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Information and documentation — Holdings statements — Summary level

Information et documentation — États de collection — Niveau succinct



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Foreword

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

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

International Standard ISO 10324 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Presentation, identification and description of documents*.

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Information and documentation - Holdings statements - Summary level

1 Scope

This International Standard specifies display requirements for holdings statements at the summary level for serial and non-serial items, to promote consistency in the communication and exchange of holdings information. It is intended for use in reporting holdings when reporting is in display form. For machine-readable reporting not in display form, the data elements specified in this International Standard should be included, although their order, etc., may be different in the machine record.

This International Standard identifies and defines the data elements for statements of holdings of serial and non-serial items at a summary level appropriate for listings of holdings in one or more libraries or institutions. It specifies the content and sequence of data elements within data areas and requirements for inclusion of data areas in the holdings statement.

This International Standard requires that the holdings statement be linked to an identification of the item to which the statement pertains; however, the method of identifying the item is excluded from this International Standard.

This International Standard applies to holdings statements for bibliographic items in any physical medium.

This International Standard does not specify the way in which the data elements should be represented in a machine-readable data format, nor the medium (media) employed for storage, display, or transfer of the holdings statements. The guidelines are independent of cataloguing rule systems.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 832:1994, *Information and documentation - Bibliographic description and references - Rules for the abbreviation of bibliographic terms*.

ISO 8601:1988, *Data elements and interchange formats - Information interchange - Representation of dates and times*.

3 Definitions

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

NOTE - The defined terms are arranged in alphabetical order in the English and French texts. The equivalent terms in English or French are given in parentheses to facilitate simultaneous consultation.

3.1 accompanying material: See *secondary bibliographic unit*.

(French term: matériel d'accompagnement)