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INTERNATIONAL ORGANIZATION FOR STANDARDIZATION  
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МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ

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

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

## Foreword

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

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 2146 was prepared by Technical Committee ISO/TC 46, *Documentation*.

This second edition cancels and replaces the first edition (ISO 2146 : 1972), of which it constitutes a technical revision.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

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

## 1 Scope and field of application

This International Standard is intended to assist in compiling directories of libraries, archives, information and documentation centres, including a description of their data base services. The rules of this standard concern international directories, national directories published in bi- or multilingual countries and national directories intended for international use and published in one or more foreign languages and national directories. The standard should be used for the collection of the appropriate data and for the publishing of the directories as well as for the exchange of data.

## 2 References

ISO 9, *Documentation — Transliteration of Slavic Cyrillic characters into Latin characters.*

ISO 259 — *Documentation — Transliteration of Hebrew characters into Latin characters.*

ISO 639, *Code for the representation of names of languages.*

ISO 690, *Documentation — Bibliographic references — Content, form and structure.*

ISO 843, *Documentation — Transliteration of Greek characters into Latin characters.*<sup>1)</sup>

ISO 999, *Documentation — Index of a publication.*

ISO 1086, *Documentation — Title-leaves of a book.*

ISO 2014, *Writing of calendar dates in all-numeric form.*

ISO 2382-1, *Data processing — Vocabulary — Part 01: Fundamental terms.*

ISO 2709, *Documentation — Format for bibliographic information interchange on magnetic tape.*

ISO 3166, *Codes for the representation of names of countries.*

ISO 4217, *Codes for the representation of currencies and funds.*

ISO 5127-1, *Documentation and information — Vocabulary — Part 1: Basic concepts.*

ISO 5127-2, *Documentation and information — Vocabulary — Part 2: Traditional documents.*

ISO 5127-7, *Documentation and information — Vocabulary — Part 7: Retrieval and dissemination of information.*<sup>2)</sup>

## 3 Definitions

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

**3.1 data element:** A basic unit of data for the purpose of recording and interchange.

It consists of a generic part representing a defined concept (a data element name) and a contents part, which is called a data item.

*Example:*

Generic part	Contents part
Telephone number of the head:	(0221) 37 48 50

**3.2 data element group:** A compilation of related data elements corresponding to one specific aspect within an information need.

**3.3 data element set:** The compilation of data element groups and data elements in a list ordered according to their particular functions.

**3.4 data item:** The representation of a specific fact or occurrence within a data element.

*Example:*

(0221) 37 48 50 (for the data element "telephone number of the head").

**3.5 tag:** An identifier used instead of a full name to allow explicit identification (of a data element set and its subdivisions) without the necessity of interchanging or recording full names.

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

2) At present at the stage of draft.