

INTERNATIONAL STANDARD

ISO
9707

First edition
1991-09-01

Information and documentation — Statistics on the production and distribution of books, newspapers, periodicals and electronic publications

*Information et documentation — Statistiques relatives à la production et
à la distribution de livres, de journaux, de périodiques et de publications
électroniques*



Reference number
ISO 9707:1991(E)

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 9707 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Sub-Committee SC 8, *Statistics*.

Annex A of this International Standard is for information only.

Introduction

This International Standard is based on the UNESCO *Revised recommendations concerning the international standardization of statistics on the production and distribution of books, newspapers and periodicals* [10]¹⁾, adopted by the General Conference at its twenty-third session, in Sofia, on 1 November 1985, and has been compiled with the close co-operation of UNESCO.

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

It is to be expected that, if publishers comply with the recommendations of this International Standard, the completion of the UNESCO questionnaire, and other questionnaires relating to publishing, will be relatively straightforward. In addition, statistics thus produced by different countries should be directly comparable.

The scope of this International Standard has been broadened to include micropublications and electronic publications.

The section on the statistics of electronic publications has not received the extended treatment given to the other sections, because it is still in its infancy. It is anticipated that the section on electronic publications could be revised in future, since an opportunity for revision is given every five years.

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

1) Bibliographic references [1] to [10] are shown in annex A.

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Information and documentation — Statistics on the production and distribution of books, newspapers, periodicals and electronic publications

1 Scope

This International Standard gives guidance on the keeping of statistics to provide standardized information on various aspects of the production and distribution of printed, electronic and micro-publications (essentially books, newspapers and periodicals).

For the purposes of this International Standard, the following types of publications are excluded:

a) **Publications issued for advertising purposes**, provided that the literary or scientific text is subsidiary and that the publications are distributed free of charge; these include:

- trade catalogues, prospectuses and other types of commercial, industrial and tourist advertising;
- publications advertising products or services supplied by the publisher, even though they may describe activities or technical progress in some branch of industry or commerce.

b) **Publications considered to be of a transitory character**; typical examples are:

- timetables, price-lists, telephone directories;
- programmes of entertainments, exhibitions, fairs;
- company regulations, reports and directives and circulars;
- calendars;
- electronic texts under development.

c) **Publications in which the text is not the most important part**; these include:

- printed music documents provided that the music is more important than the words;
- maps and charts (with the exception of atlases), e.g. astronomical charts, hydrographical and geographical maps, wall maps, road maps, geological surveys in map form and topographical plans.

2 Definitions

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

NOTES

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

2 Terms defined are listed alphabetically in the English and French texts. The equivalent English or French terms, as appropriate, have therefore been placed in parentheses to facilitate cross-referencing.

2.1 ancillary micropublisher: Person or establishment for which micropublishing is a subsidiary activity.

(French term: éditeur occasionnel de microformes)

2.2 ancillary publisher: Person or establishment for which publishing is a subsidiary activity.

(French term: éditeur occasionnel)

2.3 bibliographic unit: Document in print or non-print form forming an independent unit in a bibliographic system.

(French term: unité bibliographique)