one of these is English, prefer the English form of the name of the corporate body.

2. Capitalise the first letter of all significant words in the names of corporate authors.

3. If the name of a corporate body consists of or contains initials, omit full stops

and spaces between initials.

4. Omit initial articles.

Example:

Danish Centre of Human Rights

not The Danish Centre of Human Rights

5. If more than one corporate body is selected for entry in the field, precede the second and subsequent corporate authors by the symbol "space semicolon space" (;).

Example:

Americas Watch Committee ; British Parliamentary Human Rights Group

6. If two or more corporate bodies have the same or similar names, add the name of the country, state, province or local place (e.g. city, town, borough) in which it is located. Also, if the corporate body being recorded is a chapter or a branch of another with the same name, add the name of the local place where the body is located if this assists in understanding the nature or purpose of the body. Enclose the place name in brackets.

Examples:

Asociación Pro Derechos Humanos (Peru)

Asociación Pro Derechos Humanos (España)

Committee for the Protection of the Human Rights and the Freedom (Pristina)

7. If the corporate author being recorded is part of another body (e.g., Department, Division, Section, Branch), or is administratively subordinated (e.g., Committee, Commission), enter the higher corporate body first and then the subordinate body. Separate the two with the symbol "full stop space" (.). Follow the same rule if the corporate author being recorded is a name of a university faculty, school, college, institute, etc. that simply indicates a field of study or a name that includes the entire name of the higher corporate body.

Examples:

Princetown University. Bureau of Urban Research

Name: Pastoral de Favelas de la Arquidiócesis de Río de Janeiro

Entry: Arquidiócesis de Río de Janeiro. Pastoral de Favelas

8. Government bodies are entered according to the following guidelines:

a. Enter as the name of the government the geographical name of the area over which the government exercises jurisdiction. Enter the name of the area as it is given in the "**List of Geographical terms and codes**" (Supporting Document C).

Examples:

France *not* République française

Mexico *not* Estados Unidos Mexicanos

United States *not* United States of America

b. Enter a government agency subordinately to the name of the government if its name on its own does not sufficiently identify it. Such a subordinate agency should fall under one of the following categories:

i) Its name contains a term that by definition implies it is part of another (Department, Division, Section, Branch).

ii) Its name contains a word that normally implies administrative subordination in the terminology of the government concerned (e.g., Committee, Commission).

Example:

United States. Commission on Civil Rights

iii) An agency with a name that is general in nature or that does no more than indicate a geographic, chronological, numbered or lettered subdivision of the government.

Example:

Niger. Commissariat général au développement. Centre de documentation

iv) A ministry or similar major executive agency (i.e., one that has no other agency above it).

Examples:

United Kingdom. Home Office

United States. Department of State

v) A legislative body.

Example:

France. Assemblée nationale

vi) A court of law.

Examples:

United States. Supreme Court

Ontario. High Court of Justice

vii) A principal service of the armed forces of a country.

Examples:

Canada. Armed Forces United States. Navy

viii) An embassy, consulate, etc.

Examples:

United States. Embassy (El Salvador)

United States. Embassy (Guatemala)

United States. Embassy (Mexico)

ix) A delegation to an international or intergovernmental body.

Example:

United Kingdom. Delegation to the United Nations

c. Enter any other government agency directly under its name.

Examples:

British Library Library of Congress

For more information and further examples on how to enter corporate authors, you may consult Chapter 24 of the *Anglo-American Cataloguing Rules*.

REFERENCE TO GENERIC UNIT

Use **Mandatory** to record the title and other information necessary to identify the bibliographic unit (monograph or serial) of which the unit at hand (chapter or article) is a part.

Unit Dependent

Level am, as

Format IN/DEPENDENT UNITS

Definition The **generic unit** is the parent bibliographic unit (a monograph or a serial) of which the dependent unit at hand (chapter or article) is a part. Reference needs to be made to the generic unit in order to correctly identify and describe the dependent unit.

Selection If the generic unit is a monograph, select the title information and the statement of responsibility.

If the generic unit has both personal and corporate author, select **only** the personal author.

See fields: TITLE, PERSONAL AUTHOR, CORPORATE AUTHOR

If the generic unit is a serial, select the title information and the volume and number of the issue where the article appears. See field: TITLE.

Entry If the generic unit is a monograph:

1. Enter the title information according to instructions in the field TITLE.
2. Enter the name of the author as it appears on the unit, without inverting it and precede it by the symbol "space slash space" (/).
3. Enter the information in the following order and with the punctuation indicated:

Title / author

If the generic unit is a serial:

1. Enter the title information according to instructions in the field TITLE.
2. Use the abbreviations "vol." for volume and "no." for number of the serial.
3. Enter the information in the following order and with the punctuation indicated:

Title ; vol., no.

Examples Nordic journal of international law ; vol. 59, no. 1

Teaching practical law, focus : human rights / Purificacion ValeraQuisumbing (ed.)

Global reporter : a journal of people, resources and the world ; vol. 1, no. 3

EDITION

Use Mandatory to record information on the edition of a monograph if it is not the first edition of the monograph.

Unit Independent and Dependent

Level am, c, m, mc, ms

Format IN/DEPENDENT UNITS

Definition A version of a monograph where the content has been changed, updated, corrected or revised from the first time it was issued. An edition can also be a draft or preliminary version of a monograph. Information concerning edition will normally be indicated either on the title page or on the back of the title page.

Selection If the independent unit or the generic unit is a second or subsequent edition, select the edition number as indicated on the title page or on the back of the title page.

Select the indication of an edition which is draft or preliminary in nature.

Do not select a first edition. If the unit at hand is a first edition, leave the field blank.

Select the personal or corporate responsibility for a second or subsequent edition, if appropriate.

Entry Use Arabic numerals to record the edition number.

Use the following abbreviations, or their equivalents in the language of the unit, to record the type of edition. For full details on abbreviations and numerals consult AACR2-88 Appendix B and C respectively.

Type of edition - Abbreviation

corrected - corr.
document - doc.
edition - ed.
enlarged - enl.
preliminary - prelim.
revised - rev.

If the edition statement contains words or abbreviations, enter them as they appear on the unit and capitalise the first letter of the word or abbreviation.

If the responsibility for a subsequent edition of the monograph is different from the original responsibility, enter the name of the person responsible for the edition in hand. The name of the person responsible should be entered after the edition statement, preceded by the symbol "space slash space" (/) in the form the name appears on the unit.

Examples 2nd ed.

2nd ed. / A. Morgan

4th enl. ed.

40th Anniversary ed.

prelim. doc.

Somerset ed.

PLACE OF PUBLICATION

Use **Mandatory** to record the place where the unit was issued or published.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition The name of the place (usually a city or town) where the unit being described was originated, issued or published.

Selection Select the principal place of issue or publication from the title page or back of the title page.

If more than one place of publication is indicated, but the principal one cannot be ascertained, select the first in order of appearance.

Entry 1. Enter the place of publication in the form in which it appears on the unit.

Examples:

Bogotá - Den Haag - Kathmandu

New York - Ontario - Santiago

2. If there is any ambiguity as to the identification of the place of publication (e.g. if it is not a capital city but a town, or if the name of the place has changed) add additional information, such as the country, the county or state, or the current name, in square brackets after the entry.

Examples:

Aberdeen [Australia] - London [Ontario]

Salisbury [Harare] - Leningrad [St. Petersburg]

Cordoba [Argentina] - Cordoba [España]

Waco [Texas]

3. If more than one place of publication is given, enter the first.

Examples:

On the unit: New York - London - Sydney

Entry: New York

On the unit: Paris - Chicago

Entry: Paris

4. If the place of publication is uncertain, supply the probable place in the language of the source of information, followed by a question mark, all enclosed in square brackets. If no place of publication can be identified enter [s.l.] (sine loco).

Examples:

[Hamburg?]
[Canada?]
[Chile?]
[s.l.]

PUBLISHER

Use **Mandatory** to record the name of the publisher or body responsible for publishing or issuing the unit.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition Institution or other corporate body responsible for issuing, publishing or producing the bibliographic unit at hand. Occasionally, it may be a person.

Selection Select the principal publisher or issuing body as indicated on the title page or back of the title page.

If more than one publisher or issuing body is indicated, but the principal one cannot be ascertained, select the first in order of appearance.

If no publisher can be determined, select the organisation or institution in which the unit was produced. Otherwise, select the printer.

Entry 1. Enter the name of the publisher in the shortest form in which it can be understood and identified internationally, omitting unnecessary words such as Books, Company, Limited, Press, Publishers.

Examples:

On the unit: Penguin Books

Entry: Penguin

On the unit: Westview Press

Entry: Westview

2. If the publisher is also the corporate author, enter the name here in the shortest possible form, even using an abbreviation or acronym.

Example:

Corporate author: International Labour Organization

Entry in Publisher field: ILO

Corporate author: Institute for Human Rights, Environment and Development

Entry in Publisher field: INHURED

3. When several hierarchical levels of an organisation are mentioned, enter the main body first followed by the subordinate instance. Separate them with the symbol "full stop space" (.).

Example:

Council of Europe. Human Rights Information Centre.

4. If no publisher or issuing body or printer can be determined, enter [s.n.] (sine nomine).

Example:

Paris : [s.n.]

DISTRIBUTOR

Use **Recommended** to record the name of the distributor of the bibliographic unit if the distributor is different from the publisher.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition A person, institution, organisation or other body, which is distributing the bibliographic unit.

Selection Select the distributor if such information appears on the unit.

If more than one distributor is indicated on the unit, select the distributor according to your local preference.

If the distributor is also the publisher do not select the distributor. See field PUBLISHER.

Entry Enter the name of the distributor in the shortest form in which it can be understood and identified internationally omitting unnecessary words such as Books, Company, Limited, Press, Publishers.

When several hierarchical levels of an organisation are mentioned, enter the main body first followed by the subordinate instance. Separate them with the symbol "full stop space" (.).

If the distributor is also the publisher, you may leave this field blank.

Examples **Publisher field - Distributor field**

Orbis - Dove Communications

Mouton - Aldine

Oxford University Press - Journals Subscription Dept.

Martinus Nijhoff - (blank)

Orbis - (blank)

ADDRESS

Use **Recommended** to record the address of the distributor, alternatively the publisher, as it appears on the unit.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition Address of the distributor from whom the bibliographic unit can be requested or ordered.

Selection If more than one distributor is indicated on the unit, select the address according to your local preference.

Entry Enter the address as accurately as possible exactly as it appears on the unit, using commas as separators.

Publisher: Oryx

Examples *Distributor:*
 Address: Suite 103, 2214 North Central at Encanto,
Phoenix, Arizona 85004, USA

Publisher: Oxford University Press

Distributor: Journals Subscription Dept.

Address: Walton Street, Oxford OX2 6DP, United Kingdom

Publisher: Danish Centre of Human Rights

Distributor:

Address: Studiestraede 38, DK-1455 Copenhagen K,
Denmark

TELECOMMUNICATIONS

Use **Recommended** to record information such as fax and phone numbers, telex and electronic mail or bulletin boards of the distributor.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition Information on means of telecommunication with the distributor from whom the bibliographic unit can be requested or ordered.

Selection Select the information as indicated on the unit.

Entry Enter the information as it appears on the unit in the following order: telephone, telefax, electronic mail and telex. If possible, enter international and local dialling codes enclosed in brackets.

Precede the relevant information by the following abbreviations:

Category - Abbreviation

telephone - tel:

telefax - fax:

electronic mail - eml:

telex - tlx:

Separate the elements with a space.

Examples tel: (44 71) 413 5500 fax: (44 71) 956 1157 eml: (Geonet) mcr1:amnesty-is
(GreenNet) amnesty-is@gn.apc.org
tel: (41 22) 741 1767 fax: (41 22) 741 1768 eml: huridocs@oln.comlink.apc.org

DATE OF PUBLICATION

Use Mandatory to record the date when the unit was published or issued.

Unit : Independent and Dependent

Level am, as, c, m, mc, ms

Format IN/DEPENDENT UNITS

Definition Date when the bibliographic unit at hand was issued or published.

Selection Select the date as indicated on the title page or back of the title page.

If both a copyright date and a publication date are given, select the publication date.

If the date of publication is not given, select the copyright date or, in its absence, the date of printing.

If no date of publication is indicated, supply an estimated date as accurately as possible.

Entry Enter the date in the sequence YEAR MONTH DAY and in the form YYYYMMDD. Use eight digits exactly, filling in 0 (zero) for blanks.

If the date is stated according to other than the Gregorian calendar, convert it to the Gregorian date.

If no date is indicated and you are supplying an approximate date, enclose it in square brackets.

If the date is unknown and it cannot be approximately established from information in the unit, enter zeros, and do not leave the field blank.

Examples 5 December 1992 - (Year, Month, Day) - *Entry*: 19921205
December 1992 - (Year, Month) - *Entry*: 19921200
1992 - (Year) - *Entry*: 19920000
Estimated date 1989 - - *Entry*: [19890000]
Date not available - - *Entry*: 00000000

PAGES

Use **Mandatory** to record information on sequence and number of pages and other physical details of the bibliographic unit.

Unit Independent and Dependent

Level am, as, c, m, mc, ms

Format IN/DEPENDENT UNITS

Definition Sequence and number of constituent parts (pages, etc.) and of other highly relevant illustrative or graphic material (illustrations, maps, tables) of the bibliographic unit being described.

Selection Check and select the sequence(s) of pages, either separately numbered, unnumbered or distributed through the unit.

If the unit being described is a single item (INDEPENDENT UNIT) with one sequence of pages, select the last page numbered.

If the independent unit consists of several sequences of numbered pages, select all.

If the unit being described is a DEPENDENT UNIT and the pages are numbered as part of a larger sequence, select the first and last numbers of pages corresponding to the unit at hand, e.g. the whole chapter or article being described.

If the unit being described is a monograph in more than one physical volume or a collection of monographs, select the number of volumes.

If the unit contains illustrations, tables, maps or accompanying material worth mentioning, optionally select the relevant information.

Entry 1. For independent units, enter the last numbered page in each sequence and follow it with the abbreviation "p." Separate the various sequences with the symbol "comma space (,)".

Examples:

230 p.
xvii, 323 p.

2. If the unit has complicated or irregular pagination, count the number of pages and enter the number followed by the statement "in v.p." (in various paging) enclosed in brackets.

Example:

26 p. (in v.p.)

3. If the unit does not have page numbers, count or estimate the number of pages and record the entry in square brackets.

Example:

[67] p.

4. For multi-volume monographs or a collection of monographs, enter the number of volumes using the abbreviation "v.". Then leave a space and enter the various sequences of pages, all enclosed in brackets, unless the number of pages is estimated, in which case it should be enclosed in square brackets. Separate the sequences of pages by the symbol "semicolon space" (;).

Examples:

2 v. (xvi, 329 p.; xx, 412 p.)

4 v. (in v.p.)

5. For dependent units (BIBLIOGRAPHIC LEVELS am, as), enter the first and last page numbers of the unit separated with a hyphen and preceded by the abbreviation "p."

Example:

p. 33-57

6. Optionally, enter highly relevant illustrative or graphic material using the following abbreviations:

Type of material - Abbreviation

Colour - col.

Illustration(s) - ill.

Map(s) - map, maps

Table(s) - tab.

Precede these physical details by the symbol "space colon space" (:).

7. Optionally, record other highly relevant accompanying material, as for instance teacher's notes in a collection of documents on human rights education. Its presence should be indicated clearly and briefly. Precede details of separate accompanying material by a plus sign.

Examples

225 p. : ill., maps

327 p. : maps

32 p. : col. ill. + maps

321 p. : ill.

505 p. : ill. + user's notes

2 v. (xvi, 329 p.; xx, 412 p.) + 10 charts + teacher's notes

REFERENCE TO SERIES

Use **Mandatory** to record information relating to the series of which the Unit being described forms a part, or the information relating to the collection if the unit being described is a monograph part of a collection (BIBLIOGRAPHIC LEVEL mc).

Unit Independent

Level mc, ms

Format IN/DEPENDENT UNITS

Definition A group of separate items related to one another by the fact that each item bears, in addition to its own title, a collective title applying to the group as a whole. The individual items may or may not be numbered.

Selection Select the title, volume and number from the title page, back of the title page or cover.

If the series title is not specific enough, select also the corporate author of the series, if there is one.

Entry Enter the title information according to the instructions given in the field TITLE.

Enter the information in the following order and with the punctuation indicated:

Title / Statement of responsibility ; vol., no.

Enter the numbering of the unit within the series in the terms in which it appears on the unit. Use Arabic numerals to record the volume and issue number. Use the abbreviations "vol." for volume and "no." for number.

If a corporate author has been selected, enter it after the title preceded by the symbol "space slash space" (/). See also field CORPORATE AUTHOR.

Examples Occasional papers / University of Sussex. Centre for Continuing Education ; no. 4

Poplaw series ; 1983/1

Serie A. Fuentes. b) Textos y estudios legislativos / Instituto de Investigaciones Jurídicas ; no. 11

Serie Divulgación jurídico social

Serie estudios / Naciones Unidas. Centro de derechos humanos ; no. 2

Study series / United Nations. Centre for human rights ; no. 4

NOTE

Use **Mandatory** in the case of independent and dependent units to record additional bibliographic information concerning the unit or any other useful information that cannot be recorded in other fields in the format. In particular, to record information on conferences, meetings and thesis. This field is recommended for Serials.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition Additional or supplementary bibliographic information which is not entered elsewhere in the record. Notes are related to the bibliographic description of the unit and are not to be confused with FREE TEXT related to the content.

In relation to fields STARTED and CEASED of the Serial format, it is possible to record information concerning missing numbers in a collection of a serial.

There are two categories of notes: general notes and standardised notes to supply information on theses and conferences.

Selection Select the additional bibliographic information from the unit itself.

Select information on a thesis and on a conference from the title page, explanatory foot or end note, the introduction or from anywhere else in the unit.

Select information on a conference if the unit being described is a paper presented at a meeting, the proceedings or any other material related to a conference.

Entry If required, more than one note may be entered. If so, start a new paragraph for every note.

General note: Enter text in natural language as briefly and clearly as possible.

Examples:

With summaries in English, Danish and Spanish

For 9-12 year old children

Book of poems

Missing numbers: 77, 80-81

Training manual

Translation of: Revue internationale

Supplement to: Read, learn and enjoy!

Photocopy

Note on thesis: Enter the word Thesis followed by a brief statement, in brackets, of the degree for which the author was a candidate, e.g. (M.A.) or (Ph.D), or, for degrees for which conventional abbreviations do not apply, (doctoral), (master's),

etc. Next, separated by "space hyphen space" (-) enter the name of the institution or faculty to which the thesis was presented, and the date on which the degree was granted. If the unit is a revision or abridgement of a thesis, state this.

Enter the date in the sequence YEAR MONTH DAY and in the form YYYYMMDD. Use eight digits exactly, filling in 0 (zero) for blanks.

Examples:

Thesis (M.A.) - University College, London, 19690000

Thesis (M.D.) - University of Copenhagen, 19900115

Thesis (Ph.D.) - University of the West Indies, 19920327

Thesis (doctoral) - Freie Universität, Berlin, 19730000

Abstract of thesis (Ph.D.) - University of Illinois at Urbana-Champaign, 19740000

Note on conference: Enter the word Conference followed by the symbol "colon space" (:) and the name of the conference, the number if appropriate, the date and the place in which it was held.

Enclose the number, date and place in brackets and separate the elements by the symbol "space colon space" (:).

Enter the number of the conference in Arabic numerals.

Enter the date in the sequence YEAR MONTH DAY and in the form YYYYMMDD. Use eight digits exactly, filling in 0 (zero) for blanks.

If dates are inclusive, enter both in full and separate them with a hyphen.

Enter the name of the local place in the form prescribed in the field PLACE OF PUBLICATION.

Examples:

Conference: Democracy and development (19901113 : Copenhagen)

Conference: Health situation of refugees and victims of organised violence (19880826-19880827 : Gothenburg)

Conference: Conference on the human dimension of the CSCE (3rd : 19910910-1991104 : Moscow)

ISBN

Use **Mandatory** for independent units to record the International Standard Book Number. **Recommended** for dependent units to record the ISBN of the generic unit.

Unit Independent and Dependent

Level am, c, m, mc, ms

Format IN/DEPENDENT UNITS

Definition The ISBN is an internationally agreed standard number which identifies one title or edition of a title from one specific publisher and is unique to that title or edition. The ISBN is a ten-digit number divided into parts of variable length, separated by hyphens.

Selection Select the ISBN from the unit itself. It usually appears on the back of the title page or on the back cover of the unit.

If the unit presents two ISBN (e.g. for hard and soft cover, the entire collection and the parts, or for two simultaneous publications in different places), select the ISBN that applies uniquely to the unit being described.

If both ISBN and ISSN appear on the unit, select only the ISBN. See also field ISSN.

If the unit being described is DEPENDENT, a part of a larger one (INDEPENDENT), you may select the ISBN for the INDEPENDENT unit.

Entry Enter the number exactly as it appears on the unit.

Examples 0 691 98218 0
0 8032 0954 1
0-8389-3360-2
5-01-001141-7

ISSN

Use **Mandatory** to record the International Standard Serial Number which identifies the serial when the unit being described is BIBLIOGRAPHIC LEVEL s.
Recommended for other units.

Unit Independent, Dependent and Serials

Level am, as, c, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition The ISSN is an internationally agreed standard number which uniquely identifies a particular serial or series title. It is an eight-digit number expressed in two groups of four digits separated by a hyphen.

Selection Select the ISSN from the unit itself. It usually appears on the back of the title page or on the back cover of the unit.

If the unit being described is DEPENDENT (a chapter or an article), you may select the ISSN for the SERIAL unit of which it is part.

Entry Enter the number exactly as it appears on the unit.

Examples 0262-7264
0022-0388
0002-8282

DOCUMENT SYMBOL

Use **Recommended** to record the document symbol assigned by the originating body to identify the unit.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition Symbol used by certain organisations, e.g. Intergovernmental Organisations, to identify their own documents, published or otherwise issued, e.g. working papers, interim reports, etc. The document symbol is usually a combination of letters, numbers and symbols and may include the acronym of the issuing organisation.

Selection Select all official document symbols or reference numbers exactly as they appear on the unit.

Entry Enter document symbols as, and in the order in which they appear on the unit.

Separate document symbols with "space semicolon space" (;).

Examples E/CEPAL/0859
STRN 1649-31
92-45
AI:AMR 29/27/90/s ; AI:AMR 29/02/91/s
E/CN.4/Sub.2/1991/6
SHS.92/CONF.012/3

PREVIOUS TITLE

Use **Mandatory** to be used in combination with the TITLE field to record another title borne previously by the serial being recorded.

Unit Serials

Level s

Format SERIALS

Definition Title previously borne by a serial which continues to be published with or without the same numbering, characteristics, etc. or by the same corporate author, etc.

Selection Select the information from the title page, back of the title page or cover of one of the units, preferably the first issue with the new title.

Entry In general, follow the same rules as for the field TITLE.

Example:

TITLE: Netherlands human rights quarterly
PREVIOUS TITLE: SIM newsletter

CONTINUED AS

Use **Mandatory** to use in combination with the TITLE field to record another title subsequently borne by the serial being recorded.

Unit Serials

Level s

Format SERIALS

Definition Title under which a previously existing serial continues to be published, with or without the same numbering, characteristics or by the same corporate author, etc.

FREQUENCY

Selection	Select the information from the title page or cover of one of the units, preferably the first issue with the
Use	Recommended to record information on the frequency of publication of a serial.
Unit	Serials
Level	s
Format	SERIALS
Definition	Number of times that a serial is published within a year.
Selection	Select the information as it is indicated on the title page or cover of the unit.
Entry	Use Arabic numerals to record the number of regular issues of the serial published within a year. If the serial is issued at irregular intervals, enter "Irregular".
Examples	On the unit - Entry Annual - 1 Twice a year - 2 Quarterly - 4 Bi-monthly - 6 Monthly - 12 Twice a month - 24 Weekly - 52 Daily - 365 Frequency varies - Irregular

STARTED

Use **Mandatory** to record the date, volume and number of the first issue of the serial being described which is contained in the holdings of the recording body.

Unit Serials

Level s

Format SERIALS

Definition The status of original acquisition of the serial publication by the recording centre, i.e. the year, volume and number of the first issue acquired and physically available in the collection. The information may or may not coincide with the beginning of the publication itself.

Selection Select the date, volume and number of the first issue of the serial contained in the centre's holdings. It usually appears on the title page, cover or inside cover.

Entry Enter the date in the sequence YEAR MONTH DAY and in the form YYYYMMDD. Use eight digits exactly, filling in 0 (zero) for blanks.

Separate the date from the volume number with the symbol "comma space" (,).

Enter the volume number preceded by the abbreviation "vol.". Convert Roman numerals into Arabic numbers.

Enter the number of the issue after the volume number, preceded by the symbol "comma space" (,) and the abbreviation "no."

Examples 19880000, vol. 1
19801215, vol. 5, no. 120
19911200, vol. 1, no. 12
19910800, vol. 46, no. 513-514
19900600, no. 77
19920000, 1991/92 vol. 8, no. 9

CEASED

Use **Mandatory** to record the date, volume and number of the last issue of the serial being described which is contained in the holdings of the recording body.

Unit Serials

Level s

Format SERIALS

Definition The status of ceased acquisition of the serial publication by the recording centre, i.e. the year, volume and number of the last issue acquired and physically available in the collection. The information may or may not coincide with the last issue of the serial published.

Selection Select the date, volume and number of the last issue of the serial contained in the centre's holdings. It usually appears on the title page, cover or inside cover.

If acquisition of the serial by the recording body continues, leave the field blank.

Entry Enter the date in the sequence YEAR MONTH DAY and in the form YYYYMMDD. Use eight digits exactly, filling in 0 (zero) for blanks.

Separate the date from the volume number with the symbol "comma space" (,).

Enter the volume number preceded by abbreviation "vol.". Convert Roman numerals into Arabic numbers.

Enter the number of the issue after the volume number, preceded by the symbol "comma space (,)" and the abbreviation "no."

Examples 19900000, vol. 2, no. 1
19901215, vol. 5, no. 240
19930300, vol. 48, no. 533
19900600, no. 81
19920000, 1991/92 vol. 8, no. 9

CONTENTS DESCRIPTION AREA

This part of the record is used to enter information about the subject matter of a bibliographic unit, the main concepts covered, its contents, geographical coverage and language in which it is presented.

The following fields are included in this area:

- LANGUAGE
- STATISTICAL INFORMATION
- BIBLIOGRAPHIES
- INDEX
- LOCAL INDEX
- TIME PERIOD
- GEOGRAPHICAL TERMS
- GEOGRAPHICAL CODES
- FREE TEXT

LANGUAGE

Use **Mandatory** to record the language or languages in which the unit is presented.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition Language or languages in which the unit being described is presented in the form given in Supporting Document D: "List of Language Codes".

Selection Select the language of the unit in hand.

Select all languages used in multilingual works, i.e. works where the full text is included in more than one language, or mixed language works, i.e. works containing contributions in different languages.

Entry Enter the relevant language code or codes according to Supporting Document D: "List of Language Codes".

If the work is multilingual, separate each code with the separating symbol "space slash space (/)".

If the unit comprises contributions in various languages, enter the code MIX before the appropriate language codes.

Examples Language(s) of unit - Entry

English - ENG

Full text in English and Tagalog - ENG / TAG

Contributions in French, English and Spanish - MIX / FRE / ENG / SPA

STATISTICAL INFORMATION

Use **Recommended** to record the presence of substantial statistical information in the unit.

Unit Independent and Dependent

Level am, as, c, m, mc, ms

Format IN/DEPENDENT UNITS

Definition Statistical information of particular importance presented in the form of figures, tables, surveys, etc.

Selection Browse through the entire unit to determine whether it is necessary to show the presence of statistical information of a substantive nature.

Entry Enter a capital "Y" for yes if the unit contains substantial statistical information.
Otherwise, leave the field blank.

BIBLIOGRAPHIES

Use **Recommended** to record the presence of substantial bibliographical references or a bibliography in the unit.

Unit Independent and Dependent

Level am, as, c, m, mc, ms

Format IN/DEPENDENT UNITS

Definition Bibliographical references of particular importance presented in the form of bibliographies, further reading references or substantial bibliographical notes.

Selection Browse through the entire unit, including appendices, to determine whether it is necessary to indicate the presence of comprehensive bibliographic information of a substantive nature.

Entry Enter a capital "Y" for yes if the unit contains a substantial bibliography or bibliographic references worth mentioning.

Otherwise, leave the field blank.

INDEX

Use **Mandatory** to record the index terms taken from Supporting Document B: "**List of Index Terms**" that describe the subject matter covered in the unit.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition Description of the subject matter of the unit by means of one or more index terms selected from Supporting Document B: "**List of Index Terms**".

Selection Browse through the table of contents, back cover, the introduction and, if necessary, the text of the unit to ascertain the subject matter of the work.

Select the most precise terms from Supporting Document B: "**List of Index Terms**".

Do not select the names of regions or countries as they should be recorded in the field GEOGRAPHICAL TERMS and GEOGRAPHICAL CODES.

Entry Enter the terms in the language of your preference as they appear in Supporting Document B: "**List of Index Terms**".

Separate terms with the symbol "space slash space" (/).

Enter the index terms in order of priority, recording the most significant descriptors first.

Examples Freedom of expression / Censorship / Political parties / Mass media

Tribunales militares / Juicio justo / Igualdad ante la ley / Derecho a la justicia

Liberté d'association / Droit au travail / Syndicats / Grèves

LOCAL INDEX

Use **Recommended** to record the index terms taken from a locally developed or adopted list of index terms that describe the subject matter covered in the unit.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition Description of the subject matter of the unit by means of one or more index terms selected from the recording centre's own list of index terms, or from an adopted or adapted specialised terminology list or thesaurus developed by each organisation or by a group of like minded organisations working on related issues, e.g. refugees, children, or in one geographical area. This second level of indexing could be used for exchange within subject related networks.

Selection Browse through the table of contents, the back cover, the introduction and, if necessary, the text of the unit to ascertain the subject matter of the work.

Select the index terms according to local practice from the recording body's own or adopted list of index terms or thesaurus.

Entry Enter the terms according to your local indexing rules.

TIME PERIOD

Use **Recommended** to record information on the time period covered by the bibliographic unit being described.

Unit Independent and Dependent

Level am, as, c, m, mc, ms

Format IN/DEPENDENT UNITS

Definition Starting and ending dates of a specific period covered by the bibliographic unit being described.

Selection Select the starting and ending dates of the period treated in the unit by browsing through it. Select as precise information as can be deduced from the unit in hand, including months and days.

Entry Enter the dates in the sequence YEAR MONTH DAY and in the form YYYYMMDD. Use eight digits exactly, filling in 0 (zero) for blanks.

Separate the starting and ending dates with a hyphen.

If only one of the two dates can be identified, enter the known date substituting the missing date thus: enter 00000000 for the missing starting date or enter 99999999 for the missing ending date.

If neither date can be identified, leave the field blank.

Examples *On the unit:* Information about maltreatment (...) in Kosovo during January - February 1990.

Entry: 19900100-19900200

On the unit: Casos representativos de presuntas violaciones a los derechos humanos en México (julio 1988 - febrero 1990)

Entry: 19880700-19900200

On the unit: (Indicates that information is valid up to 1991 but does not specify since when).

Entry: 00000000-19910000

On the unit: (Indicates starting date as 1939 but does not indicate ending date).

Entry: 19390000-99999999

GEOGRAPHICAL TERMS

Use **Recommended** to record the relevant term(s) taken from Supporting Document C: "**List of Geographical Terms and Codes**" that describe the geographical area, if any, covered by the work.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition Names of countries, disputed territories with United Nations recognition, regions and continents as presented in "**List of Geographical Terms and Codes**" (Supporting Document C).

Selection Browse through the table of contents and, if necessary, the text of the unit to ascertain the geographical coverage of the work.

If the unit deals with matters in a particular region, country or area, select the appropriate geographical terms from "**List of Geographical Terms and Codes**" (Supporting Document C).

Select as many terms as are necessary to cover the geographical scope of the work.

If the unit covers a large number of countries across continents, e.g. Amnesty International's annual reports, enter the term "Universal".

If the unit does not have a geographical coverage, do not select any term and leave the field blank.

Entry Enter the terms as they appear in Supporting Document C: "**List of Geographical Terms and Codes**".

Separate terms with the symbol "space slash space" (/).

Enter the geographical terms in order of priority, recording the most significant terms first.

Examples BOSNIA AND HERZEGOVINA / YUGOSLAVIA
PHILIPPINES
BRAZIL / UNITED STATES

GEOGRAPHICAL CODES

Use **Mandatory** to record the geographical codes if the subject matter of the unit makes this possible.

Unit Independent, Dependent and Serials

Level am, as, c, m, mc, ms, s

Format IN/DEPENDENT UNITS and SERIALS

Definition The HURIDOCS numerical codes assigned to countries, disputed territories with United Nations recognition, regions and continents as presented in Supporting Document C: "**List of Geographical Terms and Codes**".

Selection If the unit deals with matters in a particular region, country or area, select the appropriate geographical codes from Supporting Document C: "**List of Geographical Terms and Codes**".

If the unit covers a large number of countries across continents, e.g. Amnesty International's annual reports, select the code "0000" for "Universal".

If the unit does not have a geographical coverage, do not select any code and leave the field blank.

Entry Enter the codes as they appear in "**List of Geographical Terms and Codes**" (Supporting Document C).

Separate codes with the symbol "space slash space" (/).

Enter the geographical codes in order of priority, recording the most significant codes first.

Examples: Geographical terms - Geographical codes

BOSNIA AND HERZEGOVINA / YUGOSLAVIA - 8071 / 8053
PHILIPPINES - 7542
BRAZIL / UNITED STATES - 6420 / 6357
UNIVERSAL - 0000

FREE TEXT

Used to record a free text description, an abstract, or the table of contents of the bibliographic u

Dependent and Serials

mc, ms, s

UNIT UNITS and SERIALS

Local applicability of the field.

Information according to local preferences.

**CHAPTER 4
EXAMPLES OF RECORDS**

EXAMPLE 1. Chapter in a book

BIBLIOGRAPHIC LEVEL: am
RECORDING BODY: MCHR
CATALOGUE SIGNATURE: HR(TM).88/66
DATE OF ENTRY: 19880614
TITLE: A lesson on right to life, liberty and security of person :
grade four level
PERSONAL AUTHOR: Libunao, Corazon N.
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT: Teaching practical law, focus : human rights /
Purificacion Valera-Quisumbing (ed.)
EDITION:
PLACE OF PUBLICATION: Manila
PUBLISHER: University of the Philippines. Law Center
DISTRIBUTOR:
ADDRESS: Bacobo Hall, Diliman, Quezon City, Metro-Manila,
Philippines
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19830000
PAGES: p. 32-38
REFERENCE TO SERIES:
NOTE:
ISBN: 971-15-0196-1
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG / TAG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Right to life / Right to liberty and security / Human rights
education / Law
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS:
GEOGRAPHICAL CODES:
FREE TEXT:

**Note: See also EXAMPLE 19 on
p. 87.**

EXAMPLE 2. Chapter in a book

BIBLIOGRAPHIC LEVEL: am
RECORDING BODY: AMDH
CATALOGUE SIGNATURE: 368.3/MAR/1990
DATE OF ENTRY: 19910314
TITLE: Efectos psicosociales de la represión
PERSONAL AUTHOR: Rozitcher, León
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT: Psicología social de la guerra : trauma y terapia / Ignacio Martín-Baró (comp.)
EDITION:
PLACE OF PUBLICATION: San Salvador
PUBLISHER: UCA Editores
DISTRIBUTOR:
ADDRESS: Apartado Postal 01-575, San Salvador, El Salvador
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19900000
PAGES: p. 105-135
REFERENCE TO SERIES:
NOTE:
ISBN: 84-8405-142-0
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: SPA
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Psicología / Represión / Fuerzas armadas / Tratamiento de las víctimas de tortura
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS: **ARGENTINA**
GEOGRAPHICAL CODES: 6414
FREE TEXT: En este documento preparatorio propondremos algunas reflexiones sobre los efectos psico-sociales de la represión. Iniciaremos el tema retomando el Proyecto de CEPUR, donde se hacen referencias a las condiciones políticas, económicas y sociales que constituyen el marco del análisis (1); describiremos luego un manual de las Fuerzas armadas argentinas (1968) donde se prescriben las operaciones psicológicas (2); para verificar el sentido de estas operaciones extraeremos algunas de las consecuencias proporcionadas por el trabajo terapéutico sobre personas víctimas de las mismas (3); plantearemos por fin ciertas conclusiones, quiz-excesivamente generales, respecto del campo de la política (4). (Fte: Resumen original, p. 105)
Note: See also EXAMPLE 13 on p. 81.

EXAMPLE 3. Article in a journal

BIBLIOGRAPHIC LEVEL: as
RECORDING BODY: MCHR
CATALOGUE SIGNATURE: SER: IFDA
DATE OF ENTRY: 19910706
TITLE: A new human rights consciousness
PERSONAL AUTHOR: Ramaswamy, V.
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT: IFDA dossier ; no. 80
EDITION:
PLACE OF PUBLICATION: Nyon [Switzerland]
PUBLISHER: IFDA
DISTRIBUTOR:
ADDRESS: 4 pl. du Marché, 1260 Nyon, Switzerland
TELECOMMUNICATIONS: tel: (41-22) 61 82 81 fax: (41-22) 61 05 25
DATE OF PUBLICATION: 19910300
PAGES: p. 3-16
REFERENCE TO SERIES:
NOTE: With abstracts in English, French and Spanish
ISBN:
ISSN: 0254-3036
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Human rights / Civil and political rights / Economic, social and cultural rights
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS:
GEOGRAPHICAL CODES:
FREE TEXT: Even though the term 'human rights' embraces political, social and economic rights, it has been limited in practice to the Western notion of political and individual rights. Political rights are thus separated from social and economic rights; the social order which is at the root of violations is not confronted. The emphasis given to individual rights leaves out the collective aspect of society. Above all, it neglects cultural rights. A new conception of rights, of law, is needed - one that is holistic. A new ethic is emerging that is fundamentally based on the primacy of the real as opposed to the abstract; an ethic that sees humans in harmonic interaction with fellow humans and nature. The role of traditional societies and indigenous peoples is

important in arising this new consciousness. (Source:
original abstract, p. 3)

EXAMPLE 4. Article in a journal

BIBLIOGRAPHIC LEVEL: as
RECORDING BODY: HRC
CATALOGUE SIGNATURE: 555(GTM).83 she
DATE OF ENTRY: 19851003
TITLE: Guatemala's uprooted Indians : the case for political
asylum
PERSONAL AUTHOR: Davis, Shelton H.
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT: Global reporter : a journal of people, resources and the
world ; vol. 1, no. 3
EDITION:
PLACE OF PUBLICATION: Cambridge [Ma.]
PUBLISHER: Anthropology Resource Center
DISTRIBUTOR:
ADDRESS: 11 Divinity Ave., Cambridge, Ma. 02138, United States
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19831100
PAGES: p. 3-4, 6, 8
REFERENCE TO SERIES:
NOTE:
ISBN:
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Repression / Refugees / Political asylum / Immigration
LOCAL INDEX:
TIME PERIOD: 19820300-19830000
GEOGRAPHICAL TERMS: GUATEMALA / UNITED STATES
GEOGRAPHICAL CODES: 6236 / 6357
FREE TEXT:

EXAMPLE 5. Article in a journal

BIBLIOGRAPHIC LEVEL: as
RECORDING BODY: SIM
CATALOGUE SIGNATURE:
DATE OF ENTRY: 19911223
TITLE: Tibet : the right to self determination and territorial integrity
PERSONAL AUTHOR: Moquette, Marc
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT: Netherlands quarterly of human rights ; vol. 8, no. 3
EDITION:
PLACE OF PUBLICATION: Utrecht [Netherlands]
PUBLISHER: Studie- en Informatiecentrum Mensenrechten = Netherlands Institute of Human Rights
DISTRIBUTOR:
ADDRESS:
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19900000
PAGES: p. 261-274
REFERENCE TO SERIES:
NOTE:
ISBN:
ISSN: 0169-3441
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Self-determination
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS: TIBET [CHINA]
GEOGRAPHICAL CODES: 7151
FREE TEXT:

EXAMPLE 6. Article in a journal

BIBLIOGRAPHIC LEVEL: as
RECORDING BODY: ACHR
CATALOGUE SIGNATURE:
DATE OF ENTRY: 19920212
TITLE: Mental health problems of refugees in East Africa
PERSONAL AUTHOR: Acuda, S. W.
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT: East African medical journal ; vol. 62, no. 12
EDITION:
PLACE OF PUBLICATION: Nairobi
PUBLISHER: Kenya Medical Association
DISTRIBUTOR:
ADDRESS: Chyulu Road, P.O. Box 41 632, Nairobi, Kenya
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19851200
PAGES: p. 852-860
REFERENCE TO SERIES:
NOTE:
ISBN:
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Refugees / Mental health / Psychology
LOCAL INDEX:
TIME PERIOD: 19770000-19800000
GEOGRAPHICAL TERMS: EAST AFRICA / KENYA
GEOGRAPHICAL CODES: 5200 / 5234
FREE TEXT: This article describes mental health problems among African refugees who lived in Kenya between 1977 and 1980.

EXAMPLE 7. Article in a journal

BIBLIOGRAPHIC LEVEL: as
RECORDING BODY: AMDH
CATALOGUE SIGNATURE: 368.3/KRO/1989
DATE OF ENTRY: 19911211
TITLE: Depression and post-traumatic stress disorder in Southeast Asian refugees
PERSONAL AUTHOR: Kroll, Jerome ...[et al.]
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT: American journal of psychiatry ; vol. 146, no. 12
EDITION:
PLACE OF PUBLICATION: [s.l.]
PUBLISHER: [s.n.]
DISTRIBUTOR:
ADDRESS:
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19891200
PAGES: p. 1592-1597
REFERENCE TO SERIES:
NOTE: Photocopy
ISBN:
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES: Y
INDEX: Refugees / Mental health / Psychiatry
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS: UNITED STATES
GEOGRAPHICAL CODES: 6357
FREE TEXT: Report on 404 Southeast Asian refugees seen at community clinic. Many had the same complaints of pain and sleep disturbances.

EXAMPLE 8. Article in a journal

BIBLIOGRAPHIC LEVEL: as
RECORDING BODY: CDR
CATALOGUE SIGNATURE:
DATE OF ENTRY: 19930114
TITLE: La guerre et les réfugiés dans l'ex-Yougoslavie
PERSONAL AUTHOR: Morokvasic, M.
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT: Revue européenne des migrations internationales ; vol.8, no.2
EDITION:
PLACE OF PUBLICATION: Poitiers [France]
PUBLISHER: Université de Poitiers. Département de Géographie
DISTRIBUTOR:
ADDRESS: 95 avenue du Recteur-Pineau, 86022 Poitiers Cedex, France
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19920000
PAGES: p. 5-25 : maps, tab.
REFERENCE TO SERIES:
NOTE: Résumés en français, anglais et allemand
ISBN:
ISSN: 0765-0752
DOCUMENT SYMBOL:
LANGUAGE: FRE
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Internal conflict / Refugees / Displaced persons
refugees / displaced persons / victims of war / Yugoslavs /
LOCAL INDEX: ethnic persecution / internal conflict / causes of flight / internal
displacement / mass exodus / UNHCR
TIME PERIOD:
GEOGRAPHICAL TERMS: YUGOSLAVIA / EUROPE
GEOGRAPHICAL CODES: 8053 / 8000
FREE TEXT:

EXAMPLE 9. Collection catalogued under collective title

BIBLIOGRAPHIC LEVEL: c
RECORDING BODY: CDR
CATALOGUE SIGNATURE:
DATE OF ENTRY: 19880114
TITLE: Working with refugees : a manual for paraprofessionals
PERSONAL AUTHOR: Koschmann, N.L. ; Tobin, J.J. ; Friedman, J.
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT:
EDITION:
PLACE OF PUBLICATION: Chicago [Ill.]
PUBLISHER: Travellers Aid/Immigrants Service. Refugee Resettlement Service
DISTRIBUTOR:
ADDRESS: 1046 West Wilson, Chicago, IL 60640, United States
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19810000
PAGES: 3 v.
REFERENCE TO SERIES:
NOTE:
ISBN:
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Refugees
LOCAL INDEX: refugees / training manuals / children
TIME PERIOD:
GEOGRAPHICAL TERMS: SOUTH EAST ASIA
GEOGRAPHICAL CODES: 7500
FREE TEXT:

EXAMPLE 10. Conference proceedings

BIBLIOGRAPHIC LEVEL: m
RECORDING BODY: ADH
CATALOGUE SIGNATURE: 7400 DH:92.247
DATE OF ENTRY: 19921013
TITLE: South Asia : human rights in difficult circumstances
PERSONAL AUTHOR:
CORPORATE AUTHOR: Informal Sector Service Centre
REFERENCE TO GENERIC UNIT:
EDITION:
PLACE OF PUBLICATION: Kathmandu
PUBLISHER: INSEC
DISTRIBUTOR:
ADDRESS: P. O. Box 2726, Kathmandu, Nepal
TELECOMMUNICATIONS: tel: 27 22 67
DATE OF PUBLICATION: 19910900
PAGES: 71 p.
REFERENCE TO SERIES:
NOTE: Conference: Protection and promotion of human rights in exceptionally difficult circumstances (19910824-19910825 : Kathmandu)

ISBN:
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Human rights / Human rights violations
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS: SOUTH ASIA/ CHINA/ TIBET [CHINA] / MYANMAR / BANGLADESH / BHUTAN / INDIA / PAKISTAN / SRI LANKA / NEPAL
GEOGRAPHICAL CODES: 7400 / 7117 / 7151 / 7516 / 7413 / 7414 / 7425 / 7441 / 7447 / 7439
FREE TEXT:

EXAMPLE 11. Book in one volume

BIBLIOGRAPHIC LEVEL: m
RECORDING BODY: APA
CATALOGUE SIGNATURE: 665:356.3(ARG)
DATE OF ENTRY: 19890617
TITLE: En torno a vos
PERSONAL AUTHOR: Fernández Meijide, Enrique
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT:
EDITION:
PLACE OF PUBLICATION: Buenos Aires
PUBLISHER: La Urraca
DISTRIBUTOR:
ADDRESS:
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19830000
PAGES: [85] p.
REFERENCE TO SERIES:
NOTE: Libro de poemas
ISBN:
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: SPA
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Desaparecidos
LOCAL INDEX: Detenidos-desaparecidos / Familiares de víctimas / Literatura
TIME PERIOD: 19741205-19831023
GEOGRAPHICAL TERMS: ARGENTINA
GEOGRAPHICAL CODES: 6414
FREE TEXT:

EXAMPLE 12. Book in one volume

BIBLIOGRAPHIC LEVEL: m
RECORDING BODY: AID
CATALOGUE SIGNATURE: 2483
DATE OF ENTRY: 19900826
TITLE: Liberty and justice for all : public interest law in the 1980s and beyond
PERSONAL AUTHOR: Aron, Nan
CORPORATE AUTHOR: Alliance for Justice
REFERENCE TO GENERIC UNIT:
EDITION:
PLACE OF PUBLICATION: Boulder [Colorado]
PUBLISHER: Westview
DISTRIBUTOR:
ADDRESS: 5500 Central Ave., Boulder, CO 80301, United States
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19890000
PAGES: xi, 166 p.
REFERENCE TO SERIES:
NOTE: Includes: Directory of Public Interest Law Centres, p. 137-146
ISBN: 0-8133-1015-6
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION: Y
BIBLIOGRAPHIES:
INDEX: Administration of justice / Law / Legal assistance / NGOs
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS: UNITED STATES
GEOGRAPHICAL CODES: 6357
FREE TEXT:

EXAMPLE 13. Edited collection of papers, published as part of a series

BIBLIOGRAPHIC LEVEL: ms
RECORDING BODY: AMDH
CATALOGUE SIGNATURE: 368.3/MAR/1990
DATE OF ENTRY: 19910314
TITLE: Psicología social de la guerra : trauma y terapia
PERSONAL AUTHOR: Martín-Baró, Ignacio (comp.)
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT:
EDITION:
PLACE OF PUBLICATION: San Salvador
PUBLISHER: UCA Editores
DISTRIBUTOR:
ADDRESS: Apartado Postal 01-575, San Salvador, El Salvador
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19900000
PAGES: 520 p.
REFERENCE TO SERIES: Colección Lecturas universitarias ; vol. 4
NOTE: Selección e introducción de Ignacio Martín- Baró. Publicación post-mortem
ISBN: 84-8405-142-0
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: SPA
STATISTICAL INFORMATION:
BIBLIOGRAPHIES: Y
INDEX: Psicología / Exilio
LOCAL INDEX: Psicología de la guerra / Guerra psicológica / Trastornos ps/quicos / Víctimas de la represión / Terapia de v/ctimas / Exilio / Retorno
TIME PERIOD:
GEOGRAPHICAL TERMS: EL SALVADOR / ARGENTINA / CHILE
GEOGRAPHICAL CODES: 6231/ 6414 / 6424
FREE TEXT:

EXAMPLE 14. Conference paper - corporate author/publisher

BIBLIOGRAPHIC LEVEL: m
RECORDING BODY: OASIS
CATALOGUE SIGNATURE:
DATE OF ENTRY: 19920302
TITLE: The Council of Europe and human rights
PERSONAL AUTHOR:
CORPORATE AUTHOR: Council of Europe
REFERENCE TO GENERIC UNIT:
EDITION: rev. ed.
PLACE OF PUBLICATION: Strasbourg
PUBLISHER: Council of Europe
DISTRIBUTOR: Council of Europe. Human Rights Information Centre
ADDRESS: B.P. 431 R6, F-67006 Strasbourg Cedex, France
TELECOMMUNICATIONS: tel: (33) 88 41 20 00 fax: (33) 88 41 27 04
DATE OF PUBLICATION: 19910000
PAGES: 25 p.
REFERENCE TO SERIES:
NOTE: Conference: Conference on the human dimension of the CSCE (3rd : 19910910 - 19911004 : Moscow)
ISBN:
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX:
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS: EUROPE
GEOGRAPHICAL CODES: 8000
FREE TEXT:

EXAMPLE 15. Conference paper - personal author

BIBLIOGRAPHIC LEVEL: m
RECORDING BODY: CDR
CATALOGUE SIGNATURE:
DATE OF ENTRY: 19880114
TITLE: Adaptation and integration of refugee children in Norway with particular notice to unaccompanied refugee children
PERSONAL AUTHOR: Schjoth, T.C.
CORPORATE AUTHOR:
REFERENCE TO GENERIC UNIT:
EDITION:
PLACE OF PUBLICATION: Geneva
PUBLISHER: Intergovernmental Committee for Migration
DISTRIBUTOR:
ADDRESS: 17 route des Morillons, BP 100, 1211 Geneva 19, Switzerland
TELECOMMUNICATIONS:

DATE OF PUBLICATION: 19790000
PAGES: 9 p.
REFERENCE TO SERIES:
NOTE: Conference: Seminar on Adaptation and integration of permanent immigrants (4th : 19790508-19790511 : Geneva)

ISBN:
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Refugees
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS: NORWAY
GEOGRAPHICAL CODES: 8040
FREE TEXT:

EXAMPLE 16. Conference proceedings

BIBLIOGRAPHIC LEVEL: m
RECORDING BODY: OASIS
CATALOGUE SIGNATURE:
DATE OF ENTRY: 19911223
TITLE: Refugees - the trauma of exile : the humanitarian role of Red Cross and Red Crescent
PERSONAL AUTHOR: Miserez, Diana (ed.)
CORPORATE AUTHOR: League of Red Cross and Red Crescent Societies
REFERENCE TO GENERIC UNIT:
EDITION:
PLACE OF PUBLICATION: Dordrecht [Netherlands]
PUBLISHER: Martinus Nijhoff
DISTRIBUTOR:
ADDRESS: TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19880000
PAGES: 340 p.
REFERENCE TO SERIES:
NOTE: Conference: Red Cross Workshop (19871000 : Vitznau, Switzerland)
ISBN: 0-7923-0112-9
ISSN:
DOCUMENT SYMBOL LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES: Y
INDEX: Refugees / Exile / Asylum seekers / International humanitarian law / International organisations
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS: UNIVERSAL
GEOGRAPHICAL CODES: 0000
FREE TEXT: Collection of papers of a workshop with the focus on the psychological problems of refugees and asylum seekers in Western societies.

EXAMPLE 17. Pamphlet

BIBLIOGRAPHIC LEVEL: m
RECORDING BODY: DRC
CATALOGUE SIGNATURE:
DATE OF ENTRY: 19911218
TITLE: Information about maltreated, injured and killed demonstrators
and the other citizens on the territory of the Socialist
Autonomous province Kosovo during January - February 1990

PERSONAL AUTHOR:
CORPORATE AUTHOR: Committee for the Protection of the Human Rights and the
Freedom (Pristina)

REFERENCE TO GENERIC
UNIT:
EDITION:
PLACE OF PUBLICATION: Pristina [Yugoslavia]
PUBLISHER: Committee for the Protection of the Human Rights and the
Freedom

DISTRIBUTOR:
ADDRESS:
TELECOMMUNICATIONS:
DATE OF PUBLICATION: [19900000]
PAGES: 7 p.
REFERENCE TO SERIES:
NOTE:
ISBN:
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG
*STATISTICAL
INFORMATION:*
BIBLIOGRAPHIES:
INDEX: Wounds and injuries / Death / Inhuman treatment / Protest /
Civilian population / Freedom of assembly

LOCAL INDEX:
TIME PERIOD: 19900100-19900200
GEOGRAPHICAL TERMS: YUGOSLAVIA
GEOGRAPHICAL CODES: 8053
FREE TEXT:

EXAMPLE 18. Conference proceedings

BIBLIOGRAPHIC LEVEL: m
RECORDING BODY: CoE
CATALOGUE SIGNATURE:
DATE OF ENTRY: 19911218
TITLE: United Nations training course on international norms and standards in the field of human rights : proceedings

PERSONAL AUTHOR:
CORPORATE AUTHOR: United Nations. Centre for Human Rights
REFERENCE TO GENERIC UNIT:
EDITION:
PLACE OF PUBLICATION: New York
PUBLISHER: United Nations
DISTRIBUTOR:
ADDRESS:
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19901200
PAGES: iii, 36 p.
REFERENCE TO SERIES:
NOTE: Conference: Training course on international norms and standards in the field of human rights (19891201-19891127 : Moscow)

ISBN:
ISSN:
DOCUMENT SYMBOL: HR/PUB/90/6
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: International instruments / International organisations / International law

LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS:
GEOGRAPHICAL CODES:
FREE TEXT:

EXAMPLE 19. Bilingual volume

BIBLIOGRAPHIC LEVEL: ms
RECORDING BODY: MCHR
CATALOGUE SIGNATURE: HR(TM).88/66
DATE OF ENTRY: 19880614
TITLE: Teaching practical law, focus : human rights
PERSONAL AUTHOR: Valera-Quisumbing, Purificacion (ed.)
CORPORATE AUTHOR: University of the Philippines. Law Center
REFERENCE TO GENERIC UNIT:
EDITION:
PLACE OF PUBLICATION: Manila
PUBLISHER: University of the Philippines. Law Center
DISTRIBUTOR:
ADDRESS: Bacobo Hall, Diliman, Quezon City, Metro-Manila, Philippines
TELECOMMUNICATIONS:
DATE OF PUBLICATION: 19830000
PAGES: viii, 98 p.
REFERENCE TO SERIES: Poplaw series ; 1983/1
NOTE:
ISBN: 971-15-0196-1
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG / TAG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES:
INDEX: Human rights education / Law / Human rights
LOCAL INDEX:
TIME PERIOD:
GEOGRAPHICAL TERMS:
GEOGRAPHICAL CODES:
FREE TEXT:

EXAMPLE 20. Pamphlet in series

BIBLIOGRAPHIC LEVEL: ms
RECORDING BODY: CoE
CATALOGUE SIGNATURE:
DATE OF ENTRY: 19911212
TITLE: The Kurds
PERSONAL AUTHOR: McDowall, David
CORPORATE AUTHOR: Minority Rights Group
REFERENCE TO GENERIC UNIT:
EDITION: 6th rev. ed.
PLACE OF PUBLICATION: London
PUBLISHER: MRG
DISTRIBUTOR:
ADDRESS:
TELECOMMUNICATIONS:
DATE OF PUBLICATION: [19910000]
PAGES:
REFERENCE TO SERIES: Minority Rights Group report ; v. 91, no. 5
NOTE:
ISBN: 0-946690-92-8
ISSN:
DOCUMENT SYMBOL:
LANGUAGE: ENG
STATISTICAL INFORMATION:
BIBLIOGRAPHIES: Y
INDEX: Minority groups / Indigenous groups
LOCAL INDEX:
TIME PERIOD: 19200000-19910000
GEOGRAPHICAL TERMS: TURKEY / IRAN, ISLAMIC REPUBLIC OF / IRAQ / SYRIAN ARAB REPUBLIC / LEBANON
GEOGRAPHICAL CODES: 8048 / 7327 / 7328 / 7348 / 7334
FREE TEXT:

EXAMPLE 21. Current serial

BIBLIOGRAPHIC LEVEL: s
RECORDING BODY: MCHR
CATALOGUE SIGNATURE: SER:IFDA
DATE OF ENTRY: 19900825
TITLE: IFDA dossier
PREVIOUS TITLE:
CONTINUED AS:
PLACE OF PUBLICATION: Nyon [Switzerland]
PUBLISHER: International Foundation for Development Alternatives
DISTRIBUTOR:
ADDRESS: 4 pl. du Marché, 1260 Nyon, Switzerland
TELECOMMUNICATIONS: tel: (41-22) 61 82 81 fax: (41-22) 61 05 25
NOTE:
ISSN: 0254-3036
DOCUMENT SYMBOL:
FREQUENCY: 4
STARTED: 19900600, no. 77
CEASED:
LANGUAGE: MIX / ENG / FRE / SPA
INDEX: Development / NGOs / Social groups / Democracy / Developing countries
LOCAL INDEX:
GEOGRAPHICAL TERMS:
GEOGRAPHICAL CODES:
FREE TEXT:

EXAMPLE 22. Current serial

BIBLIOGRAPHIC LEVEL: s
RECORDING BODY: MCHR
CATALOGUE SIGNATURE: SER:ECA
DATE OF ENTRY: 19871121
TITLE: Estudios centroamericanos, ECA : revista de extensión cultural
PREVIOUS TITLE:
CONTINUED AS:
PLACE OF PUBLICATION: San Salvador
PUBLISHER: UCA Editores
DISTRIBUTOR: Blackwell's Periodicals Division
ADDRESS: P. O. Box 40, Hythe Bridge Street, Oxford OX1 2EU, England
TELECOMMUNICATIONS:
NOTE:
ISSN: 0014-1445
DOCUMENT SYMBOL:
FREQUENCY: Irregular
STARTED: 19860300, vol. 41, no. 449
CEASED:
LANGUAGE: SPA
INDEX: Politics / Human rights / Human rights violations / Armed conflict
/ Peace / State
LOCAL INDEX:
GEOGRAPHICAL TERMS: EL SALVADOR / CENTRAL AMERICA
GEOGRAPHICAL CODES: 6231 / 6200
FREE TEXT:

CHAPTER 5 ANGLO-AMERICAN CATALOGUING RULES

CONTENTS OF THIS CHAPTER

- INTRODUCTION: General, Specific notes
 - TABLE OF CORRESPONDENCE
-

INTRODUCTION

General

This chapter sets out in the form of a table, the specific sections of the *Anglo-American Cataloguing Rules* (2nd. ed. rev. 1988), which are relevant in relation to each field of HURIDOCS Bibliographic Standard Formats. Cataloguers who wish to ensure full compatibility with AACR2-88 should study these sections, and follow the detailed rules of AACR2-88.

Specific notes

1. For general rules on sources of information, organisation of the description, punctuation, etc., see: AACR2-88 - General rules 1.0, 2.0 and 12.0.
2. For general and specific guidelines on capitalisation (e.g. in different languages), see: AACR2-88 - Appendix A: Capitalisation, p. 563-599.
3. For guidelines on the use of abbreviations as well as for standard abbreviations in, for example, different alphabets (Roman, Cyrillic, Greek), months in different languages, etc., see: AACR2-88 - Appendix B: Abbreviations, p. 600-610.
4. For guidelines on the use of numerals, see: AACR2-88 - Appendix C: Numerals, p. 611-614.
5. The HURIDOCS fields marked * in the table on the next page contain information that, according to AACR2-88 should be included in the note field. Instead, HURIDOCS has created separate fields to record these data. Users may, however, find additional recording guidelines in the relevant sections of the AACR2-88 rules.
6. In the table HURIDOCS mandatory fields are indicated in NORMAL CAPITALS, while recommended fields are indicated in ITALIC CAPITALS.

**TABLE OF CORRESPONDENCE
BETWEEN HURIDOCs STANDARD FORMATS AND AACR2-88**

HURIDOCs FIELD	AACR2-88	AACR2-88	AACR2-88
	<i>General rules and Chapters for headings</i>	<i>Rules for books, pamphlets and printed sheets</i>	<i>Rules for Serials</i>
TITLE:	1.1	2.1	12.1
PREVIOUS TITLE: *	1.7		12.7
CONTINUED AS: *	1.7		12.7
PERSONAL AUTHOR:	1.1	2.1	
	Chapter 22		
CORPORATE AUTHOR:	1.1	2.1	
	Chapter 24		
REFERENCE TO GENERIC UNIT:	1.1	2.1	
EDITION:	1.2	2.2	
PLACE OF PUBLICATION:	1.4	2.4	12.4
	Chapter 23		
PUBLISHER:	1.4	2.4	12.4
DISTRIBUTOR:	1.4	2.4	12.4
<i>ADDRESS:</i>			
<i>TELECOMMUNICATIONS:</i>			
DATE OF PUBLICATION:	1.4	2.4	12.4
PAGES:	1.5	2.5	
REFERENCE TO SERIES:	1.6	2.6	
NOTE:	1.7	2.7	12.7
ISBN:	1.8	2.8	
ISSN:	1.8	2.8	12.8
DOCUMENT SYMBOL: *	1.7	2.7	12.7
<i>FREQUENCY: *</i>	1.7		12.7
<i>STARTED: *</i>			12.3
<i>CEASED: *</i>			12.3

CHAPTER 6

GUIDELINES FOR MAKING CATALOGUE CARDS

CONTENTS OF THIS CHAPTER

- INTRODUCTION
- CATALOGUES: Author catalogue, Title catalogue, Subject catalogue, Dictionary catalogue, Classified catalogue, Other catalogues, Physical format, Purpose, Arrangement
- CATALOGUE ENTRIES
- ORGANISATION OF THE CATALOGUE ENTRY
- LAYOUT AND PUNCTUATION OF THE CATALOGUE ENTRY
- REFERENCE TABLES
- EXAMPLES OF CATALOGUE ENTRIES

INTRODUCTION

HURIDOCS Bibliographic Standard Formats have been designed to be used in both automated and manual systems. In many cases documentation centres will use a mixed system combining automated and manual components.

The same system of standard and systematic recording can be used to produce different output, depending on resources and needs. Examples are: electronic data exchange between documentation centres (See further Chapter 9 **Compatibility with other formats**); on-line access to the computerised bibliographic database; production of specialised bibliographies; production of catalogue cards to complement an automated system or production of typed catalogue cards for a manual catalogue.

This part of the handbook deals with the preparation and presentation of catalogue cards for materials held by the recording centre and which have been identified and described according to the instructions given for the Standard Formats. The process can either be done manually or from a computerised system.

The instructions for entering information **within** the various fields of the HURIDOCS Bibliographic Standard Formats follow the punctuation prescribed by the Anglo-American cataloguing rules. However, punctuation to separate the elements of a bibliographic entry is not included in Chapter 3 **Scope Notes or Definition of Fields**, where the punctuation is substituted by the "field name" or "lead-in text", but has been included here.

Before entering into the details of making catalogue cards, an introduction to **catalogues** and **catalogue entries** is presented. The final section deals with the organisation and punctuation of catalogue entries, which is further illustrated in two tables and in the examples provided.

CATALOGUES

A catalogue may list all documents in a collection or a specific part of the collection. Catalogues are produced to serve local needs, and might indicate the physical location of the documents.

Catalogues can be arranged according to a specific aspect, which serves as an entry in the catalogue, such as e.g. authors, titles, index terms, geographical terms, catalogue signature, etc. The order of a catalogue can be alphabetical, chronological or systematic.

Author catalogue

An author catalogue includes entries under the principal personal and corporate authors which are arranged in alphabetical order of the authors' surnames, or the first element of the name of the corporate author. If possible, secondary authors should be included too. For units not having an identifiable author (anonymous) and for works with a collective title, an entry is usually made for the title and filed in the author catalogue.

Title catalogue

In a title catalogue, entries are made for the titles of documents and filed alphabetically. This catalogue is only advisable if the recording body has a substantial number of units without an identifiable author.

Subject catalogue

A subject catalogue is ordered alphabetically by subject headings, taken from the list of index terms used by the recording centre. After each subject heading, the entries for documents are filed in alphabetical order of author and title, or by catalogue signature. Some centres distinguish between a subject catalogue and a **geographical catalogue** and create two separate sequences. Others assume geographical terms as part of the contents (subject) description of documents. The choice depends on the recording centre's collection and retrieval needs.

Dictionary catalogue

A dictionary catalogue combines the entries for author, title and subject in alphabetical sequence. This catalogue becomes a little more difficult to maintain as the collection grows.

Classified catalogue

A classified catalogue follows the classification system adopted by the recordings body and entries are filed according to the catalogue signature assigned to all documents held as part of the collection. This catalogue reflects the shelving order and, because each card corresponds to one unit in the collection it is very useful for stock-taking and to verify the correct location of the units.

Other catalogues

There are other types of catalogue such as those designed to include only certain kinds of material, for example, audio-visuals, periodicals, maps, pictures, etc. These catalogues are useful only if the particular type of material is substantially present in the centre's collection. Otherwise, cards can be made for each unit with some distinguishing mark, for example cards of different colours (or with colour stickers on a top corner of the card), to differentiate periodical publications or videos, maps, etc., and arrange them in the general catalogues of author, subject, etc..

A **union catalogue** is particularly useful in a networking environment of related organisations, for example, in a city, a country, a region or among a group of NGOs who share a particular subject interest. In a union catalogue it is important that the entries of all participating centres include their identification, that is the recording body's acronym (See: Definition of field RECORDING BODY in Chapter 3), so that it is made clear where a particular document can be consulted or borrowed from. A union catalogue usually implies an agreed collective lending or inter-library loan policy. A catalogue of this nature is very useful in coordinating efforts and reducing costs, for example, by sharing acquisition and processing of expensive foreign periodicals. These catalogues combine the catalogue entries of all the participating centres and the product is commonly presented in printed form as the result of a collective work. It can also be compiled by a designated "clearing house" where all participating centres send their catalogue entries in a previously agreed format.

Physical format of the catalogue

The most traditional type is a card catalogue. However, catalogue entries can be presented in a printed volume and, with increasing automation, both catalogue cards and lists of holdings can be produced from data bases.

Increasingly libraries and documentation centres now also make the catalogue database available to users in the form of an **on-line catalogue**.

Purpose of a catalogue

In addition to constituting the documentation centre's memory, a catalogue is useful for other purposes such as the identification of documents and their location in and retrieval from the shelves as well as in conducting some administrative tasks, for example, stock-taking, withdrawals due to loss of bibliographical units or because they have been superseded by updates.

Arrangement of the catalogue

A catalogue is compiled on the basis of the records made of bibliographical units as instructed in the Standard Formats. In other words, the information must be previously recorded in manual or electronic form as described in Chapter 3 **Scope Notes or Definition of Fields**.

Only the minimum necessary catalogue sequences and catalogue entries should be created, so that the task of maintaining, the catalogue up to date and in order does not become too time consuming for the organisation's resources. Time is a very scarce commodity in human rights NGOs. Also, there must be clear procedures to maintain catalogues, for example to incorporate new cards or to withdraw superseded ones, so that the sequence remains in correct order and efficient.

Otherwise, as a document misplaced on the shelves is practically lost, so is a wrongly filed catalogue entry.

Although each centre must define the filing rules applicable, it is useful to keep in mind the following common rules:

- decide clearly if filing will be done word by word or letter by letter;
- consider hyphenated words as two words;
- ignore accents;
- file numerals at the beginning of the sequence;
- ignore articles and prepositions and file under the word following an article or a preposition.

CATALOGUE ENTRIES

Once the bibliographic and subject description of a document has been completed in the formats, it is necessary to choose the access points to be assigned to catalogue entries so that the description can be added to, and retrieved from, a card catalogue.

The access points are known as **main entry** and **added entries**. Many documentation centres do not distinguish between main and added entries and treat all access points equally. In this section, all access points are treated as equal.

Additionally, the catalogue has cross-references that help the user to "navigate" in the catalogue and find the most pertinent information to satisfy his/her query.

Cross-references can solve the problem that may occur when, typically, corporate authors have different names depending on the language of the publication, or sometimes are referred to by their acronym only.

In order for a card catalogue to provide adequate retrieval possibilities for a specific unit, sufficient entries should be made for each unit.

Minimum entries for a unit are for the author(s) and the title. Additional entries can be made according to local needs, such as for keywords, geographical terms, series, conference, etc.

Once the access points for each unit have been selected, an equal number of identical cards are produced and the headings for the access points are typed on each card, preferably in the top left hand corner.

It is necessary to keep track of the number of catalogue cards that have been produced for each bibliographical unit, in case they have to be removed (e.g., because the document is lost) or changed. All the headings for the unit should be listed on the back of the title card.

ORGANISATION OF THE CATALOGUE ENTRY

According to the Anglo-American cataloguing rules, the following areas should be included in the bibliographic description.

- Title and author area
- Edition area
- Special area for Serials
- Publication area
- Pages and other physical details area
- Series area
- Notes area (repeatable)
- Standard numbers area

LAYOUT AND PUNCTUATION OF THE CATALOGUE ENTRY

There are two common alternative styles of layout for producing catalogue cards, both based on the Anglo-American cataloguing rules.

In the first method each area (except the first) is introduced by a full stop, space, dash, space (. -). In the second a new paragraph may be started for certain areas. The second method may result in catalogue cards that are easier to read, but the first is more economical with space.

Instructions and examples in this chapter, will follow the first method of producing catalogue cards.

Model layout - method 1

Independent units:

Title and author. - Edition. - Publication area. - Pages, etc. - Series. - Note. - Note. - Standard number

Dependent units:

Title and author. - In: Reference to Generic Unit. - Edition. - Publication area. - Pages, etc. - Series. - Note . - Note. - Standard number

Serials:

Title. - Special area. - Publication area. - Note. - Note. - Standard number

Model layout - method 2

Independent units:

Title and author. - Edition .- Publication area.
Pages, etc. - Series
Note
Note
Standard numbers

Dependent units:

Title and author. - In: Reference to Generic unit. - Edition. - Publication area.
Pages, etc. - Series
Note
Note
Standard numbers

Serials:

Title. - Special area. - Publication area
Note
Note
Standard number

Do not include on a catalogue card any area or element that does not apply to the unit being described. Omit also its introductory punctuation.

Capitalise according to instructions given in Chapter 3 for entry in the various fields. In general, follow the entry instructions in Chapter 3.

REFERENCE TABLES

Next, two reference tables are presented: one for making catalogue cards for independent and dependent units and one for making catalogue cards for serials. Remember that these are only "reference tables" to help you as a reminder of order and punctuation. However, the complete and comprehensive recording instructions are given in Chapter 3 **Scope Notes or Definition of Fields**.

**REFERENCE TABLE FOR MAKING CATALOGUE CARDS
FOR INDEPENDENT AND DEPENDENT UNITS**

STANDARD FORMAT FIELD	ENTRY AND PUNCTUATION	EXAMPLES
BIBLIOGRAPHIC LEVEL	Do not record on the card.	
RECORDING BODY	Do not record on the card.	
CATALOGUE SIGNATURE	Place on upper right or left hand side of the card according to local practice.	341.3 GF532 CUA A5D64 1977
DATE OF ENTRY	Do not record on the card.	
TITLE	Title : subtitle = Parallel title	Refugees - the trauma of exile : the humanitarian role of the Red Cross and Red Crescent
PERSONAL AUTHOR	/ First author (role) ; Subsequent authors (role) First named author ... [et al.]	/ Finlay, Rosalind ; Reynolds, Jill Kroll, J. ... [et al.]
CORPORATE AUTHOR	/ First author. Subordinate body ; Subsequent authors	/ Council of Europe. Directorate of Human Rights / America's Watch Committee ; British Parliamentary Human Rights Group
REFERENCE TO GENERIC UNIT	If the generic unit is a monograph: . - In: Title : subtitle = Parallel title / Statement of responsibility (role) If the generic unit is a serial: In: Title : subtitle = Parallel title ; vol., no.	. - In: Teaching practical law, focus: human rights / Purificacion Valera-Quisumbing (ed.) . - In: Global reporter : a journal of people, resources and the world ; vol. 1, no. 3
EDITION	. - Edition statement / Statement of responsibility	. - 4th enl.ed. . - Somerset ed. . - prelim. doc. . - 2nd. ed. / A. Morgan
PLACE OF PUBLICATION	. - Place of publication [additional information]	. -Bogotá

	. - [s.l.]	. - Aberdeen [Australia] . - [s.l.]
PUBLISHER	: Publisher. Subordinate body . - [s.n.]	: Penguin : Human Rights Group : University of Rome La Sapienza. Faculty of Statistics . - [s.n.]
DISTRIBUTOR	Do not record on the card.	
ADDRESS	Do not record on the card.	
TELECOMMUNICATIONS	Do not record on the card.	
DATE OF PUBLICATION	, YYYYMMDD	, 19901215 , [19890000]
PAGES	. - Number of pages : other physical details + accompanying material	. - 230 p. . - p. 33-57 . - xvii, 323 p. . - 4 v. (in v.p.) . - 32 p. : col. ill. . - 505 p. : ill. + user's notes
REFERENCE TO SERIES	. - (Series title : subtitle = Parallel title / Statement of responsibility ; vol., no.)	. - (Poplaw series ; 1983/1) . - (Occasional papers / University of Sussex. Centre for Continuing Education ; no. 4)
NOTE	. - Note	. - Includes statistics and bibliographies . - Book of poems written 19741205-19831023 . - With summaries in English, Danish and Spanish . - Conference: Democracy and development (19911113: Copenhagen) . - Thesis (M.A.) - University College, London, 19690000
ISBN	. - ISBN	. - ISBN 5-01-0001141-7

		. - ISBN 80 290 2047 5
ISSN	. - ISSN	. - ISSN 0022-0388
DOCUMENT SYMBOL:	. - Document symbol ; subsequent document symbols	. - E/CEPAL/0859 . - AI:AMR 29/27/90/s ; AI:AMR 29/02/91/s
LANGUAGE	Do not record on the card.	
STATISTICAL INFORMATION	Do not record on the card. If considered necessary, it can be included in the Note area.	
BIBLIOGRAPHIES	Do not record on the card. If considered necessary, it can be included in the Note area.	
INDEX	Do not record on the card.	
LOCAL INDEX	Do not record on the card.	
TIME PERIOD	Do not record on the card. If considered necessary, it can be included in the Note area.	
GEOGRAPHICAL TERMS	Do not record on the card.	
GEOGRAPHICAL CODES	Do not record on the card.	
FREE TEXT	Do not record on the card.	

REFERENCE TABLE FOR MAKING CATALOGUE CARDS FOR SERIALS

STANDARD FORMAT FIELD	ENTRY AND PUNCTUATION	EXAMPLES
BIBLIOGRAPHIC LEVEL	Do not record on the card.	
RECORDING BODY	Do not record on the card.	
CATALOGUE SIGNATURE	Place on upper right or left hand side of the card according to local practice.	PER G15 SER:IFDA ser/820002
DATE OF ENTRY	Do not record on the card.	
TITLE	Title : subtitle = Parallel title	Netherlands human rights quarterly Global reporter : a journal of people, resources and the world
PREVIOUS TITLE	Record in the note area. See recording instructions in Chapter 3: Scope Notes or Definition of Fields	
CONTINUED AS	Record in the note area. See recording instructions in Chapter 3: Scope Notes or Definition of Fields	
STARTED	. - YYYYMMDD, vol., no. -	. - 19880000, vol. 1 - . - 19801215, vol. 5, no. 120 -
CEASED	. - YYYYMMDD, vol., no. <i>follows STARTED statement, ending with -)</i>	. - 19891215, vol. 5, no. 120 - 19901215, vol. 10, no. 240
PLACE OF PUBLICATION	. - Place of publication [additional information] . - [s.l.]	. -Bogotá . - Aberdeen [Australia] . - [s.l.]
PUBLISHER	: Publisher. Subordinate body	: Children's

	. - [s.n.]	. - [s.n.]
DISTRIBUTOR	Do not record on the card.	
ADDRESS	Do not record on the card.	
TELECOMMUNICATIONS	Do not record on the card.	
NOTE	. - Note <i>Record here the information on PREVIOUS TITLE, CONTINUED AS and FREQUENCY. See recording instructions for each field in Chapter 3: Scope notes or Definition of Fields</i>	. - Previous title: SIM Newsletter . - Continued as: Netherlands human rights quarterly. . - Missing number: 14 . - Frequency: 12
ISSN	. - ISSN	. - ISSN 0253-1445
DOCUMENT SYMBOL:	. - Document symbol ; subsequent document symbols	. - E/CEPAL/0859
FREQUENCY	<i>Record on the Note area.</i>	
LANGUAGE	Do not record on the card.	
INDEX	Do not record on the card.	
LOCAL INDEX	Do not record on the card.	
TIME PERIOD	Do not record on the card.	
GEOGRAPHICAL TERMS	Do not record on the card.	
GEOGRAPHICAL CODES	Do not record on the card.	
FREE TEXT	Do not record on the card.	

EXAMPLES OF CATALOGUE ENTRIES

EXAMPLE 1. Corporate author

**Body of
the card**

7400 DH:92.247

South Asia : human rights in difficult circumstances / Informal Sector Service Centre. - Kathmandu : INSEC, 19910000. - 71 p. - Conference: Protection and promotion of human rights in exceptionally difficult circumstances (19910824-19910825 : Kathmandu)

**Author
entry**

Informal Sector Service Centre

7400 DH:92.247

South Asia : human rights in difficult circumstances / Informal Sector Service Centre. - Kathmandu : INSEC, 19910000. - 71 p. - Conference: Protection and promotion of human rights in exceptionally difficult circumstances (19910824-19910825 : Kathmandu)

**Subject
entry**

South Asia

7400 DH:92.247

South Asia : human rights in difficult circumstances / Informal Sector Service Centre. - Kathmandu : INSEC, 19910000. - 71 p. - Conference: Protection and promotion of human rights in exceptionally difficult circumstances (19910824-19910825 : Kathmandu)

Note: *If convenient, additional subject entries can be made for each of the countries referred to in the document, i.e.: Bangladesh, Bhutan, China, India, Myanmar, Nepal, Pakistan, Sri Lanka and Tibet.*

**Cross-
reference**

INSEC

See: Informal Sector Service Centre

EXAMPLE 2. Personal and corporate authors

Body of the card

2483

Liberty and justice for all : public interest law in the 1980s and beyond / Aron, Nan ; Alliance for Justice. - Boulder [Colorado] : Westview, 19890000. - xi, 166 p. - Includes Directory of Public interest law centers, p. 137-146, and statistics. - ISBN 0-8133-1015-6

Author entries Aron, Nan

2483

Liberty and justice for all : public interest law in the 1980s and beyond / Aron, Nan ; Alliance for Justice. - Boulder [Colorado] : Westview, 19890000. - xi, 166 p. - Includes Directory of Public interest law centers, p. 137-146, and statistics. - ISBN 0-8133-1015-6

Alliance for Justice

2483

Liberty and justice for all : public interest law in the 1980s and beyond / Aron, Nan ; Alliance for Justice. - Boulder [Colorado] : Westview, 19890000. - xi, 166 p. - Includes Directory of Public interest law centers, p. 137-146, and statistics. - ISBN 0-8133-1015-6

Subject entries

United States

2483

Liberty and justice for all : public interest law in the 1980s and beyond / Aron, Nan ; Alliance for Justice. - Boulder [Colorado] : Westview, 19890000. - xi, 166 p. - Includes Directory of Public interest law centers, p. 137-146, and statistics. - ISBN 0-8133-1015-6

Administration of justice

2483

Liberty and justice for all : public interest law in the 1980s and beyond / Aron, Nan ; Alliance for Justice. - Boulder [Colorado] : Westview, 19890000. - xi, 166 p. - Includes Directory of Public interest law centers, p. 137-146, and statistics. - ISBN 0-8133-1015-6

Legal assistance

2483

Liberty and justice for all : public interest law in the 1980s and beyond /
Aron, Nan ; Alliance for Justice. - Boulder [Colorado] : Westview, 19890000.
- xi, 166 p. - Includes Directory of Public interest law centers, p. 137-146,
and statistics. - ISBN 0-8133-1015-6

EXAMPLE 3. Multiple subjects including geographical term

Body of the card

555 (GTM) 83 She

Guatemala's uprooted Indians : the case for political asylum / Davis, Shelton H. - In: Global reporter : a journal of people, resources and the world ; vol. 1, no. 3. - Cambridge [Ma] : Anthropology Resource Center, 19831100. - p. 3-4, 6, 8. - Covers the period 19820300-19830000

Author entry **Davis, Shelton H.**

555 (GTM) 83 She

Guatemala's uprooted Indians : the case for political asylum / Davis, Shelton H. - In: Global reporter : a journal of people, resources and the world ; vol. 1, no. 3. - Cambridge [Ma] : Anthropology Resource Center, 19831100. - p. 3-4, 6, 8. - Covers the period 19820300-19830000

Subject entries **Refugees**

555 (GTM) 83 She

Guatemala's uprooted Indians : the case for political asylum / Davis, Shelton H. - In: Global reporter : a journal of people, resources and the world ; vol. 1, no. 3. - Cambridge [Ma] : Anthropology Resource Center, 19831100. - p. 3-4, 6, 8. - Covers the period 19820300-19830000

Political asylum

555 (GTM) 83 She

Guatemala's uprooted Indians : the case for political asylum / Davis, Shelton H. - In: Global reporter : a journal of people, resources and the world ; vol. 1, no. 3. - Cambridge [Ma] : Anthropology Resource Center, 19831100. - p. 3-4, 6, 8. - Covers the period 19820300-19830000

Immigration

555 (GTM) 83 She

Guatemala's uprooted Indians : the case for political asylum / Davis, Shelton H. - In: Global reporter : a journal of people, resources and the world ; vol. 1, no. 3. - Cambridge [Ma] : Anthropology Resource Center, 19831100. - p. 3-4, 6, 8. - Covers the period 19820300-19830000

Indigenous groups

555 (GTM) 83 She

Guatemala's uprooted Indians : the case for political asylum / Davis, Shelton H. - In: Global reporter : a journal of people, resources and the world ; vol. 1, no. 3. - Cambridge [Ma] : Anthropology Resource Center, 19831100. - p. 3-4, 6, 8. - Covers the period 19820300-19830000

Guatemala

555 (GTM) 83 She

Guatemala's uprooted Indians : the case for political asylum / Davis, Shelton H. - In: Global reporter : a journal of people, resources and the world ; vol. 1, no. 3. - Cambridge [Ma] : Anthropology Resource Center, 19831100. - p. 3-4, 6, 8. - Covers the period 19820300-19830000

EXAMPLE 4. Personal and corporate authors

Body of the card

HR (TM) 88/66

Teaching practical law, focus : human rights / Valera-Quisumbing, Purificacion (ed.) ; University of the Philippines. Law Centre. - Manila : UPLC, 19830000. - viii, 98 p. - (Poplaw series ; 1983/1). - ISBN 971-15-0196-1

Author entries Valera-Quisumbing, Purificacion

HR (TM) 88/66

Teaching practical law, focus : human rights / Valera-Quisumbing, Purificacion (ed.) ; University of the Philippines. Law Centre. - Manila : UPLC, 19830000. - viii, 98 p. - (Poplaw series ; 1983/1). - ISBN 971-15-0196-1

University of the Philippines. Law Centre

HR (TM) 88/66

Teaching practical law, focus : human rights / Valera-Quisumbing, Purificacion (ed.) ; University of the Philippines. Law Centre. - Manila : UPLC, 19830000. - viii, 98 p. - (Poplaw series ; 1983/1). - ISBN 971-15-0196-1

Subject entries Human rights education

HR (TM) 88/66

Teaching practical law, focus : human rights / Valera-Quisumbing, Purificacion (ed.) ; University of the Philippines. Law Centre. - Manila : UPLC, 19830000. - viii, 98 p. - (Poplaw series ; 1983/1). - ISBN 971-15-0196-1

Law

HR (TM) 88/66

Teaching practical law, focus : human rights / Valera-Quisumbing, Purificacion (ed.) ; University of the Philippines. Law Centre. - Manila : UPLC, 19830000. - viii, 98 p. - (Poplaw series ; 1983/1). - ISBN 971-15-0196-1

EXAMPLE 5. Dependent unit; multiple subjects

Body of the card

HR (TM) 88/66

A lesson on right to life, liberty and security of person : grade four level / Libunao, Corazon N. - In: Teaching practical law, focus : human rights / Purificacion Valera-Quisumbing (ed.). - Manila : University of the Philippines. Law Centre, 19830000. - p. 32-38. - ISBN 971-15-0196-1

Author entry Libunao, Corazon N.

HR (TM) 88/66

A lesson on right to life, liberty and security of person : grade four level / Libunao, Corazon N. - In: Teaching practical law, focus : human rights / Purificacion Valera-Quisumbing (ed.). - Manila : University of the Philippines. Law Centre, 19830000. - p. 32-38. - ISBN 971-15-0196-1

Subject entries Human rights education

HR (TM) 88/66

A lesson on right to life, liberty and security of person : grade four level / Libunao, Corazon N. - In: Teaching practical law, focus : human rights / Purificacion Valera-Quisumbing (ed.). - Manila : University of the Philippines. Law Centre, 19830000. - p. 32-38. - ISBN 971-15-0196-1

Right to life

HR (TM) 88/66

A lesson on right to life, liberty and security of person : grade four level / Libunao, Corazon N. - In: Teaching practical law, focus : human rights / Purificacion Valera-Quisumbing (ed.). - Manila : University of the Philippines. Law Centre, 19830000. - p. 32-38. - ISBN 971-15-0196-1

Right to liberty and security

HR (TM) 88/66

A lesson on right to life, liberty and security of person : grade four level / Libunao, Corazon N. - In: Teaching practical law, focus : human rights / Purificacion Valera-Quisumbing (ed.). - Manila : University of the Philippines. Law Centre, 19830000. - p. 32-38. - ISBN 971-15-0196-1

EXAMPLE 6. Serial with added title entry

Body of the card

PER/Diakonia

Diakonia : news from the Jesuit Refugee Service (Asia Pacific). - 19910100,
no. 23 - Bangkok : Jesuit Refugee Service (Asia Pacific)

Author entry **Jesuit Refugee Service (Asia Pacific)**

PER/Diakonia

Diakonia : news from the Jesuit Refugee Service (Asia Pacific). - 19910100,
no. 23 - Bangkok : Jesuit Refugee Service (Asia Pacific)

Title entry **Diakonia: news from the Jesuit Refugee Service (Asia Pacific)**

PER/Diakonia

Diakonia : news from the Jesuit Refugee Service (Asia Pacific). - 19910100,
no. 23 - Bangkok : Jesuit Refugee Service (Asia Pacific)

Subject entries **Refugees**

PER/Diakonia

Diakonia : news from the Jesuit Refugee Service (Asia Pacific). - 19910100,
no. 23 - Bangkok : Jesuit Refugee Service (Asia Pacific)

Asia

PER/Diakonia

Diakonia : news from the Jesuit Refugee Service (Asia Pacific). - 19910100,
no. 23 - Bangkok : Jesuit Refugee Service (Asia Pacific)

EXAMPLE 7. Serial with corporate author

Body of the card

ser/820002

HURIDOCS News. - 19820000, no. 1 - Oslo: HURIDOCS

Author entry HURIDOCS

ser/820002

HURIDOCS News. - 19820000, no. 1 - Oslo: HURIDOCS

Title entry HURIDOCS News

ser/820002

HURIDOCS News. - 19820000, no. 1 - Oslo: HURIDOCS

Subject entries

Information

ser/820002

HURIDOCS News. - 19820000, no. 1 - Oslo: HURIDOCS

Documentation

ser/820002

HURIDOCS News. - 19820000, no. 1 - Oslo: HURIDOCS

EXAMPLE 8. Multiple authors, personal and corporate

Body of the card

870003

Human rights terminology in international law : a thesaurus / Stormorken, Bjorn ; Zwaak, Leo ; Council of Europe. Human Rights Documentation Centre. - Dordrecht [Netherlands] : Martinus Nijhoff, 19870000. - 234 p. - ISBN 90-247-3643-9

Author entries Stormorken, Bjorn

870003

Human rights terminology in international law : a thesaurus / Stormorken, Bjorn ; Zwaak, Leo ; Council of Europe. Human Rights Documentation

Centre. - Dordrecht [Netherlands] : Martinus Nijhoff, 19870000. - 234 p. - ISBN 90-247-3643-9

Zwaak, Leo

870003

Human rights terminology in international law : a thesaurus / Stormorken, Bjorn ; Zwaak, Leo ; Council of Europe. Human Rights Documentation Centre. - Dordrecht [Netherlands] : Martinus Nijhoff, 19870000. - 234 p. - ISBN 90-247-3643-9

Council of Europe. Human Rights Documentation Centre

870003

Human rights terminology in international law : a thesaurus / Stormorken, Bjorn ; Zwaak, Leo ; Council of Europe. Human Rights Documentation Centre. - Dordrecht [Netherlands] : Martinus Nijhoff, 19870000. - 234 p. - ISBN 90-247-3643-9

Subject entries

Information

870003

Human rights terminology in international law : a thesaurus / Stormorken, Bjorn ; Zwaak, Leo ; Council of Europe. Human Rights Documentation Centre. - Dordrecht [Netherlands] : Martinus Nijhoff, 19870000. - 234 p. - ISBN 90-247-3643-9

Documentation

870003

Human rights terminology in international law : a thesaurus / Stormorken, Bjorn ; Zwaak, Leo ; Council of Europe. Human Rights Documentation Centre. - Dordrecht [Netherlands] : Martinus Nijhoff, 19870000. - 234 p. - ISBN 90-247-3643-9

CHAPTER 7 COMPARISON OF FIRST AND SECOND EDITION OF HURIDOCs BIBLIOGRAPHIC STANDARD FORMATS

CONTENTS OF THIS CHAPTER

- INTRODUCTION
 - EQUIVALENCE TABLE I INDEPENDENT UNITS (1985/1988) AND IN/DEPENDENT UNITS (1993)
 - EQUIVALENCE TABLE II DEPENDENT UNITS (1985/1988) AND IN/DEPENDENT UNITS (1993)
 - EQUIVALENCE TABLE III SERIALS (1985/1988) AND SERIALS (1993)
-

INTRODUCTION

This revised edition of the HURIDOCs Bibliographic Standard Formats contains a number of changes compared with the first edition, not least the merger into one of the two original formats for **independent** and **dependent** units.

Nevertheless the revised edition is compatible with the earlier version, and this chapter provides a detailed comparison - an Equivalence Table - between the fields in the original and revised formats, - showing original and revised recording, entry and punctuation instructions.

The equivalence table takes into account the **Modifications to the HURIDOCs Standard Formats** introduced in 1988.

The following fields introduced in have been removed in the revised edition and do no longer form an integral part of the HURIDOCs Bibliographic Standard Formats:

Independent Units Format

Cable

Availability

Dependent Units Format

Cable

Availability

Serials Format

Cable

Annual or other cumulative index

Regularly indexed by

Availability

For documentation centres wishing to continue to record this information the equivalence tables suggest the alternative of including it in the FREE TEXT field. But users who so prefer can retain these fields and add them to the revised version as LOCAL FIELDS. However, such fields and the information contained in them, are **not** part of the HURIDOCS Bibliographic Standard Formats and should not be exchanged.

EQUIVALENCE TABLE I
INDEPENDENT UNITS FORMAT (ed. 1985, rev. 1988)
AND IN/DEPENDENT UNITS FORMAT (ed. 1993)

1985/1988	1993
BIBLIOGRAPHIC LEVEL BIBLIOGRAPHIC LEVEL
CATALOGUE SIGNATURE	
- ACRONYM RECORDING BODY
- CALL NUMBER CATALOGUE SIGNATURE
DATE OF ENTRY DATE OF ENTRY
TITLE TITLE
AUTHOR	1. PERSONAL AUTHOR
	2. CORPORATE AUTHOR
	3. DOCUMENT SYMBOL
EDITION EDITION
PLACE OF PUBLICATION/ORIGIN PLACE OF PUBLICATION
PUBLISHER/ORIGINATING BODY	1. PUBLISHER
	2. DOCUMENT SYMBOL
DISTRIBUTOR DISTRIBUTOR
ADDRESS ADDRESS
- TEL TELECOMMUNICATIONS
- TLX - " - - " - - " -
- CABLE <i>not applicable</i>
DATE OF PUBLICATION/ISSUE DATE OF PUBLICATION
NUMBER OF PAGES PAGES
SERIES TITLE REFERENCE TO SERIES
VOLUME - " - - " - - " -
NOTE NOTE
ISBN/DOCUMENT SYMBOL	1. ISBN
	2. DOCUMENT SYMBOL
AVAILABILITY <i>not applicable</i>
LANGUAGE LANGUAGE
STATISTICAL INFORMATION STATISTICAL INFORMATION
BIBLIOGRAPHIES BIBLIOGRAPHIES
INDEX INDEX
GEOGRAPHICAL TERM GEOGRAPHICAL TERMS
GEOGRAPHICAL CODE1 GEOGRAPHICAL CODES
GEOGRAPHICAL CODE2 - " - - " - - " -
FREE TEXT FREE TEXT

EQUIVALENCE TABLE I
INDEPENDENT UNITS FORMAT (ed. 1985, rev. 1988)
AND IN/DEPENDENT UNITS FORMAT (ed. 1993)
EXPLANATORY NOTES

BIBLIOGRAPHIC LEVEL

According to the 1988 modifications, it was possible, although not advised, to make a three-level bibliographic description. The table consisted of 10 codes, including the codes **u**, **amc** and **ams**.

BIBLIOGRAPHIC LEVEL

In the present version of the formats it is possible to make a two-level bibliographic description. The three-level codes **amc** and **ams** have been removed. See further Equivalence Table II. The table now includes 7 codes which apply to all units, independently of whether they are published or unpublished. The code **u** (unpublished document) has been removed. Recode those units with level **u** and assign a new code corresponding to the bibliographic level of each unit according to instructions in this field.

CATALOGUE SIGNATURE

According to the 1988 modifications, the field contained two elements (Acronym and Call number) separated by the symbol "space slash space".

RECORDING BODY
CATALOGUE SIGNATURE

The Acronym goes in the field RECORDING BODY and it is mandatory. The catalogue signature goes in the field CATALOGUE SIGNATURE and it is recommended.

DATE OF ENTRY

According to the 1988 modifications, the format for entering dates was changed to the ISO standard of YYYYMMDD.

DATE OF ENTRY

Unchanged.

TITLE

AUTHOR

In the 1985 edition, there is only one Author field to record the names of persons, organisations or bodies responsible for the

TITLE

Unchanged.

PERSONAL AUTHOR
CORPORATE AUTHOR
DOCUMENT SYMBOL

The names of individuals, and their role, go in the field PERSONAL AUTHOR. The names of corporate bodies go in the field

intellectual content of a bibliographic unit. According to the 1988 modifications, a corporate author should be distinguished by adding a capital "C" enclosed in square brackets at the end of the name of the corporate author.

A further instruction, also introduced in 1988, for entering in this field document symbols preceded by the intergovernmental organisation's acronym as the corporate author, has been removed.

CORPORATE AUTHOR. The symbol "[C]" must not be included.

The Document symbol must be converted thus:

1. Record the name of the corporate author in full according to the instructions in the field CORPORATE AUTHOR.

2. Enter the document symbol without the Intergovernmental organisation's acronym in the field DOCUMENT SYMBOL.

Example: The following entry in Author field (1985, 1988)

UN E/CN.4/Sub.2

should be entered in the revised format as:

CORPORATE AUTHOR:

United Nations

DOCUMENT SYMBOL:

E/CN.4/Sub.2

EDITION

EDITION

Unchanged.

PLACE OF PUBLICATION/ORIGIN

PLACE OF PUBLICATION

Unchanged.

PUBLISHER/ORIGINATING BODY

PUBLISHER DOCUMENT SYMBOL

According to the 1988 modifications, if the Publisher was an Intergovernmental organisation, the entry should be the acronym of the IGO followed by the document symbol of the unit. This form of entry is no longer valid.

Convert a document symbol preceded by the corporate body's acronym thus:

1. Enter the Publisher's identification as instructed in the field PUBLISHER.

2. Enter the document symbol as instructed in the field DOCUMENT SYMBOL, without the organisation's acronym.

The instruction to enter the symbol "[D]" in the publisher field if the publisher is also the distributor, has been removed from the 1993 edition.

DISTRIBUTOR

DISTRIBUTOR

Unchanged, but see Note to PUBLISHER field.

ADDRESS
including TEL, TLX, CABLE

In the 1985 edition, the field Address was broken into the above indicated components. According to the 1988 modifications, the preceding symbols \$, %, / were introduced to record information on TEL, TLX and CABLE respectively. These symbols are not used any longer and the information on CABLE has been removed.

DATE OF PUBLICATION /ISSUE

According to the 1988 modifications, the format for entering dates was changed to the ISO standard YYYYMMDD.

NUMBER OF PAGES

SERIES TITLE

See also field VOLUME.

VOLUME

NOTE

According to the 1988 modifications, this field was introduced to record additional bibliographic information and for indication of thesis and conferences.

ISBN/DOCUMENT SYMBOL

ADDRESS
TELECOMMUNICATIONS

The information on address goes in the field ADDRESS. Do not enter here the information on TEL and TLX.

The information on TEL and TLX goes in the field TELECOMMUNICATIONS, entered without preceding symbols according to instructions in the field.

DATE OF PUBLICATION

Unchanged.

PAGES

Unchanged.

REFERENCE TO SERIES

The title as well as the volume and issue number of the series are recorded in this field.

REFERENCE TO SERIES

The volume and issue number of the series are included in the field REFERENCE TO SERIES.

NOTE

Broadly unchanged, but the detailed instructions for the recording of notes on theses and conferences have been modified.

ISBN
DOCUMENT SYMBOL

The ISBN goes in the field ISBN. The document symbol goes in the field DOCUMENT SYMBOL. Convert the

separator "space colon space" between two or more document symbols into "space semicolon space" (;).

AVAILABILITY

Not applicable

If considered necessary, the information can be included in the field FREE TEXT.

LANGUAGE

LANGUAGE

Unchanged.

STATISTICAL INFORMATION

STATISTICAL INFORMATION

Unchanged.

BIBLIOGRAPHIES

BIBLIOGRAPHIES

Unchanged.

INDEX

INDEX

Unchanged.

GEOGRAPHICAL TERM

GEOGRAPHICAL TERMS

In the 1985 edition there was a limitation to a maximum of two geographical terms.

There is no longer a limitation on the number of geographical terms that can be recorded.

GEOGRAPHICAL CODE1
GEOGRAPHICAL CODE2

GEOGRAPHICAL CODES

In the 1985 edition there was a limitation to a maximum of two geographical codes, each recorded in a separate field.

There is no longer a limitation on the number of geographical codes that can be recorded. The two separate fields have been merged into one. The codes in fields "Geographical code1" and "Geographical code2" go in the field GEOGRAPHICAL CODES separated by the symbol "space slash space (/)".

FREE TEXT

FREE TEXT

Unchanged.

EQUIVALENCE TABLE II
DEPENDENT UNITS FORMAT (ed. 1985, rev. 1988)
AND IN/DEPENDENT UNITS FORMAT (ed. 1993)

1985/1988	1993
BIBLIOGRAPHIC LEVEL BIBLIOGRAPHIC LEVEL
CATALOGUE SIGNATURE	
- ACRONYM RECORDING BODY
- CALL NUMBER CATALOGUE SIGNATURE
DATE OF ENTRY DATE OF ENTRY
TITLE TITLE
AUTHOR	1. PERSONAL AUTHOR 2. CORPORATE AUTHOR 3. DOCUMENT SYMBOL
TITLE OF GENERIC UNIT	1. REFERENCE TO GENERIC UNIT 2. ISBN 3. ISSN
EDITION EDITION
PLACE OF PUBLICATION/ORIGIN PLACE OF PUBLICATION
PUBLISHER/ORIGINATING BODY	1. PUBLISHER 2. DOCUMENT SYMBOL
DISTRIBUTOR DISTRIBUTOR
ADDRESS ADDRESS
TEL TELECOMMUNICATIONS
TLX - " - - " - - " -
CABLE <i>not applicable</i>
DATE OF PUBLICATION/ISSUE DATE OF PUBLICATION
NUMBER OF PAGES PAGES
NOTE NOTE
AVAILABILITY <i>not applicable</i>
LANGUAGE LANGUAGE
STATISTICAL INFORMATION STATISTICAL INFORMATION
BIBLIOGRAPHIES BIBLIOGRAPHIES
INDEX INDEX
GEOGRAPHICAL TERM GEOGRAPHICAL TERMS
GEOGRAPHICAL CODE1 GEOGRAPHICAL CODES
GEOGRAPHICAL CODE2 - " - - " - - " -
FREE TEXT FREE TEXT

EQUIVALENCE TABLE II
 DEPENDENT UNITS FORMAT (ed. 1985, rev. 1988)
 AND IN/DEPENDENT UNITS FORMAT (ed. 1993)
 EXPLANATORY NOTES

BIBLIOGRAPHIC LEVEL

According to the 1988 modifications, it was possible, although not advised, to make a three-level bibliographic description. The table consisted of 10 codes, including the codes **u**, **amc** and **ams**.

BIBLIOGRAPHIC LEVEL

In the present version of the formats it is possible to make a two-level bibliographic description. The table now includes 7 codes which apply to all units, independently of whether they are published or unpublished. The code **u** (unpublished document) has been removed. Recode those units with level **u** and assign a new code corresponding to the bibliographic level of each unit according to instructions in this field. The three-level codes **amc** and **ams** have also been removed and these codes should be truncated to **am**. The relevant information on the collection or serial can be recorded - only for levels **mc** and **ms** - in the field REFERENCE TO SERIES.

CATALOGUE SIGNATURE

According to the 1988 modifications, the field contained two elements (Acronym and Call number) separated by the symbol "space slash space".

RECORDING BODY
 CATALOGUE SIGNATURE

The Acronym goes in the field RECORDING BODY and it is mandatory. The catalogue signature goes in the field CATALOGUE SIGNATURE and it is recommended.

DATE OF ENTRY

According to the 1988 modifications, the format for entering dates was changed to the ISO standard of YYYYMMDD.

DATE OF ENTRY

Unchanged.

TITLE

TITLE

Unchanged.

AUTHOR

PERSONAL AUTHOR
 CORPORATE AUTHOR
 DOCUMENT SYMBOL

In the 1985 edition, there is only one Author field to record the names of persons, organisations or bodies responsible for the intellectual content of a bibliographic unit. According to the 1988 modifications, a corporate author should be distinguished by adding a capital "C" enclosed in square brackets at the end of the name of the corporate author.

A further instruction, also introduced in 1988, of entering in this field document symbols preceded by the intergovernmental organisation's acronym as the corporate author, has been removed.

The names of individuals, and their role, go in the field PERSONAL AUTHOR.

The names of corporate bodies go in the field CORPORATE AUTHOR. The symbol "[C]" must not be included.

The Document symbol must be converted thus:

1. Record the name of the corporate author in full according to the instructions in the field CORPORATE AUTHOR.

2. Enter the document symbol without the Intergovernmental organisation's acronym in the field DOCUMENT SYMBOL.

Example: The following entry in Author field (1985, 1988)

UN E/CN.4/Sub.2

should be entered in the revised format as:
CORPORATE AUTHOR:

United Nations

DOCUMENT SYMBOL: E/CN.4/Sub.2

TITLE OF GENERIC UNIT

In the 1985 edition this field included only title and statement of responsibility. The 1988 modifications added reference to volume or issue number and ISBN/ISSN, but have been interpreted in different ways by different organisations (as referring to separate fields or as referring to sub-fields).

REFERENCE TO GENERIC UNIT

ISBN

ISSN

If the generic unit is a monograph, the title and statement of responsibility go in the field REFERENCE TO GENERIC UNIT.

For instructions regarding punctuation see Chapter 3: Scope Notes or Definition of Fields.

If the generic unit is a serial, the title and volume and issue numbers go in the field REFERENCE TO GENERIC UNIT. For instructions regarding punctuation see Chapter 3: Scope Notes or Definition of Fields.

The ISBN of the generic unit goes in the field ISBN.

The ISSN of the generic unit goes in the field ISSN.

EDITION

EDITION

Unchanged.

PLACE OF PUBLICATION/ORIGIN

PLACE OF PUBLICATION

Unchanged.

PUBLISHER/ORIGINATING BODY

According to the 1988 modifications, if the Publisher was an Intergovernmental organisation, the entry should be the acronym of the IGO followed by the document symbol of the unit. This form of entry is no longer valid.

PUBLISHER DOCUMENT SYMBOL

Convert a document symbol preceded by the corporate body's acronym thus:

1. Enter the Publisher's identification as instructed in the field PUBLISHER.
2. Enter the document symbol as instructed in the field DOCUMENT SYMBOL, without the organisation's acronym.

The instruction to enter the symbol "[D]" in the publisher field if the publisher is also the distributor, has been removed from the 1993 edition.

DISTRIBUTOR

DISTRIBUTOR

Unchanged, but see Note to PUBLISHER field.

ADDRESS

including TEL, TLX, CABLE

In the 1985 edition, the field Address was broken into the above indicated components. According to the 1988 modifications, the preceding symbols \$, %, / were introduced to record information on TEL, TLX and CABLE respectively. These symbols are not used any longer and the information on CABLE has been removed.

ADDRESS

TELECOMMUNICATIONS

The information on address goes in the field ADDRESS. Do not enter here the information on TEL and TLX. The information on TEL and TLX goes in the field TELECOMMUNICATIONS, entered without preceding symbols according to instructions in the field.

DATE OF PUBLICATION /ISSUE

According to the 1988 modifications, the format for entering dates was changed to the ISO standard YYYYMMDD.

DATE OF PUBLICATION

Unchanged.

NUMBER OF PAGES

PAGES

Unchanged.

NOTE

According to the 1988 modifications, this field was introduced to record additional bibliographic information and for indication of thesis and conferences.

NOTE

Broadly unchanged, but the detailed instructions for the recording of notes on theses and conferences have been modified.

AVAILABILITY

Not applicable

If considered necessary, the information can be included in the field FREE TEXT.

LANGUAGE

LANGUAGE

Unchanged.

STATISTICAL INFORMATION

STATISTICAL INFORMATION

Unchanged.

BIBLIOGRAPHIES

BIBLIOGRAPHIES

Unchanged.

INDEX

INDEX

Unchanged.

GEOGRAPHICAL TERM

GEOGRAPHICAL TERMS

In the 1985 edition there was a limitation to a maximum of two geographical terms.

There is no longer a limitation on the number of geographical terms that can be recorded.

GEOGRAPHICAL CODE1
GEOGRAPHICAL CODE2

GEOGRAPHICAL CODES

In the 1985 edition there was a limitation to a maximum of two geographical codes, each recorded in a separate field.

There is no longer a limitation on the number of geographical codes that can be recorded.
The two separate fields have been merged into one.
The codes in fields "Geographical code1" and "Geographical code2" go in the field GEOGRAPHICAL CODES separated by the symbol "space slash space (/)".

FREE TEXT

FREE TEXT

Unchanged

EQUIVALENCE TABLE III
SERIALS FORMAT (ed. 1985, rev. 1988)
AND SERIALS FORMAT (ed. 1993)

1985/1988	1993
BIBLIOGRAPHIC LEVEL BIBLIOGRAPHIC LEVEL
CATALOGUE SIGNATURE	
- ACRONYM RECORDING BODY
- CALL NUMBER CATALOGUE SIGNATURE
DATE OF ENTRY DATE OF ENTRY
TITLE TITLE
STARTED/CEASED	1. STARTED 2. CEASED
PLACE OF PUBLICATION/ORIGIN PLACE OF PUBLICATION
PUBLISHER/ORIGINATING BODY	1. PUBLISHER 2. DOCUMENT SYMBOL
DISTRIBUTOR DISTRIBUTOR
ADDRESS ADDRESS
- TEL TELECOMMUNICATIONS
- TLX - " - " - " - " -
- CABLE <i>not applicable</i>
ISSN ISSN
FREQUENCY FREQUENCY
NOTE	1. PREVIOUS TITLE 2. CONTINUED AS 3. NOTE
ANNUAL OR OTHER CUMULATIVE INDEX <i>not applicable</i>
REGULARLY INDEXED BY <i>not applicable</i>
AVAILABILITY <i>not applicable</i>
LANGUAGE LANGUAGE
INDEX INDEX
GEOGRAPHICAL TERM GEOGRAPHICAL TERMS
GEOGRAPHICAL CODE1 GEOGRAPHICAL CODES
GEOGRAPHICAL CODE2 - " - " - " - " -
FREE TEXT FREE TEXT

EQUIVALENCE TABLE III
SERIALS FORMAT (ed. 1985, rev. 1988)
AND SERIALS FORMAT (ed. 1993)
EXPLANATORY NOTES

BIBLIOGRAPHIC LEVEL

The code **s** is the only possible code for a single serial.

BIBLIOGRAPHIC LEVEL

Unchanged.

CATALOGUE SIGNATURE

According to the 1988 modifications, the field contained two elements (Acronym and Call number) separated by the symbol "space slash space".

RECORDING BODY
CATALOGUE SIGNATURE

The Acronym goes in the field RECORDING BODY and it is mandatory.
The catalogue signature goes in the field CATALOGUE SIGNATURE and it is recommended.

DATE OF ENTRY

According to the 1988 modifications, the format for entering dates was changed to the ISO standard of YYYYMMDD.

DATE OF ENTRY

Unchanged.

TITLE

TITLE

Unchanged.

STARTED/CEASED

This field, originally conceived to record both types of information, has been converted into two separate fields.

STARTED
CEASED

The date, volume and number of the first issue of the serial go in the field STARTED, modifying the order and punctuation as follows:
Enter the date in the ISO format YYYYMMDD and follow it by a comma and a space.
Enter the volume number preceded by the abbreviation "vol."
Enter the number of the issue after the volume, preceded by a comma, space and the abbreviation "no."
The date, volume and number of the last issue of the serial go in the field

CEASED, modifying the order and punctuation as indicated above.

PLACE OF PUBLICATION/ORIGIN

PLACE OF PUBLICATION

Unchanged.

PUBLISHER/ORIGINATING BODY

PUBLISHER
DOCUMENT SYMBOL

According to the 1988 modifications, if the Publisher was an Intergovernmental organisation, the entry should be the acronym of the IGO followed by the document symbol of the unit. This form of entry is no longer valid.

Convert a document symbol preceded by the corporate body's acronym thus:
1. Enter the Publisher's identification as instructed in the field PUBLISHER.
2. Enter the document symbol as instructed in the field DOCUMENT SYMBOL, without the organisation's acronym.
The instruction to enter the symbol "[D]" in the publisher field if the publisher is also the distributor, has been removed from the 1993 edition.

DISTRIBUTOR

DISTRIBUTOR

Unchanged, but see Note to PUBLISHER field.

ADDRESS
including TEL, TLX, CABLE

ADDRESS
TELECOMMUNICATIONS

In the 1985 edition, the field Address was broken into the above indicated components. According to the 1988 modifications, the preceding symbols \$, %, / were introduced to record information on TEL, TLX and CABLE respectively. These symbols are not used any longer and the information on CABLE has been removed.

The information on address goes in the field ADDRESS. Do not enter here the information on TEL and TLX.
The information on TEL and TLX goes in the field TELECOMMUNICATIONS, entered without preceding symbols according to instructions in the field.

ISSN

ISSN

Unchanged.

FREQUENCY

FREQUENCY

Unchanged.

NOTE

PREVIOUS TITLE

Originally, this field was conceived to record information regarding special features of the serial with previous or succeeding titles, e.g. mergers, splits, etc.

CONTINUED AS NOTE

A previous title borne by the serial goes in the field PREVIOUS TITLE. See instructions in Chapter 3: Scope Notes or Definition of Fields.

A title subsequently borne by the serial being recorded goes in the field CONTINUED AS. See instructions in Chapter 3: Scope Notes or Definition of Fields.

Information on other relationships that the serial being recorded has with other serials goes in the NOTE field according to instructions in Chapter 3: Scope Notes or Definition of Fields.

ANNUAL OR OTHER CUMULATIVE INDEX

Not applicable.

The field has been removed.

If considered necessary, the information may be included in the field FREE TEXT.

REGULARLY INDEXED BY

Not applicable.

The field has been removed.

If considered necessary, the information may be included in the field FREE TEXT.

AVAILABILITY

The field has been removed.

Not applicable.

If considered necessary, the information may be included in the field FREE TEXT.

LANGUAGE

LANGUAGE

Unchanged.

INDEX

INDEX

Unchanged.

GEOGRAPHICAL TERM

GEOGRAPHICAL TERMS

In the 1985 edition there was a limitation to a maximum of two geographical terms.

There is no longer a limitation on the number of geographical terms that can be recorded.

GEOGRAPHICAL CODE1
GEOGRAPHICAL CODE2

In the 1985 edition there was a limitation to a maximum of two geographical codes, each recorded in a separate field.

FREE TEXT

GEOGRAPHICAL CODES

There is no longer a limitation on the number of geographical codes that can be recorded.

The two separate fields have been merged into one.

The codes in fields "Geographical code1" and "Geographical code2" go in the field GEOGRAPHICAL CODES separated by the symbol "space slash space (/)".

FREE TEXT

Unchanged

CHAPTER 8 COMPATIBILITY WITH OTHER FORMATS

CONTENTS OF THIS CHAPTER

- INTRODUCTION
- THE MARC FORMAT
- THE HURIMARC FORMAT
- EXCHANGE
- HURIMARC FORMAT FOR IN/DEPENDENT UNITS
- HURIMARC FORMAT FOR SERIALS

INTRODUCTION

In this "computer age" when users are given much easier access to electronic information and the possibility of re-using information, the need for compatibility is increasing. As different software or computers are not always compatible, other means need to be used to ensure compatibility. The structure by which your bibliographic data is recorded - the format - becomes essential when you want to exchange the bibliographical data electronically.

Some participants in the HURIDOCS network have already experienced problems in co-operating with organisations outside the network. A number of HURIDOCS members work in an academic environment and want to exchange bibliographic data with institutions or organisations outside the HURIDOCS network.

Other members are facing an obligation to supply bibliographic data in electronic form to their local or national library system. To some of the organisations which have adopted the HURIDOCS Bibliographic Standard Format, these obligations have caused serious problems, since the recipients of data want to receive the data according to another standard.

When revising the HURIDOCS Bibliographic Standard Format it has therefore been considered important to ensure compatibility with other internationally recognised formats, and it was felt that the development of equivalence tables could ensure possibilities of exchanging bibliographic information not only within the HURIDOCS network, but also beyond.

THE MARC FORMAT

One of the major internationally recognised standards within the established library system is the MARC (**MA**chine-**R**eable **C**ataloguing) format. HURIDOCS therefore decided to develop a tool for exchanging bibliographic data according to the MARC provisions.

The structure of the MARC format is different from the HURIDOCS Bibliographic Standard Format in a number of ways:

The use of tags: A tag is a prefix in front of a field used to identify the trailing data. The tagging of fields in the MARC format is numeric. In the HURIDOCS Bibliographic Format the name of each field spelled out simply serves as tagging at the same time, e.g. TITLE:, while the corresponding MARC field is tagged with tag, 24510.

The use of subfields: Whereas the HURIDOCS Bibliographic Format makes use of punctuation to distinguish between different elements in one field - e.g. the title, the subtitle, and the parallel title - the MARC format uses one field tag and several different sub-field tags. The title will thus be tagged as 24510^a, the subtitle will be tagged as 24510^b, and the parallel title will be tagged as 24510^k.

MARC dialects: The MARC format exists in a range of national dialects each adjusted for the specific needs of the different national library systems. Theoretically a universal MARC format has been developed as the platform for inter national exchange between the different MARC dialects, in practice this has not yet been achieved.

Given the fact that the UK-MARC is widespread and a number of national MARC formats are built upon the UK- MARC template, it was decided to establish an equivalence table from the HURIDOCS Bibliographic Format to the UK-MARC format.

THE HURIMARC FORMAT

In doing so a new MARC dialect - the HURIMARC format - was established, integrating the HURIDOCS Bibliographic Standard Format into the proper MARC fields. The HURIMARC format serves as platform for exchange of bibliographic information between the HURIDOCS network and the established library system. It also serves as the platform for the electronic, exchange of bibliographic information within the HURIDOCS network - see below.

The following table shows the conversion of the Bibliographic Standard Format into the HURIMARC format. Some fields, e.g. the title field and the two author fields (personal and corporate), are divided into subfields. Other fields, e.g. the note field, are split into several fields. This is necessary in order to exchange-information contained in these fields correctly.

EXCHANGE

During the revision of the HURIDOCS Bibliographic Standard Format another project, concerning the development of a HURIDOCS standard format for electronic exchange of bibliographic information, was also undertaken.

Since the HURIMARC platform was established it was logical to build an electronic exchange format upon this platform. An electronic exchange format consists of the formatted data - formatted in the- HURIMARC format - plus additional information necessary for exporting and importing between different software and hardware.

Further information on exchange can be found in *The HURIDOCS Standard Electronic Exchange Format* published by HURIDOCS.

HURIMARC FORMAT FOR IN/DEPENDENT UNITS

HURIMARC TAG HURIDOCs BIBLIOGRAPHIC STANDARD FORMAT FIELD

01900^a	BIBLIOGRAPHIC LEVEL
09600^a	RECORDING BODY
09600^b	<i>CATALOGUE SIGNATURE</i>
09700^a	<i>DATE OF ENTRY</i>
24510^a	TITLE
24510^b (*)	Subtitle
24510^k (*)	Parallel (and translated) title
10010^a	PERSONAL AUTHOR - surname
10010^h	Personal author - first name
70010^a (*)	<i>Subsequent personal author - surname</i>
70010^h (*)	<i>Subsequent personal author - first name</i>
11010^a	CORPORATE AUTHOR
71010^a (*)	<i>Subsequent corporate author</i>
55700^a	REFERENCE TO GENERIC UNIT (serial) - title
55700^v	Reference to generic unit (serial) - volume and number
55800^a	REFERENCE TO GENERIC UNIT (monograph) - title
55800^e	Reference to generic unit (monograph) - statement of responsibility
25000^a	EDITION
25000^c	Edition - statement of responsibility
26000^a	PLACE OF PUBLICATION
26000^b	PUBLISHER
26000^g	<i>DISTRIBUTOR</i>
26000^f	<i>ADDRESS</i>
26000^y	<i>TELECOMMUNICATIONS</i>
26000^c	DATE OF PUBLICATION
30000^a	PAGES
44010^a	REFERENCE TO SERIES - title
44010^e	Reference to series - statement of responsibility
44010^v	Reference to series - volume and number
61100^a	NOTE (conference)
50600^a	NOTE (thesis)
53000^a	NOTE (general)
02100^a	ISBN
02200^a	<i>ISSN</i>
01600^a	<i>DOCUMENT SYMBOL</i>
04100^a (*)	LANGUAGE
09500^a	<i>STATISTICAL INFORMATION</i>

<i>09500^b</i>	<i>BIBLIOGRAPHIES</i>
<i>63000^a (*)</i>	<i>INDEX</i>
<i>63000^b (*)</i>	<i>LOCAL INDEX</i>
<i>63700^a</i>	<i>TIME PERIOD</i>
<i>63300^a (*)</i>	<i>GEOGRAPHICAL TERMS</i>
<i>63300^b (*)</i>	<i>GEOGRAPHICAL CODES</i>
<i>50000^a</i>	<i>FREE TEXT</i>

HURIMARC FORMAT FOR SERIALS

HURIMARC TAG HURIDOCS BIBLIOGRAPHIC STANDARD FORMAT FIELD

01900^a	BIBLIOGRAPHIC LEVEL
09600^a	RECORDING BODY
<i>09600^b</i>	<i>CATALOGUE SIGNATURE</i>
<i>09700^a</i>	<i>DATE OF ENTRY</i>
24510^a	TITLE
24510^b (*)	Subtitle
24510^k (*)	Parallel (and translated) title
86000^t	PREVIOUS TITLE
86100^t	CONTINUED AS
26000^a	PLACE OF PUBLICATION
26000^b	PUBLISHER
<i>26000^g</i>	<i>DISTRIBUTOR</i>
<i>26000^f</i>	<i>ADDRESS</i>
<i>26000^y</i>	<i>TELECOMMUNICATIONS</i>
53000^a	NOTE
02200^a	ISSN
<i>01600^a</i>	<i>DOCUMENT SYMBOL</i>
<i>09300^a</i>	<i>FREQUENCY</i>
09300^b	STARTED
09300^c	CEASED
04100^a (*)	LANGUAGE
63000^a (*)	INDEX
<i>63000^b (*)</i>	<i>LOCAL INDEX</i>
<i>63300^a (*)</i>	<i>GEOGRAPHICAL TERMS</i>
63300^b (*)	GEOGRAPHICAL CODES
<i>50000^a</i>	<i>FREE TEXT</i>

EXPLANATION OF SYMBOLS AND TYPOGRAPHY IN THE CONVERSION TABLES

(*)	Repeatable fields in HURIMARC
CAPITALS	HURIDOCS field names - mandatory fields
<i>ITALIC CAPITALS</i>	HURIDOCS field names - recommended fields
Lower case letters	Second and further elements in HURIDOCS fields - mandatory
<i>Italic lower case letters</i>	Second and further elements in HURIDOCS fields - recommended

CHAPTER 9

GLOSSARY

ABSTRACT	A summary of a text (e.g. of a book or an article). Usually quite short (less than 1000 words). Abstracts offer two main advantages: a) considerably reduce the amount of primary information needed, and b) lay emphasis on aspects of particular interest. Their preparation must take into account the purpose of the abstract, its type, and certain language, style, length and layout characteristics.
ACRONYM	A pronounceable word formed from the initial or other letters of the words in the name of an organisation. An acronym is a form of abbreviation.
ANONYMOUS	Of unknown authorship.
AREA	A major section of a standard format, comprising data of a particular category or set of categories. See also: RECORD INFORMATION AREA, BIBLIOGRAPHIC DESCRIPTION AREA and CONTENTS DESCRIPTION AREA
<i>AUTHOR</i>	See: PERSONAL AUTHOR and CORPORATE AUTHOR
BIBLIOGRAPHIC DESCRIPTION	Conventional set of data that provides a unique and accurate description of a document as a physical carrier of information.
BIBLIOGRAPHIC DESCRIPTION AREA	A group of fields on a format which contains the bibliographic description of the unit.
BIBLIOGRAPHIC LEVEL	Term used to identify the bibliographic unit (document) that is being catalogued, from the point of view of its relationship - or lack of relationship - to other bibliographic units. The bibliographic level indicates whether the document can be catalogued quite independently or whether the catalogue entry needs to include reference to another bibliographic unit.
BIBLIOGRAPHIC RECORD	A set of data referring to a single bibliographic unit and which is stored in a unique, complete and logical structure. A record is broken down into hierarchically subordinated components.
BIBLIOGRAPHIC UNIT	A document, part of a document or set of documents in any physical form, published, issued, or treated as an entity, and as such forming the basis for a single bibliographic description. The item in hand which is currently being recorded on the format.

See also: DEPENDENT BIBLIOGRAPHIC UNIT, INDEPENDENT BIBLIOGRAPHIC UNIT and SERIAL BIBLIOGRAPHIC UNIT.

BIBLIOGRAPHIES	A substantial bibliography or bibliographical references on subject matters worth mentioning.
CARD CATALOGUE	A catalogue, where each entry or reference is recorded on a separate card.
CATALOGUE	A list of materials contained in a collection, library, or group of libraries or documentation centres, arranged according to some definite plan.
CATALOGUE SIGNATURE	Call number or other notation or code assigned locally by the recording body to indicate the physical location of the bibliographic unit being recorded. The catalogue signature is for local retrieval of documents.
CHIEF SOURCE OF INFORMATION	The source of bibliographic data to be given preference as the source from which a bibliographic description is prepared.
CODE	System of primary signs and its various combinations, each one having a specific meaning according to a previous agreement. Codes are used to record and transmit information. Examples of codes are the bibliographic level codes, the catalogue signature, the alphabetical codes for languages and the numerical codes for geographical terms.
COLLECTION	Two or more independent works or parts of works by one author published together. Also, three or more independent works or parts of works by more than one author published together and not necessarily written for the same occasion or for the publication in hand.
COLLECTIVE TITLE	A title that is an inclusive title for an item containing several works.
COLOPHON	A statement at the end of an item giving information about one or more of the following: title, author(s), publisher, printer, date of publication or printing. It may include other information.
COMPILER	One who produces a collection by selecting and putting together in one publication matter from the works of various persons or bodies, or various works of one person or body. See also: EDITOR
COMPOUND SURNAME	A surname consisting of two or more proper names, sometimes connected by a hyphen, or conjunction, and/or

preposition.

CONFERENCE	A meeting of individuals or representatives of various bodies for the purpose of discussing and/or acting on topics of common interest. A meeting of representatives of a corporate body that constitutes its legislative or governing body.
CONTENTS DESCRIPTION	Set of operations which describe the subject matter and main concepts of a document as well as the products which result of these operations, e.g. classification, indexing, abstracting and analysis. Description and characterisation of a document's contents with the aid of representations of the concepts contained in it.
CONTENTS DESCRIPTION AREA	A group of fields on a format which contains information on the language, subject matter and geographical coverage of the unit.
CONVENTIONAL NAME	A name, other than the real or official name, by which a corporate body, place, or thing has come to be known.
CORPORATE AUTHOR	A corporate author is a group of persons, identified by a particular name, which acts or may act as an entity and which is responsible for the work at hand, either as author or as commissioning body. Typical examples of corporate authors are associations, institutions, business firms, nonprofit organisations, NGOs, governments, government agencies, religious bodies, projects and programmes.
DATE OF ENTRY	Date when the record is effectively created and the information on the bibliographic unit is entered in the system, catalogue or data base.
DATE OF PUBLICATION	Date when the bibliographic unit was issued or published, either the date of the first publication or the date of publication of the edition, revision, etc., named in the edition area.
DEPENDENT BIBLIOGRAPHIC UNIT	One of the subordinate units into which an item has been divided by the author, publisher, etc. A unit which is not self-contained but nevertheless is registered separately from the generic unit of which it forms a part in order to enable more specific retrieval. Examples are chapters of books, articles from serials, appendices, etc. See also: BIBLIOGRAPHIC UNIT, INDEPENDENT BIBLIOGRAPHIC UNIT and SERIAL BIBLIOGRAPHIC UNIT.
DISTRIBUTOR	An agent or agency that has exclusive or shared marketing or distribution rights for a bibliographic unit. DOCUMENT SYMBOL Notation used by certain organisations, e.g. Intergovernmental Organisations, to identify their own

	documents, published or otherwise issued, e.g. working papers, interim reports, etc. It usually is a combination of letters, numbers and symbols and may include the organisation's acronym.
EDITION	All copies of one work produced from essentially the same type image, the same original production or the same master copy and issued by the same entity. A re-issue of an earlier issued unit from one master copy, etc. may include substantial corrections, revisions, etc. Includes revised editions, draft or preliminary editions, etc.
EDITOR	One who prepares for publication an item not his or her own. An editor's role can include intellectual and technical supervision of the work and addition of introductions, notes etc.
ENTRY	A record of an item in a catalogue.
ENTRY WORD	The word by which an entry is arranged in the catalogue, usually the first word (other than an article) of the heading.
FIELD	Subordinated subset of a bibliographic record that corresponds to a unit of data. This unit may contain several values, e.g. title, subtitle, parallel title, etc. See also: MANDATORY FIELD and RECOMMENDED FIELD.
FORMAT	A set of data to be organised and treated in a specific order, layout and form, and the necessary rules and supporting tools to record the data.
GENERIC UNIT	The parent bibliographic unit of which a dependent unit is a part.
GOVERNMENT	The totality of corporate bodies (executive, legislative and judicial) exercising the powers of a jurisdiction.
GOVERNMENT AGENCY	A corporate body known as government, or a term with similar meaning, that is an executive element of a particular jurisdiction.
INDEPENDENT BIBLIOGRAPHIC UNIT	A stand-alone bibliographic unit (book, monograph, brochure, leaflet, etc.) which forms a naturally or physically self-contained entity. This also includes multi-volume works, which although formed of several physical volumes are to be considered as a single bibliographic unit. See also: BIBLIOGRAPHIC UNIT, DEPENDENT BIBLIOGRAPHIC UNIT and SERIAL BIBLIOGRAPHIC UNIT.
INTERGOVERNMENTAL	An international organisation created by intergovernmental

ORGANISATION	action.
<i>INTERNATIONAL STANDARD BOOK NUMBER</i>	See: ISBN
<i>INTERNATIONAL STANDARD SERIAL NUMBER</i>	See: ISSN
ISBN	Internationally agreed standard number which identifies one title or edition of a title from one specific publisher and is unique to that title or edition. The ISBN is a ten-digit number divided into parts of variable length, separated by hyphens. It is allocated according to ISO 2108 and is useful for ordering items from the publisher or corporate body responsible for issuing or publishing them.
ISO	The International Organization for Standardization, an international body for voluntary standards, with representatives from national standards organisations. It issues definitions or specifications (technical standards) known as ISO norms or standards.
ISSN	Internationally agreed standard number which uniquely identifies a particular serial or series title. It is an eight-digit number expressed in two groups of four digits separated by a hyphen. The ISSN is allocated by the International Serials Data System (ISDS) in accordance with ISO 3297 and the ISDS Manual.
<i>ISSUING BODY</i>	See: CORPORATE AUTHOR
<i>ITEM</i>	See: BIBLIOGRAPHIC UNIT
JOINT AUTHOR	A person who collaborates with one or more other persons to produce a work in relation to which the collaborators perform the same function.
LANGUAGE	Language(s) in which the unit being recorded is presented.
MAIN ENTRY	The complete catalogue record of a bibliographic unit, presented in the form by which the unit is to be uniformly identified and cited. The main entry may include the tracings of the added entries assigned to the unit.
MANDATORY FIELD	A field to record the information essential to determine the creation of a record and which must always be entered. See also: FIELD, RECOMMENDED FIELD.

MANUSCRIPT	A text, musical score, map, etc., that is inscribed, handwritten, typewritten, or printed out from a computer.
MIXED LANGUAGE WORK	A bibliographic unit containing contributions in different languages. See also: MULTILINGUAL WORK
MONOGRAPH	A non serial item. A monograph can be a one-part item or one that is complete, or intended to be completed, in a stated number of separate parts.
MULTILINGUAL WORK	A bibliographic unit, where the full text is included in more than one language. See also: MIXED LANGUAGE WORK
PAGES	Number of constituent parts (pages, leaves, etc.) contained in the bibliographic unit, as well as additional illustrative matter (e.g. maps) .
PARALLEL TITLE	The title of a unit in another language recorded beside the original title.
PERSONAL AUTHOR	A person responsible (alone or with others) for the creation of the intellectual or artistic content of a work.
PLACE OF PUBLICATION	City or town where the bibliographic unit (for independent units) or the generic unit (for dependent units) was published or issued.
PREDOMINANT NAME	The name or form of name of a person or corporate body that appears most frequently a) in the person's works or works issued by the corporate body, or b) in reference sources, in that order of preference.
PSEUDONYM	A name assumed by an author to conceal or obscure his or her identity.
PUBLISHER	Person, institution or other corporate body responsible for issuing or producing the bibliographic unit at hand.
RECOMMENDED FIELD	A field in which to record information considered highly desirable to record if it is available, although without mandatory status.
<i>RECORD</i>	See: BIBLIOGRAPHIC RECORD
RECORD INFORMATION	A group of fields on a format containing information about the

AREA	record itself and not about the bibliographic unit being recorded.
RECORDING BODY	Organisation creating or preparing the bibliographic record.
REFERENCE	A direction from one heading or entry to another. A "See" reference is a direction from a form of a name or title that is not used in the catalogue, to the preferred form. A "See also" reference is a direction from one entry to another.
REFERENCE SOURCE	Any publication from which authoritative information may be obtained. Not limited to reference works.
RELATED BODY	A corporate body that has a relation to another body other than that of subordination. Related bodies include those that are founded but not controlled by other bodies; that only receive financial support from another body; that provide financial and/or other types of assistance to another body, such as "friends" groups; those whose members also have membership in or an association with another body, such as employees' associations and alumni associations.
REPRINT	A new printing of an item made from the original type image, commonly by photographic methods. The reprint may reproduce the original exactly (an impression) or it may contain minor but well-defined variations (an issue). Also a new edition with substantially unchanged text.
ROMANISATION	Conversion of words, names or text not written in the Roman alphabet to Roman-alphabet form. See also: TRANSLITERATION
SEPARATORS	Sequence of signs, such as "space semicolon space" (;) used to separate information items within a field, or to separate different fields.
SERIAL BIBLIOGRAPHIC UNIT	A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), the journals, memoirs, proceedings, etc., of societies, and numbered monographic series. Each issue contains separate articles or contributions. See also: BIBLIOGRAPHIC UNIT, DEPENDENT BIBLIOGRAPHIC UNIT and INDEPENDENT BIBLIOGRAPHIC UNIT.
SERIES	A group of separate items related to one another by the fact that each item bears, in addition to its own title, a collective title applying to the group as a whole. The individual items may or may not be numbered. Also, each of two or more volumes of

essays, lectures, articles, or other writings, similar in character and issued in sequence. A separately numbered sequence of volumes within a series or serial.

SERIES TITLE PAGE	An added title page bearing the series title and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the item within the series).
SINE LOCO (s.l.)	Without place, i.e. the place of publication, distribution or printing is unknown.
SINE NOMINE (s.n.)	Without name, i.e. the name of the author, publisher or distributor is unknown.
STANDARD	A commonly agreed guideline which defines the specifications, characteristics and form of application of the essential aspects of a process or a method. Complying with these essential aspects, users can adapt the standard to their specific needs. See also: FORMAT, ISO and STANDARD NUMBER.
STANDARD NUMBER	The ISSN, ISBN or any other internationally agreed standard number that identifies the bibliographic unit uniquely. See also: ISBN and ISSN.
STATEMENT OF RESPONSIBILITY	A statement, transcribed from the unit being described relating to the personal or corporate authors responsible for the intellectual content of the item, or corporate authors from which the unit originates.
STATISTICAL INFORMATION	Substantial statistical information such as tables, surveys, etc.
SUBORDINATE BODY	A corporate body that forms an integral part of a larger body in relation to which it holds an inferior hierarchical rank and of which it is an administrative part.
SUBTITLE	Any title borne by an item other than the title proper or parallel title. A word or phrase that is explanatory to the title proper.
SUPPLEMENT	An item, usually issued separately, that complements one already published by bringing up-to-date or otherwise continuing the original or by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original.
SUPPLIED TITLE	A title provided by the cataloguer for a unit that has no title on

the chief source of information. It may be taken from elsewhere in the unit or from a reference source, or it may be composed by the cataloguer.

THESIS	Dissertation or thesis presented as part of the requirements for an academic degree.
TITLE	A word, phrase, character, or group of characters, normally appearing prominently in the unit, that names the unit or the work contained in it and by which it would normally be referred to.
TITLE PAGE	A page at the beginning of the unit bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. The title page does not include the page on the back of the title leaf, which is sometimes called the title page verso. In this manual it is referred to as the back of the title page.
<i>TITLE PAGE VERSO</i>	See: TITLE PAGE
<i>TITLE PROPER</i>	See: TITLE
TRACINGS	A list of all the entries provided in a catalogue for a particular bibliographic unit, commonly recorded on the main entry.
TRANSLATED TITLE	A title, normally in the main language of the catalogue, supplied by the cataloguer, to supplement the original title of the bibliographic unit. See also: TRANSLITERATED TITLE
TRANSLATOR	One who renders from one language into another, or from an older form of a language into the modern form, more or less closely following the original.
TRANSLITERATION	Conversion of words, names or text, character by character, from one alphabet or script to another. See also: ROMANISATION
TRANSLITERATED TITLE	A title written, character by character, in the characters of another alphabet or script than the original, but in the language of the original. See also: TRANSLATED TITLE
<i>UNIT</i>	See: BIBLIOGRAPHIC UNIT, DEPENDENT BIBLIOGRAPHIC UNIT, INDEPENDENT BIBLIOGRAPHIC UNIT and SERIAL BIBLIOGRAPHIC UNIT.
VOLUME	A major division of a work, regardless of its designation by the

publisher, distinguished from other major divisions of the same work by having its own inclusive title page, and usually independent pagination. Also, in the material sense, all that is contained in one binding, portfolio, etc., whether as originally issued or as bound after issue. The most general title page, half title, or cover title is the determining factor in deciding what constitutes a bibliographic volume.

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