INTERNATIONAL STANDARD

ISO

7220

Information and documentation — Presentation of catalogues of standards

Information et documentation — Présentation des catalogues de normes

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards organizations (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 7220 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Presentation, identification and description of documents.*

Annexes A to D of this International Standard are for information only.

Introduction

Catalogues are essential aids to users of standards who must rely on catalogues, with or without the help of an information centre, to determine whether a standard on a particular subject exists and, if so, to estimate its probable relevance to their needs and to learn how to obtain it. If a technical specification or regulation, for example, requires the user to meet a particular standard that is referenced only by its identifier, users must be able to locate information on that standard in a catalogue. Catalogues can also be essential aids to information centres for serving clients.

The arrangement of catalogues varies according to their subject fields. Consequently, this International Standard is limited to providing general guidance on the preparation of catalogues that provide bibliographical and other related information on standards or standard-like publications. However, many of the provisions of this International Standard can also be used for catalogues of other items.

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Information and documentation — Presentation of catalogues of standards

1 Scope

The purpose of this International Standard is to provide guidelines for the arrangement and presentation of catalogues of standards, or publications similar to standards, in order to facilitate their use.

This International Standard does not apply to card-file catalogues nor to catalogues in computer databases.

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 18:1981, *Documentation — Contents list of periodicals.*

ISO 999:1996, *Information and documentation — Guidelines for the content, organization and presentation of indexes.*

ISO 1086:1991, *Information and documentation — Titles leaves of books.*

ISO 2108:1992, *Information and documentation — International standard book numbering (ISBN).*

ISO 3297:— [1], *Information and documentation — International standard serial numbering (ISSN).*

ISO 5127-1:1983, *Documentation and information — Vocabulary — Part 1: Basic concepts.*

ISO 5127-2:1983, *Documentation and information — Vocabulary — Part 2: Traditional documents.*

ISO 5127-3A:1981, *Information and documentation — Vocabulary — Section 3a): Acquisition, identification, and analysis of documents and data.*

ISO 5127-6:1983, *Documentation and information — Vocabulary — Part 6: Documentary languages.*

ISO 5127-11:1987, *Documentation and information — Vocabulary — Part 11: Audio-visual documents.*

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1) To be published. (Revision of ISO 3297:1986)