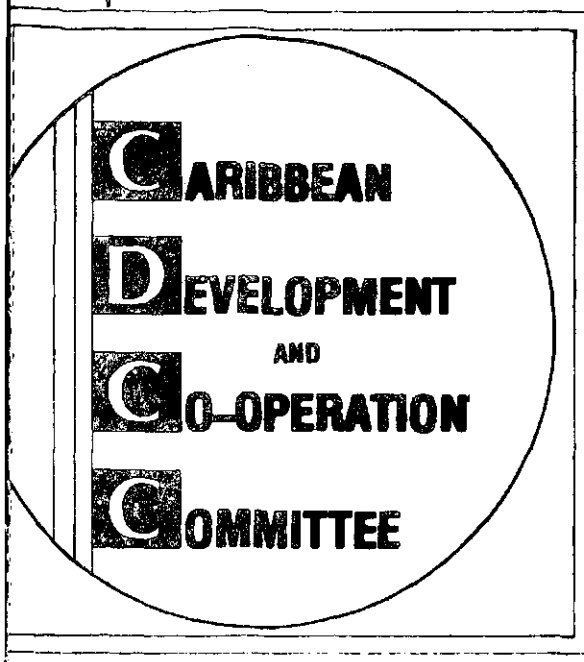

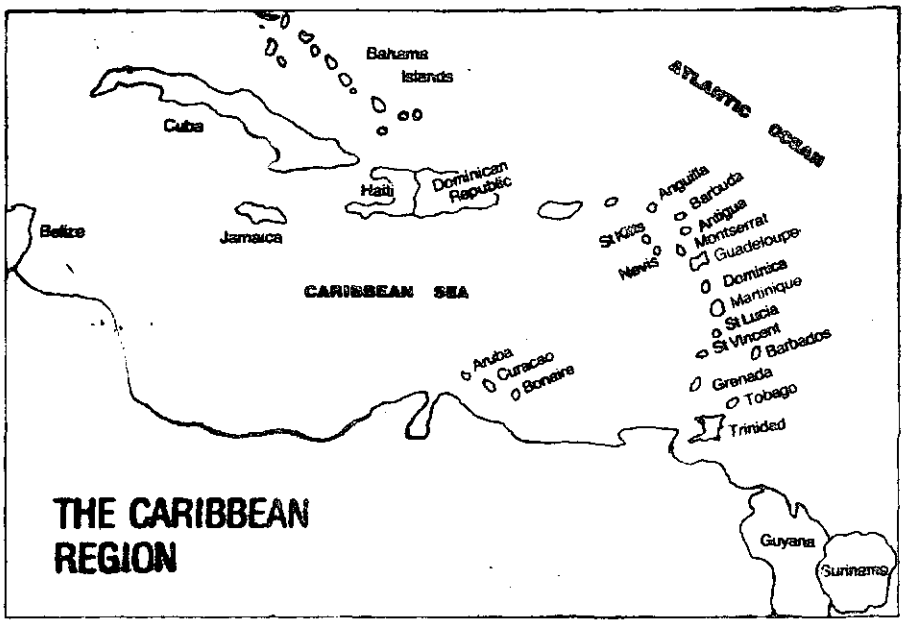

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ECONOMIC COMMISSION FOR LATIN AMERICA
Office for the Caribbean

CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Workshop on Techniques for Effective Participation in the CARIBBEAN INFORMATION SYSTEM
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CARIBBEAN INFORMATION SYSTEM - Economic and Social Planning Sector

Manual for the Use of the Bibliographic Record Card (BRC)

UNITED NATIONS

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean

CARIBBEAN INFORMATION SYSTEM -
Economic and Social Planning Sector

Manual for the Use of the Bibliographic Record Card (BRC)

November 1980

Modified translation of DOCPAL Manual No. 2 Procedimiento para la utilización de la tarjeta de registro bibliografico.
CEPAL/CELADE Santiago, Chile, 1980.

field, is numbered with the number assigned to each field and then the corresponding page within each field, for example: II. ++ 09-3, means that one is dealing with page 3 of the description of field ++ 09, in the second part of the manual. The pagination of the manual has been so designed to facilitate updating when necessary, since the changes generally refer to some aspects and not to the manual as a whole. For the same reason, each page of the manual appears with a date which can vary as changes are made.

MANUAL FOR THE USE OF BIBLIOGRAPHIC
RECORD CARD (BRC)

PART I - INTRODUCTION

The object of this manual is to guide users of the Bibliographic Record Card (BRC) in recording the descriptive elements of a particular document.

This card is designed to record bibliograhic information, abstracts, indexing and complementary information of the documents existing in an information unit (documentation centre, library etc.), which uses a manual system to control its material. Therefore, the BRC can be used in conjunction with the Uniterm, Termatrex or other cards.

The structure and composition of the BRC are compatible with the Bibliographic Description Worksheet and the Content Analysis Worksheet used in the Computerized System. This means that, although the BRC has been desgined for manual use, the elements recorded on it can, in turn, be entered into the computerized data base. Moreover, it means that an information unit which processes its information manually can later computerize its operatons with relative ease.

The BRC includes a minimum of essential elements for describing different types of documents, including some complementary but important elements. Consequently, what is described as "essential data" will depend basically on the type of document that is being described.

The manual is divided into four parts: the first part includes general aspects, definitions and some characteristics which are necessary for using this card. The second part includes a detailed description of each of the elements to be recorded on the BRC together with the description of the field in which these elements are recorded. The third part refers to the practical utilization of the BRC and its use in certain special situations.

Each page of the manual is numbered indicating the part and the page within the part. The second part, assigned to the description of each

of a conference and place held, access number of the document, illustrations contained etc.

It must be made clear that even when the main function of the bibliographic description is to identify a given document, these elements (author, name of conference, date of publication etc.) can also be useful for selecting a document and determining the relevance of some material during the retrieval of information.

In order to make it compatible with other documentation systems, the bibliographic description is based on the UNISIST Reference Manual for Machine-Readable Bibliographic Description 1/. These rules are consistent with the "Anglo-american Cataloguing Rules".

Contents of the Document

Beside the bibliographic description, a document may be described according to its content which is in the form of an abstract and/or some form of indexing (assigning descriptors, key words, terms reflecting the subject content of the document). This information is also contained in the bibliographic record.

Complementary Information

This information comprises elements of interest to the user or for better identification of the document without necessarily forming part of the bibliographic description or analysis of the content of the document. This information may comprise: notes, type of distribution, institution in which the document is stored, language of the text,type of print etc.

Fields of Data

In the case of computerized systems, each of the elements of the bibliographic description, content analysis, and complementary information is

1/ UNISIST Reference Manual for Machine-Readable Bibliographic Description. Compiled by M.D. Martin. Paris, Unesco, 1974.
Note: The General Information Programme of Unesco is the body that updates and standardises documentation procedures on the international level, including those linked with UNISIST.

BASIC DEFINITIONS

Document

For the purposes of the Caribbean Information System a document is any bibliographic material 1/, published or not, which can be described by bibliographic records. Within this context, a document can be a magazine article, a chapter of a book, a complete book, a book in several volumes, a pamphlet, tabulated data, a form, films, microfilms, reports etc.

Bibliographic Record

For the purposes of this manual, a bibliographic record is defined as a collection of information pertaining to a single document and stored as a logical,unique and complete framework.

A bibliographic record can include, with regard to a given document: the bibliographic description, some form of classification and/or indexing of the material contained in the document, an abstract and other complementary information which may be of interest to the user. Thus, in book which is analyzed chapter by chapter, each chapter has its own bibliographic record and the book as a whole has its own record. An example of a bibliographic record is the BIBLIOGRAPHIC RECORD CARD (BRC).

Bibliographic Description

The bibliographic description of a document is a collection of information which unmistakably identifies it. This information generally refers to: author, title, number of pages, publisher, place of publication date of publication, title of journal if it is an article, name and date

1/ Bibliographic material is any record of information that can be described by its subsequent location and retrieval.

within a set maximum. For example, the field relating to the title of the document is always variable because titles always differ in length from document to document.

A field is repetitive (can be of fixed or variable length) when there is more than one element for this field. The field can be repeated as often as is necessary. For example, a document can have various authors and they must all be recorded. It is said that each element has its own field and therefore it has been necessary that the field of author be made repetitive so that it can be used several times. The maximum number of characters assigned is applied to each element in the field. Therefore by repeating an element, that number of characters is available to each one of them.

A field is not repetitive when only one element of data can be recorded at one time, for example the accession number, the serial, the title of the journal, etc.

separately identified in the mechanical record so that the computer programmer can have access to and independently manipulate each of them. It is thereby possible, for example, to produce lists taking as a base the author, date of publication, name of the publisher etc., separately or together. To achieve this, each element has its unique "position" in the bibliographic record. This position is called the field of data. Each field is identified by its respective field number or label ("tag"). Thus, for example, the element "title of journal" will be recorded in the data field number ## 26, the element "abstract" will be recordered in the data field number ## 72 etc.

In the case of a manual system, each element can also have its own field within the bibliographic record identified in the same form as that of the computerized system. Thus, in the case of the BRC, the fields appear as ## 01, ## 02, ## 03 etc. which are the same numbers used in the computerized data base. The Field Definition Chart provides a list of all the fields used in the BRC with their corresponding numbers. (See Table 1.1 pg. 1-7).

In the second part of this Manual, in describing the essential characteristics of each field, it is indicated whether the field is of a fixed or variable length and if it is repetitive or not. In addition it is made clear whether the characters in the field are alphabetical, numerical or a combination of both.

A field is said to be <u>of fixed length</u> when the <u>total number of characters assigned must be used</u>. For example, the standardized date goes in fields of fixed length (## 33 and ## 34) of 8 characters such that if the information which is held refers only to the year, it is necessary to fill the remaining characters with zeros, for example: 19790000.

A field is said to be of variable length when there is a certain number of characters available, but only the necessary ones are used

FIELD NO.	NAMES OF FIELDS
47	Personal Author (s) - Collection level
48	Author's role
50	Corporate author - Collection level
53	Title - Collection level
56	Total number of volumes - Collection level
57	Descriptive information - Collection level
58	Location of document
60	Distribution
63	Symbol
67	Notes
72	Text of the abstract
73	Number of references
76	Descriptors
87	Primary countries - Latin America
88	Secondary countries - Non-Latin American

FIELD DEFINITION TABLE FOR THE BIBLIOGRAPHIC RECORD CARD

FIELD NO.	NAMES OF FIELDS
01	Accession No.
02	Type of Literature
03	Bibliographic level
04	Personal author (s) - Analytical Level
06	Corporate Author (s) - Analytical Level
09	TITLE - Analytical Level
12	PAGES - Analytical Level
13	PERSONAL AUTHOR (s) - Monographic Level
14	AUTHORS ROLE - Monographic Level
16	CORPORATE AUTHOR (s) - Monographic Level
17	CITY OF PUBLICATION of the journal
18	COUNTRY OF PUBLICATION of the journal
19	TITLE - Monographic Level
23	EDITION
24	NUMBER OF PAGES - Monographic Level
25	DESCRIPTIVE INFORMATION - Analytical or monographic Level
26	PUBLISHER - Monographic level or collection
27	CITY OF PUBLICATION - Monographic level or collection
28	COUNTRY OF PUBLICATION - Monographic level or collection
29	TITLE OF JOURNAL
31	Volume of journal/Volume of Collection
32	Number of journal
33	STANDARDIZED DATE - Analytical level, monographic level or collection level
34	Report No.
35	Imprint date, analytical, monographic or collection level
36	Series name and number
37	Name of an institution to which thesis is presented
40	Academic degree of thesis
41	Conference name
42	City - Conference
43	Country - Conference
44	Standardized date - Conference
45	Sponsoring institution - Conference
46	Imprint date - Conference

THE BIBLIOGRAPHIC ECORD CARD

The BRC constitutes a bibliographic record which contains the essential data for describing a document: bibliographic description, abstract, indexing terms, complementary information.

The cards can be printed on white hardboard of 20.5 cm. by 12.5 cm. (5 by 8 inches), on both sides, according to the pattern shown in figures 1.1 and 1.2 (pages 1-10 and 1-11).

On one side of the BRC are the fields for recording the bibliographic description and on the other side, the fields for the abstract, indexing and complementary information.

In order to know which fields to use for a special type of document, the matrix in table 1.2 (pages 1-14 and 1-15) must be consulted.

The spaces assigned for each field within the BRC are designed to be filled by a machine marked as an "elite" type.

FIELDS TO USE ACCORDING TO THE TYPE OF DOCUMENT AND BIBLIOGRAPHIC LEVEL

The basic factor in determining the form in which to fill the BRC and which of its fields are to be filled is the combination of two elements:

a) the type of document placed in field ++ 02 (book, journal article, news etc); and

b) the bibliographic level which one decides to attach to the document, placed in the field ++ 03 (analytical level, monographic level and collection level).

The matrices included below, Table 1.2 (pages 1-14 and 1-15) show the fields to be filled for each combination of literary type and bibliographic level. The fields marked with an I are those considered indispensable for identifying a document and must never be missing. The fields marked with an E are essential, it must be advised that it is highly desirable that they are recorded, given a particular combination of fields ++ 02 and ++ 03. The fields marked with a D are desirable; that means that the field is filled only if the information is available.

II. FIELDS FOR BIBLIOGRAPHIC RECORDING IN CARISPLAN

This part of the Manual is devoted to the detailed definition and description of each element which makes up the bibliographic record. Each element is ordered numerically by the number assigned to each field on the Bibliographic Record Card (BRC).

The number of fields which must be used to describe each document given the type of literature and bibliographic level, is shown in Table I.2 (pages I-14 and I-15).

Each field is defined in terms of:

1. Name and number of field in the sequence of the List of Fields. (Example: Personal Author (s) - Analytical Level, ## 04).

2. Purpose.

3. Essential characteristics of the field.

4. Description of the data (detailed description of the element to be recorded in this field).

5. Some examples where necessary.

NAME OF FIELD: Accession Number Number ## 01

PURPOSE:

The field ## 01 is used to assign an access number to the document which identifies it uniquely.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 5 numerical characters.

DESCRIPTION OF THE DATA:

The accession number is assigned sequentially to each document that is entered into the system, even when a classification number is used to locate the material on the shelf.

It is absolutely necessary that each document have its own unique number.

On the BRC it will be noticed that in the place allocated to field ## 01 there is a space before the words ACCESSION NUMBER. This space is for the code corresponding to the principal country or region with which the document deals, and this information is recordered in field ## 87.

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1. Name and number of field in the sequence of the List of Fields. (Example: Personal Author (s) - Analytical Level, ++ 04).

2. Purpose.

3. Essential characteristics of the field.

4. Description of the data (detailed description of the element to be recorded in this field).

5. Some examples where necessary.

NAME OF FIELD: Accession Number Number ++ 01

PURPOSE:

The field ++ 01 is used to assign an access number to the document which identifies it uniquely.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 5 numerical characters.

DESCRIPTION OF THE DATA:

The accession number is assigned sequentially to each document that is entered into the system, even when a classification number is used to locate the material on the shelf.

It is absolutely necessary that each document have its own unique number.

On the BRC it will be noticed that in the place allocated to field ++ 01 there is a space before the words ACCESSION NUMBER. This space is for the code corresponding to the principal country or region with which the document deals, and this information is recordered in field ++ 87.

NAME OF FIELD: Type of literature NUMBER ## 02

PURPOSE:

Field ## 02 is used to record the type of literature of a document from among the four indispensable categories and the three complementary ones.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 3 alphabetical characters.

DESCRIPTION OF THE DATA:

Each one of these categories is identified by one of the following codes:

	Code		Type of literature
	P	:	Periodical publication (basically an article from a journal)
Indispensable	L	:	Book
	I	:	Report
	V	:	Non-Conventional
	S	:	Series
Complementary	T	:	Thesis
	C	:	Conference

A minimum of one category or a maximum of three can be used. In order to indicate the category to which a document belongs. a circle is made around the corresponding codes. One of the four indispensable categories and one, two, or none, of the three complementary categories, depending on the document, will be used.

The selection of the elements essential for the description of the document and recording of it in the corresponding field, depend in the first place on the category or categories selected for this field ## 02, that is the type of literature, and in the second place on the bibliographic level of the document (See Table I.2, pgs. I-14 and I-15).

NAME OF FIELD: BIBLIOGRAPHIC LEVEL NUMBER ++ 03

PURPOSE:

Field ++ 03 is used to record the bibliographic level at which the document is to be treated, from among the three levels as defined below.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of two alphabetical characters.

DESCRIPTION OF THE DATA:

Each level is identified by a code:

a: analytical

m: monographic

c: in collection

A minimum of one code and a maximum of two can be assigned. In order to indicate the level at which a document is to be dealt with, a circle is made around the corresponding code or codes.

To determine the correct level of a document, the following guidelines should be followed:

a = analytical level

This is applied to those documents which form part of, or, are contained in another. Example: an article in a periodical publication; a chapter in a book.

m = monographic level

This is used for documents which constitute an entity, for example, a book, pamphlet, speech, essay, report etc.

c = in collection

This is used for any work of more than one volume in accordance with UNISIST 1/ guidelines.

1/ UNISIST Reference Manual for Machine-Readable Bibliographic Description. pgs. 9,13.

Generally each volume has its own title, but in addition there is a title common to the whole collection.

The levels a (analytical) m (monographic) and c (in collection) must be understood as hierarchical levels, with c being the highest. It must be remembered that:

a always forms part of m or c

m is identified with its own elements and, moreover can form part of c;and

c can only be identified with its own elements.

It should be remembered that one always assigns the least of the levels, followed, if it corresponds, by the higher bibliographic levels.

So that a document at the analytical level (field // 03 = a) must always include elements which describe the monographic entity of which it forms part and - if relevant - of those elements which describe the collection. In other words, the elements of the higher levels of which it forms part (m or c).

An exception to this, is journal articles which are always treated at the analytical level, but which do not require the elements of the levels m or c, only those which identify the publication of which they form a part.

A document treated at the monographic level (field // 03 = m) is identified by its own elements. That means it does not require complementary elements, except those which form part of a collection, in which case, one must include the elements corresponding to the highest level or level of collection.

A document treated at the collection level (field // 03 = c) can only be identified by its own elements to constitute the highest level.

If the document being described is a volume within a collection, a circle must be made around m and c in field // 03 (// 03 = mc).

If the document is a chapter within a volume which belongs to a collection, a circle is made around a and c in field // 03(// 03 = ac).

This field ## 03, in conjunction with field ## 02, defines the fields on the BRC which must be completed in each case. (See Table I.2 pages I-14 and I-15).

Examples:

PALMER, Ransford. Caribbean dependence on the United States economy. 1979. 173 p.
02 = L
03 = m

MAYES, David G. The effects of economic integration on trade. Journal of Common Market Studies. Vol. 17, No. 1, pgs. 1-25.
02 = P
03 = a

TRINIDAD AND TOBAGO. MINISTRY OF PLANNING AND DEVELOPMENT. Land capability studies phase II Trinidad and Tobago. Port of Spain, 1973, 8 vol.
02 = L
03 = c

NAME OF FIELD: PERSONAL AUTHOR(s)-ANALYTICAL LEVEL NUMBER ++ 04

PURPOSE:

Field ++ 04 is used to record the author(s) of a document at the analytical level.

ESSENTIAL CHARACTERISTICS:

Varibale length. A maximum of 30 alphabetical characters. This field is repeatable.

DESCRIPTION OF THE DATA:

The name is obtained from the document and if it is that of a personal author, a circle is made around ++ 04.

Each time that a document is entered into the system the Authority File of Authors must be consulted to ensure that there are no changes in the name.

If there is more than one author, the complete names of all are used, separated by this sign ++.

Elements of a personal name:

The elements which form a personal name must be recorded in the following order:

1st: Surname(s)
2nd: Initials
3rd: Suffix, if there is one

1) Surname
The first element consists of the author's surname or surnames which are always written in capital letters and followed by a comma which separates if from the author's first name.

2) Suffix
In some cases, it may be necessary to add a suffix in order to distinguish between two authors with identical names. It is recommended that this element be utilized only with the aforementioned aim, and only if it is absolutely necessary, for example, Jr. etc. (Academic, professional, religious and other titles are omitted).

EXAMPLES:

Example 1: Keith Patchett and Valerie Jenkins
// 04 = PATCHETT, K. // JENKINS, V.

Example 2: Ferdinand S. Harris, Jr. and F. de Oliveira
// 04 = HARRIS, F.S., Jr. // OLIVEIRA, F. de

Example 3: Rina Cornejo Muñoz de Vera
// 04 = CORNEJO MUÑOZ DE VERA, R.

NAME OF FIELD: CORPORATE AUTHOR(s)-ANALYTICAL LEVEL NUMBER ## 06

PURPOSE:

Field ## 06 is used to record the name of the corporate author(s) of a document at the analytical level.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 200 alphabetical characters. It is a repeatable field.

DESCRIPTION OF THE DATA:

A circle is made around ## 06 as it is a corporate author, the name of which is obtained from the document.

The corporate author consists of the name of the organization which is always recorded in capital letters, followed in brackets by the city and the code of the country where it is located.

An authority list of authors should be kept in order to maintain some consistency with previous entries. The country code must correspond with the 'Country Codes' which are included in fields ## 87 and ## 88 (Table II. ## 87.1 and Table II. ## 88.1, pages II. ## 87 - 4 and II. ## 88 - 2).

If various levels of organization are cited, these must be indicated in descending order. If they are governmental institutions the name of the country must always be recorded as the first element of the name.

A few institutions exist, especially in Latin America that are common to all countries (such as statistical offices) but vary in degrees of autonomy from one country to another. Sometimes it is difficult to determine the exact relationship, and so to ensure some degree of standardization, it has been decided to record the country first, followed by the name of the respective body. For example: JAMAICA. DEPARTMENT OF STATISTICS (Kingston, JM); TRINIDAD AND TOBAGO. CENTRAL STATISTICAL OFFICE (Port of Spain, TT).

As a rule of thumb, once an institution has been recorded in a particular manner it is advisable that this be maintained.

If it is an organization known internationally by its acronym it is preferable to use it instead of the full name for example, UNESCO, UNICEF, OAS etc. However, at the country level, the entire name

should be recorded, since it may only be well known within the country. For example, the correct form is: CUBA. JUNTA CENTRAL DE PLANIFICACION (Havana, CU) rather than JUCEPLAN, (Havana, CU).

If there is more than one institutional author, all must be recorded, and separated by the sign ++.

EXAMPLES:

++ 06 = JAMAICA. DEPARTMENT OF STATISTICS (Kingston, JM)
++ 06 = TRINIDAD AND TOBAGO. MINISTRY OF FINANCE (Port of Spain, TT)
++ 06 = CARIBBEAN DEVELOPMENT BANK (Bridgetown, BB)
++ 06 = UNIVERSITY OF THE WEST INDIES (St. Augustine, TT)
++ 06 = UNITED NATIONS (New York, US)
++ 06 = UNESCO (Paris, FR)

NAME OF FIELD: ORIGINAL TITLE-ANAYTICAL LEVEL NUMBER ++ 09

PURPOSE:

Field ++ 09 is used to record the title of a document at the analytical level (journal article, chapters of a book etc) in its original language.

ESSENTIAL CHARACTERISTICS

Variable length. A maximum of 250 alphanumerical characters.

DESCRIPTION OF DATA:

The title must always be recorded in its entirety, including a sub-title if there is one. It is written in common letters, with the exception of the first letter of the first word and proper names (countries, institutions, persons, places, names of conferences, etc.).

If it is indicated that the document is a preliminary version, 'draft for discussion' or other similar phrase, this is recorded by putting a semi colon (;) after the title and the respective expression.

EXAMPLES:

Example 1: ++ 09 = Urban growth and management study; final report
2: ++ 09 = The impact of migration on the Haitian family and household organization
3: ++ 09 = Foreign exchange budgeting in an open market economy - an integrated real and financial flows approach.

NAME OF FIELD: PAGINATION - ANALYTICAL LEVEL NUMBER ++ 12

PURPOSE:

This field ++ 12 is used to record the number of pages of a document at the analytical level.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 20 alphabetical characters.

DESCRIPTION OF THE DATA:

The first and last pages must always be recorded. It may be represented by one number (example: 357) if the entire contribution takes up a single page, or by the numbers of the first and last pages if the article is on several pages (e.g.: 15-24).

The numbers are recorded as a unit and in sequence for example 35-37. A dash (-) is used to separate the first and the last pages.

In cases where the pagination is not continuous, commas are used to separate the various sets of pages for example "27-40, 46-57, 59".

When the pages have composite numbers, example 3-1 to 3-17, a stroke is used to separate the numbers, so that 3-1 to 3-17 would be recorded as (3/1-3/17).

When the pages are not numbered, this is indicated by: n.p.; and if the pagination is irregular it is recorded as: irreg.

EXAMPLES:

Example 1: ++ 12 = 50-270
2: ++ 12 = A5-A27
3: ++ 12 = n.p.
4: ++ 12 = irreg.

NAME OF FIELD: PERSONAL AUTHOR(s)-MONOGRAPHIC LEVEL NUMBER ++ 13

PURPOSE:

This field is used to record the author(s), editor(s) or compiler(s) of a document at the monographic level.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 30 alphabetical characters. It is a repeatable field.

DESCRIPTION OF THE DATA:

The name is obtained from the document and is recorded as a personal author by encircling ++ 13.

Each time that a document is entered into the system the Authority File of Authors must be consulted, to ensure that there are no changes in the name.

If there is more than one author, editor or compiler, the complete names of all are used, separated by this sign ++.

ELEMENTS OF A PERSONAL NAME:

The elements of a personal name must be recorded in the following order:

1st: Suriname(s)

2nd: Initials

3rd: Suffix, if there is one

1) Surname

The first element is composed of the author's surname or surnames, which are always written in capital letters and followed by a comma which separates it (them) from the first name.

2) Suffix

In some cases it may be necessary to add a suffix in order to distinguish between two authors with identical names. It is recommended that this element be utilized for the aforementioned purpose and only if it is absolutely necessary, for example junior, Jr., etc. Academic, professional, religious and other titles are omitted.

EXAMPLES:

Example 1: Keith Patchett and Valerie Jenkins
// 13 = PATCHETT, K // JENKINS, V.

Example 2: Ferdinand S. Harris, Jr. and F. de Oliveira
// 13 = HARRIS, F.S., Jr. // OLIVEIRA, F. de

Example 3: Rina Cornejo Muñoz de Vera
// 13 = CORNEJO MUÑOZ DE VERA, R.

NAME OF FIELD: ROLE-MONOGRAPHIC LEVEL NUMBER # 14

PURPOSE:

Field # 14 is used to record the role of the person or institution associated with a document at the monographic level. It is also known as the 'literary role'.

ESSENTIAL CHARACTERISTICS:

Fixed length. 2 alphabetical characters.

DESCRIPTION OF THE DATA:

The role or relationship of a person or institution with a document can be as author, compiler or editor. Translators and illustrators are not recorded. The role is recorded in accordance with the following code:

Au = Author
Ed = Editor
Co = Compiler

A circle is made around the appropriate code.

NAME OF FIELD: INSTITUTIONAL AUTHOR(s)-MONOGRAPHIC LEVEL NUMBER ## 16

PURPOSE:

Field ## 16 is used to record the institutional author(s), editor(s) or compiler(s) of a document at the monographic level.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 200 alphabetical characters. It is a repeatable field.

DESCRIPTION OF THE DATA:

The name is obtained from the document and is recorded at the institutional level by encircling ## 16.

Institutional authors comprise the name of the organization, which is always written in capitals, followed in brackets by the city and code of the country where it is located.

An authority list of authors should be kept in order to maintain some consistency with previous entries. The country code must correspond with the "Country Codes" which are included in fields ## 87 and ## 88 (Table II. ## 87.1 and Table II. ## 88.1).

If various levels of organization are cited, these must be indicated in descending order. If they are governmental institutions, the name of the country must always be recorded as the first element of the name.

A few institutions exist, especially in Latin America, that are common to all countries (as statistical offices and others), but vary in degrees of autonomy from one country to another. Sometimes it is difficult to determine the exact relationship, and so to ensure some degree of standardization, it has been decided to record the country first, followed by the name of the respective body. For example: JAMAICA. DEPARTMENT OF STATISTICS (Kingston, JM); TRINIDAD AND TOBAGO/ CENTRAL STATISTICAL OFFICE (Port of Spain, TT).

As a rule of thumb, once an institution has been recorded in a particular manner it is advisable that this be maintained.

If it is an organization known internationally by its acronym, it is preferable to use it instead of the full name for example UNESCO, UNICEF, OAS etc. However, at the country level, the entire name should be recorded, since it may only be well known within the country. For

example, the correct form is: CUBA. JUNTA CENTRAL DE PLANIFICACION (Havana, CU) rather than JUCEPLAN (Havana, CU).

If there is more than one institutional author, all must be recorded and separated by the sign //.

EXAMPLES:

// 16 = JAMAICA. DEPARTMENT OF STATISTICS (Kingston, JM)

// 16 = TRINIDAD AND TOBAGO. MINISTRY OF FINANCE (Port of Spain, TT)

// 16 = CARIBBEAN DEVELOPMENT BANK (Bridgetown, BB)

// 16 = UNIVERSITY OF THE WEST INDIES (St. Augustine, TT)

// 16 = UNITED NATIONS (New York, US)

// 16 = UNESCO (Paris, FR)

NAME OF FIELD: NUMBER # 17

PURPOSE:

Field # 17 is used to record the name of the city where the publisher of a periodical is located. The title of this periodical is required in field # 29.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 30 alphabetical characters.

DESCRIPTION OF THE DATA:

The name of the city must be recorded in its entirety.

This information is obtained from the journal itself and appears generally on the title page or cover.

If it is a North American city, it must be followed by the abbreviation of the respective state, (example: Los Angeles, Calif.) in agreement with the following list. (See Table II. # 17-1.).

A circle is made around # 17.

ABBREVIATIONS OF THE NAMES OF THE STATES OF THE UNITED STATES OF AMERICA APPROVED BY THE U.S. POST OFFICE

NAME	ABBREVIATION	NAME	ABBREVIATION
Alabama	Ala.	North Dakota	N. Dak.
Arizona	Ariz.	New Hampshire	N.H.
Arkansas	Ark.	New Jersey	N.J.
California	Calif.	New Mexico	N. Mex.
Colorado	Colo.	New York	N.Y.
Connecticut	Conn.	Nebraska	Nebr.
Delaware	Del.	Nevada	Nev.
Florida	Fla.	Oklahoma	Okla.
Georgia	Ga.	Oregon	Oreg.
Illinois	Ill.	Pennsylvania	Pa.
Indiana	Ind.	Rhode Island	R.I.
Kansas	Kans.	South Carolina	S.C.
Kentucky	Ky.	South Dakota	S. Dak.
Louisiana	La.	Tennessee	Tenn.
Massachusetts	Mass.	Texas	Tex.
Maryland	Md.	Virginia	Va.
Michigan	Mich.	Vermont	Vt.
Minnesota	Minn.	Washington	Wash.
Mississippi	Miss.	Wisconsin	Wis.
Missouri	Mo.	West Virginia	W. Va.
Montana	Mont.	Wyoming	Wyo.
North Carolina	N.C.		

The names of the following states are not abbreviated:

Alaska Hawaii Idaho Iowa

Maine Ohio Utah

The capital city is written as: Washington, D.C.

Table II. // 17.1

NAME OF FIELD: COUNTRY OF PUBLICATION-JOURNAL NUMBER ## 18

PURPOSE:

Field ## 18 is used to record the country of publication of the journal recorded in Field ## 29. This is done by the ISO Country Codes.

ESSENTIAL CHARACTERISTICS:

Fixed length. 2 alphabetical characters.

DESCRIPTION OF THE DATA:

The "Country Codes" found in Tables II. ## 87.1 and II. ## 88.2 must be used. These codes are also recorded in fields 87 and 88.

A circle must be made around ## 18.

NAME OF FIELD: ORIGINAL TITLE-MONOGRAPHIC LEVEL NUMBER ## 19

PURPOSE:

Field ## 19 is used to record the title of a document at the monographic level in its original title.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 250 alphanumerical characters.

DESCRIPTION OF THE DATA:

The title must always be recorded in its entirety, including a sub-title if there is one. It is written in common letters, with the exception of the first letter of the first word and proper names (countries, institutions, persons, places, names of conferences etc.).

If it is indicated that the document is a 'preliminary version', 'draft for discussion' or other similar phrase, this is recorded by putting a semi-colon (;) after the title and the respective expression. The initial article is always omitted.

EXAMPLES:

Example 1: ## 19 = Urban growth and management study; final report
2: ## 19 = Economic plan of Belize 1980-1983
3: ## 19 = Jamaican planning system: its evolution, present operation and potential

NAME OF FIELD: EDITION NUMBER ++ 23

PURPOSE:

Field ++ 23 is used to record the edition of a document at the monographic or collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 20 alphanumerical characters.

DESCRIPTION OF THE DATA

In this field are recorded the number and/or the type of the edition in accordance with the pre-established abbreviations which are indicated below.

Roman numerals must be converted into Arabic numbers and ordinal numbers must be recorded as cardinal numbers, by suppressing suffixes such as 'th', 'nd', 'rd' etc.

Reprints are not recorded, only editions. In cases of first editions, this must also be recorded. If there is no indication of the edition, it must be presumed that it is a first.

Abbreviations

Revised	=	rev.
Abridged	=	abd.
Special	=	sp.
Draft	=	df.

EXAMPLES:

Example 1: 3rd edition
++ 23 = 3
2: 1st edition
++ 23 = 1
3: Revised edition
++ 23 = rev.

NAME OF FIELD: NUMBER OF PAGES-MONOGRAPHIC LEVEL NUMBER ## 24

PURPOSE:

Field ## 24 is used to record the total number of pages of a document at the monographic level.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 12 alphanumerical characters.

DESCRIPTION OF THE DATA:

If a document has irregular pagination or no recorded pagination, the total number of pages is counted and this figure recorded.

EXAMPLES:

Example 1: "Preface of 15 pages numbered from I to XV. Text of 226 pages numbered from 1 to 226."
24 = 341 p.

2: The pages are not numbered
24 = 146

3: The pages are not numbered, but are counted as 35
24 = 35

NAME OF FIELD: DESCRIPTIVE INFORMATION-ANALYTICAL OR MONOGRAPHIC LEVEL NUMBER ## 25

PURPOSE:

Field ## 25 is used to record the information which physically describes a document. Any information on features such as charts, diagrams, maps, tables, etc., should be included.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 40 alphanumerical characters.

DESCRIPTION OF THE DATA:

Field ## 25 is used to record information for a book, as well as a periodical publication or a non-conventional document.

The abbreviations to be utilized are:

illustrations	= illus.(for illustrations in general)
diagrams	= diags.
charts	= charts
maps	= maps
tables	= tbls.

NAME OF FIELD: PUBLISHER-MONOGRAPHIC LEVEL OR COLLECTION NUMBER ++ 26

PURPOSE:

Field ++ 26 is used to record the name of the publisher or institution responsible for publishing a document at the monographic or collection level.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 100 alphanumerical characters. It is a repeatable field.

DESCRIPTION OF THE DATA:

If there is more than one publisher, all should be recorded and separated by the sign ++. The city and the country, required in fields 27 and 28 will correspond to the first publisher that is noted. This name must be copied from the document and always written in capital letters. In transcribing the name of a publisher especially of commercial enterprises, expressions such as 'Inc', Ltd., etc should be omitted.

EXAMPLES:

Incorrect form: John Wiley and Sons, Inc.
Correct form: ++ WILEY
Incorrect form: Johns Hopkins Press
Correct form: ++ HOPKINS

An authority file must be kept in the same way as that for institutional authors.

The form of the name must be kept consistent with the form that is used when the same institution has been recorded as author in the same or other documents.

When the publisher or institution responsible for a publication does not appear on the document, the abbreviation s.n. is recorded in field ++ 26.

NAME OF FIELD: CITY OF PUBLICATION-MONOGRAPHIC OR COLLECTION LEVEL NUMBER # 27

PURPOSE:

Field # 27 is used to record the name of the city where the publisher or institution responsible for a publication is located.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 30 alphabetical characters.

DESCRIPTION OF THE DATA:

The name of the city which is obtained from the document is recorded in its entirety.

Sometimes, in the case of commercial publishers, more than one city appears. In order to decide which is to be used, the place where it was printed which usually appears on the inside back cover or on the colophon (final notation in a book which bears the printer, date and place of print and number of copies) can be consulted. If this data is unavailable, the first city mentioned is chosen.

In cases of North American cities, the abbreviated form of the respective state must follow the city. The list in Table II. # 17.1 should be consulted.

If the place does not appear, however, the cataloguer should make every effort to obtain this information locally and to record it.

NAME OF FIELD: COUNTRY OF PUBLICATION-MONOGRAPHIC OR COLLECTION LEVEL NUMBER ## 28

PURPOSE:

Field ## 28 is used to record the code of the country of a publisher or institution responsible for a publication.

ESSENTIAL CHARACTERISTICS:

Fixed length. 2 alphabetical characters.

DESCRIPTION OF THE DATA:

The country codes which are also required in fields 87 and 88 must be used. (Table II. ## 87.1 and Table II. ## 88.1). A circle is made around ## 28.

NOTE: The ISO country codes are always recorded in capital letters.

NAME OF FIELD: JOURNAL TITLE NUMBER # 29

PURPOSE:

Field # 29 is used to record the title of a journal.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 150 alphanumerical characters.

DESCRIPTION OF THE DATA:

The full title of the journal must be given. Generally it is taken from the document itself, but in case of doubt, bibliographies produced by the national organization responsible for standardization, or UNESCO which undertakes a programme of standardization of journal titles at the international level (ISSN).

If for some reason an abbreviated title is used, such an abbreviation must be in accordance with that recommended by the ISO 1/.

The first letter of the most important words must be written in capital letters, with the others in common letters.

EXAMPLES:

Example 1: Journal of Common Market Studies
2: Tropical Animal Production
3: Caribbean Review

1/ International Organization for Standardization. Information transfer: handbook of international standards governing information transfer.
Geneva, ISO, UNESCO, 1977. (ISO STANDARD 833-1974 (E) pp. 79-113).

NAME OF FIELD: VOLUME OF JOURNAL/VOLUME OF COLLECTION NUMBER ## 31

PURPOSE:

Field ## 31 is used to record the volume of a periodical publication of a collection of various volumes.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 25 alphanumerical characters.

DESCRIPTION OF THE DATA:

The concept of the volume can be referred to as:

- the volume which physically unites various numbers of a journal.
- each volume which forms a collection. (A collection consists of more than one volume).

This element consists of two parts.

a) Caption (Volume, Year, Part, etc).

b) Number of volume (1, 2, 3, etc.)

The caption must be recorded as it appears in the original document. For example, if a journal states: "Year 5, Vol. 2", it must be recorded by the caption 'year' because it appears in that manner.

The number of the volume must also be registered. If the volume number is numerical, it must always be recorded in Arabic numbers and without the suffixes 'rd', 'th', etc. If it is not numerical, it must be recorded as it appears on the document.

If the volume is sub-divided, it must be recorded too, this may be a 'part' or a 'section' (for example 'volume 1 part a'), a supplement or an appendix.

NAME OF FIELD: JOURNAL NUMBER NUMBER ## 32

PURPOSE:

Field ## 32 is used to record the issue of a particular journal.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 8 alphanumerical characters.

DESCRIPTION OF THE DATA:

This consists of a single part which is the number itself. The word 'number' is not recorded.

This issue of the journal must be recorded in Arabic numbers without suffixes such as 'th', 'rd', etc. If it is not numerical it must be recorded as it appears on the document. If two issues are combined in one, both numbers must be recorded and separated by a dash, for example 1-2.

Finally if the issue has some sub-division like supplement etc. this must also be recorded.

These issues, if complete, comprise a volume.

EXAMPLES:

32 = 10
32 = 2 suppl.
32 = 8-9

NAME OF FIELD: STANDARDIZED DATE NUMBER # 33

PURPOSE:

Field # 33 is used to record in standardized form the publication date of a document. The field is used at the analytical, monographic or collection level.

ESSENTIAL CHARACTERISTICS:

Fixed length. 8 numerical characters

DESCRIPTION OF THE DATA:

The data can refer to:

- the date of publication of a journal issue
- the date of publication of a book in one or various volumes
- the date of publication of a report
- the printing date of a non-conventional document

Field # 33 is used to record the date in a standardized form, first the year, then the month and finally the day.

The first four digits represent the year written in complete form, or the year of the last date cited, if the particular publication cites more than one year.

The fifth and sixth digits represent the month as a number of two digits from 00 to 12.

When the publication cites more than one month, the last one is recorded.

The seventh and eighth digits represent the day as a number of two digits from 00 to 31.

If the publication cites various days, the last one is recorded.

This field must always be filled, therefore, if the date is not explicitly stated on the document, on either the cover, title page, etc., but it is possible to deduce it from the introduction or elsewhere, it must be recorded.

EXAMPLES:

Example 1: 1969 to 1970
// 33 - 19700000

2: 22 - 25 April 1976
// 33 - 19760425

3: 27 May, 1963
// 33 - 19630527

4: November to December 1979
// 33 - 19791200

5: It is ascertained that the date is 1975
// 33 - 19750000

NAME OF FIELD: REPORT NUMBER NUMBER # 34

PURPOSE:

Field # 34 is used to record the number and/or letters which identify a report.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 40 alphanumerical characters.

DESCRIPTION OF THE DATA:

This element which identifies a report, generally appears on the cover and/or the title page of the document, and is usually composed of letters and numbers. It must be recorded exactly as it appears on the document.

EXAMPLES:

Example 1: Report No. AIP/ID 70-P
34 = AIP/ID 70-P

NAME OF FIELD: IMPRINT DATE NUMBER ## 35

PURPOSE:

Field ## 35 is used to record in full, the date of publication of a document. This field is used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 50 alphanumerical characters.

DESCRIPTION OF THE DATA:

This field is used to record the date of publication of any of the types of documents indicated in field ## 02 and at any of the bibliographic levels indicated in field ## 03.

This element is copied as it appears on the document, but prepositions are omitted.

The information recorded in this field can be of special importance when it concerns inclusive dates which cannot be clearly expressed in field ## 33.

This date must be recorded in the language of the text.

In those instances where the date is not explicitly stated on the document, (once the cover, title page, inside front cover etc. have been consulted), but it is possible to deduce the date from the introduction or elsewhere, this date must be recorded.

EXAMPLES:

Example 1: "1969 to 1970"
35 = 1969 to 1970
2: "22-25 April 1976"
35 = 22-25 April 1976
3: "27 May, 1963"
35 = 27 May, 1963
4: "November to December 1979"
35 = November - December 1979
5: It is ascertained that the date is 1975
= 1975

NAME OF FIELD: NAME AND NUMBER OR CODE OF A SERIES NUMBER # 36

PURPOSE:

Field # 36 is used to record the name and letters and/or numbers which usually identify each document in a series at the monographic, analytical or collection level.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 50 alphanumerical characters.

DESCRIPTION OF THE DATA:

The name of the series is obtained from the document.

It may be necessary to insert the word 'series' for greater understanding and in such cases a space is left between the name of the series, the letters and the numbers where applicable.

In cases of series which form part of another, the main series is recorded first followed by the sub-series and separated by a colon (:).

In general a series must be recorded as it appears on the document, except in instances where there is some standardization necessary.

The first letter of each important word is written in capitals, the rest in common letters.

EXAMPLES:

Example 1: # 36 = NPA. Occasional papers 7

2: # 36 = CSO. Research papers 4

NAME OF FIELD: NAME OF INSTITUTION TO WHICH A THESIS IS PRESENTED NUMBER ## 37

PURPOSE:

Field ## 37 is used to record the name of the university or institution at which a thesis has been presented. This field is used for all three levels of collection.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 200 alphabetical characters.

DESCRIPTION OF THE DATA:

The institution is recorded in this field and is always written in capital letters.

Generally, these theses are presented to a department, faculty or institute within a university or to an institute of higher education. Therefore, the name of the institution must be recorded in its entirety, following the same norms required for institutional authors (see fields ## 06 and ## 16). The Authority File of Corporate Authors should be consulted.

EXAMPLES:

Example 1: UNIVERSITY OF THE WEST INDIES. FACULTY OF AGRICULTURE (St. Augustine, TT).
2: UNIVERSITY OF GUYANA. FACULTY OF SOCIAL SCIENCES (Georgetown, GY).

NAME OF FIELD: ACADEMIC GRADE NUMBER ## 40

PURPOSE:

Field ## 40 is used to record the academic grade that is sought by the presentation of a thesis.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 15 alphabetical characters.

DESCRIPTION OF THE DATA:

The academic grade or professional title must be indicated in the original language and as it appears on the document.

EXAMPLES:

Example 1: ## 40 = Master

2: ## 40 = Ph.d

3: ## 40 = Doctor

4: ## 40 = Licenciado

NAME OF FIELD: NAME OF CONFERENCE NUMBER # 41

PURPOSE:

This field is used to record the name of a conference and it can be used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 200 alphabetical characters.

DESCRIPTION OF THE DATA:

The generic term 'conference' is used to refer to meetings such as symposia, round table discussions, congresses etc. The document may consist of the report of the meeting, acts, proceedings coupled with papers presented of one or several specific documents.

The name of the conference is obtained from the document and must be recorded in its original language. An authority file of conferences should be kept to ensure that the proper name of the conference is recorded. Conference names are considered proper names, therefore the first letter of each important word should be written in capital letters.

If the meeting is one of a series (e.g. 3rd World Health Conference) and the titles of successive meetings are differentiated only by number, then this number must be included as part of the name of the conference in field # 41, but should be recorded after the name of the conference as such and separated by a comma, for example, World Health Conference, 3.

If a paper originally presented at a conference appears in a later publication, for example in a journal or as a chapter of a book, apart from the data referring to this publication which must be recorded in the appropriate fields, the data concerning the conference must also be recorded in fields # 41 to 46.

Sometimes the name of the conference may form part of the title of the document that is being analysed, however, it is necessary to record it again in field # 41 in case a'conference index'is to be compiled.

EXAMPLES:

Example 1: ++ 41 = IRG Workshop on Research Priorities for Population Studies

2: ++ 41 = Intergovernmental Conference on Communication Policies in Latin America and the Caribbean.

3: ++ 41 = Meeting of Planning Officials in the Caribbean, 2

4: ++ 41 = Caribbean Seminar on Science and Technology Policy and Planning, 3

5: ++ 41 = Seminar on Agricultural Credit for Small Farmers

NAME OF FIELD: CITY OF CONFERENCE NUMBER ## 42

PURPOSE:

Field ## 42 is used to record the name of the city where the conference was held. This field is used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 30 alphabetical characters.

DESCRIPTION OF DATA:

The name of the city must be recorded in its entirety. If it is a North American city, it must be followed by the abbreviation of the particular state (for example, Los Angeles, California), in accordance with the list on page II. ## 17-2, (Table II. ## 17.1).

NAME OF FIELD: COUNTRY OF CONFERENCE NUMBER # 43

PURPOSE:

Field # 43 is used to record the ISO code of the country in which the conference was held. This field is used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Fixed length. Two alphabetical characters.

DESCRIPTION OF THE DATA:

The 'Country Code' must be used, These codes are also necessary for field numbers 87 and 88 and are found in Tables II. # 87.1 and II. # 88.1.

NAME OF FIELD: STANDARDIZED DATE OF CONFERENCE NUMBER # 44

PURPOSE:

Field # 44 is used to record the date of the conference in a standardized form at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Fixed length. Eight numerical characters.

DESCRIPTION OF THE DATA:

The standardized form in which the date of a conference is recorded, is similar to that required in field # 33, with the difference being that inclusive dates are considered (for example from 15 August to 2 September 1978). If there is no date the following is recorded 00000000. See description in field # 33.

EXAMPLES:

Example 1: 5th to 9th July, 1971
44 = 19710705

2: 23rd January to 2nd February 1978
44 = 19780123

3: 26th December 1970 to 4th January 1971
44 = 19701226

NAME OF FIELD: INSTITUTION SPONSORING THE CONFERENCE NUMBER // 45

PURPOSE:

Field // 45 is used to record the name of the institution or institutions responsible for the organization of a conference or under whose patronage a conference is held. This field is used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 250 alphabetical characters. It is a repeatable field.

DESCRIPTION OF THE DATA:

Those institutions which are specifically mentioned as such in the document are recorded.

The name of the institution or institutions must be recorded in complete form, always in capitals and following the same norms that have been indicated for corporate authors, (see field numbers 06, 16 and Figure II, // 45.1)

NAME OF FIELD: IMPRINT DATE OF CONFERENCE NUMBER # 46

PURPOSE:

Field # 46 is used to record the inclusive dates of a conference and is used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 50 alphanumerical characters.

DESCRIPTION OF THE DATA:

The information required in this field can be especially important when there are inclusive dates which cannot be clearly expressed in field # 44. It must be recorded in the same manner in which it appears in the document, without the use of prepositions and in the original language of the text. If there is no date mentioned the cataloguer should seek this information from local sources.

EXAMPLES:

Example 1: 5th to 9th July, 1971
46 = 5-9 July 1971

2: 23 rd January to 2 nd February, 1978
46 = 23 January - 2 February 1978

3: 26th December 1970 to 4 January, 1971
46 = 26 December 1970 - 4 January 1971

NAME OF FIELD: PERSONAL AUTHOR(s)-COLLECTION LEVEL NUMBER ## 47

PURPOSE:

Field ## 47 is used to record the person or persons associated with a collection whether as author, editor or compiler.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 30 alphabetical characters. It is a repeatable field.

DESCRIPTION OF THE DATA:

The name is obtained from the document and is indicated as the personal author by a circle around the number 47.

Each time that a document is entered into the system, the Authority File of Authors must be consulted to ensure that there is consistency in the use of the name.

If there is more than one author, the names of all are recorded, separated by this sign ##.

ELEMENTS OF A PERSONAL NAME:

The elements of a personal name must be recorded in the following order:

1st: Suriname(s)

2nd: Initials

3rd: Suffix, if there is one

1) Suriname

The first element is composed of the author's surname or surnames which are always written in capital letters and followed by a comma which separates it (them) from the first name.

2) Suffix

In some cases it may be necessary to add a suffix in order to distinguish between two authors with identical names. It is recommended that this element be used only for this purpose, and only if it is absolutely necessary for example junior, Jr. etc. Academic, professional, religious and other titles are omitted.

EXAMPLES:

Example 1: Keith Patchett and Valerie Jenkins
// 47 = PATCHETT, K // JENKINS, V,

2: Ferdinand S. Harris, Jr., and F. de Oliveira
// 47 = HARRIS, F.S. Jr. // OLIVEIRA, F. de

3: Rina Cornejo Muñoz de Vera
// 47 = CORNEJO MUÑOZ DE VERA, R.

NAME OF FIELD: ROLE-COLLECTION LEVEL NUMBER # 48

PURPOSE:

Field # 48 is used to record the role of the person or institution associated with a document at the monographic level. It is also known as the 'literary role'.

ESSENTIAL CHARACTERISTICS:

Fixed length. 2 alphabetical characters.

DESCRIPTION OF THE DATA:

The role or relationship of a person or institution with a document can be as author, editor or compiler. Neither translators nor illustrators are recorded. The role is recorded in accordance with the following code:

Au = Author
Ed = Editor
Co = Compiler

A circle is made around the corresponding code.

NAME OF FIELD: CORPORATE AUTHOR(S)-COLLECTION LEVEL NUMBER # 50

PURPOSE:

Field # 50 is used to record the corporate author(s), editor(s) or compiler(s) of a document at the collection level.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 200 alphabetical characters. It is a repeatable field.

DESCRIPTION OF THE DATA:

The name is obtained from the document and is recorded at the collection level by circling # 50.

Corporate authors comprise the name of the organization, which is always written in capitals, followed in brackets by the city and the code of the country where the institution is located.

An authority file of authors should be kept in order to maintain some consistency with previous entries. The country code must correspond with the 'Country Codes' which are included in fields 87 and 88 (Table II. # 87.1 and Table II. # 88.1).

Within government organizational structures, there exist certain institutions common to all countries (such as statistical offices), but vary in degrees of autonomy from one country to another. Sometimes it is difficult to determine the exact relationship, and so to ensure some degree of standardization, it has been decided to record the country first, followed by the name of the respective body. For example: JAMAICA. DEPARTMENT OF STATISTICS (Kingston, JM); TRINIDAD AND TOBAGO. CENTRAL STATISTICAL OFFICE (Port of Spain, TT).

As a rule of thumb, once an institution has been recorded in a particular form it is advisable that this be maintained.

If it is an organization known internationally by its acronym it is preferable to use it instead of the full name for example UNESCO, UNICEF, etc. However, at the country level, the entire name should be

recorded, since it may only be well known within the country. For example, the correct form is: CUBA. JUNTA CENTRAL DE PLANIFICACION (Havana, CU) rather than JUCEPLAN (Havana, CU) and GUYANA. STATE PLANNING SECRETARIAT (Georgetown, GY) rather than SPS (Georgetown, GY).

If there is more than one corporate author, all must be recorded, and separated by the sign ++.

NAME OF FIELD: TITLE IN ORIGINAL LANGUAGE- COLLECTION LEVEL NUMBER ## 53

PURPOSE:

Field ## 53 is used to record the title of a collection in its original language.

ESSENTIAL CHARACTERISTICS:

Varibale length. A maximum of 250 alphanumerical characters.

DESCRIPTION OF THE DATA:

The title of a collection corresponds to that of a piece of work in several volumes, each of which will have its own title.

The information corresponding to each of the volumes which form part of a collection will be recorded on individual BRC's at the monographic level (## 03 = mc).

EXAMPLES:

TRINIDAD AND TOBAGO. MINISTRY OF PLANNING AND DEVELOPMENT (Port of Spain, TT).

Land Capability Studies, phase II, Trinidad and Tobago. Port of Spain.

TRINIDAD AND TOBAGO. MINISTRY OF PLANNING AND DEVELOPMENT 1973. 8 volumes.

03 = c
53 = Land Capability Studies, phase II, Trinidad and Tobago.

TRINIDAD AND TOBAGO. MINISTRY OF PLANNING AND DEVELOPMENT. Report No. 2.

Agriculture in county Caroni. Port of Spain, TRINIDAD AND TOBAGO. MINISTRY OF PLANNING AND DEVELOPMENT, 1973. 126 p.

03 = mc
53 = Land Capability Studies, phase II, Trinidad and Tobago

NAME OF FIELD: TOTAL NUMBER OF VOLUMES- COLLECTION LEVEL NUMBER # 56

PURPOSE:

Field # 56 is used to assign the total number of volumes which form part of a collection.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 2 numerical characters.

DESCRIPTION OF THE DATA:

In this field is recorded the number of volumes which is indicated by the publisher. If the particular documentation centre only has some of them in its possession, this information can be recorded in field # 67 Notes. For example: 'Only volumes 2 and 3 in collection'.

Sometimes the various volumes of a collection are not simultaneously published and it is not possible to know the exact number, in which the number of volumes held is recorded in field # 56 and this is corrected as the others arrive. Field # 67 must also be corrected.

Each of the volumes analyzed individually is recorded in field # 31.

NAME OF FIELD: DESCRIPTIVE INFORMATION - COLLECTION LEVEL NUMBER # 57

PURPOSE:

Field # 57 is used to record the information which physically describes a document such as charts, diagrams, tables etc.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 40 alphanumerical characters.

DESCRIPTION OF THE DATA:

Field # 57 is used to record information for a book, as well as a periodical publication or a non-conventional document.

Several types of illustrations depending on the quantity can be cited because it is useful to indicate whether the document has various illustrations such as maps, charts, etc.

The abbreviations to be utilized are:

illustrations	= illus. (for illustrations in general)
diagrams	= diagrs.
charts	= charts
maps	= maps
tables	= tbls.

NAME OF FIELD: LOCATION OF DOCUMENT NUMBER ## 58

PURPOSE:

Field ## 58 is used to indicate the information unit holding the document. It is also used to record the classification number of the particular collection when this differs from the accession number. This field is used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 100 alphanumerical characters.

DESCRIPTION OF THE DATA:

Considering that it is possible for a library or documentation centre to have information on bibliographic material existing in other information units, this field is used to record the name of such a unit, whether in complete form, its abbreviation or with pre-established codes. It is advisable to record, also the classification number of the document.

If the material, belonging to the institution, that is utilizing this method of Bibliographic Recording, is arranged on the shelves with classification numbers that are different from the accession numbers such information is recorded in this field.

EXAMPLES:

Example 1: ## 58 = United Nations Information C entre

2: ## 58 = Central Bank Library. 300.3

3: ## 58 = U.W.I. Library S535 A2 C778 A2/D

4: ## 58 = CEPAL CDC 475

NAME OF FIELD: DISTRIBUTION NUMBER ## 60

PURPOSE:

Field ## 60 is used to record the type of distribution accorded to a document by its publishers. It is used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 12 alphabetical characters

DESCRIPTION OF THE DATA:

The following categories of distribution are used.

(a) General Documents which are for general distribution and which are available through normal channels of distribution.

(b) Limited Documents of which a specific number of copies are produced and which are therefore not available for general distribution. These might be preliminary versions of a document or documents which by their subjects are not expected to have an unlimited user group. Papers presented to conferences usually fall into this category.

(c) Restricted Documents which because of the semi-confidential nature of their contents are available only to a specific user group. Sometimes the distribution is restricted to members of an organization or institution.

(d) Confidential Documents which because of the confidential nature of their contents are available only to an even smaller number of people. Sometimes the actual user group is indicated by the names of individuals, or by positions within an organization.

If there is no indication on the document of the type of distribution, the information unit where it is held will determine the appropriate category, and record this in field ## 60.

NAME OF FIELD: SYMBOL NUMBER ## 63

PURPOSE:

Field ## 63 is used to record the symbol or symbols which are used by international organizations generally to identify their documents. It is used at the analytical, monographic or collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 20 alphanumerical characters.

DESCRIPTION OF THE DATA:

A symbol is a combination of letters and numbers which identify a document. These symbols are cryptic and may contain abbreviated words. However, this symbol is usually used to obtain the document from the institution responsible for its publication.

It usually appears in the upper right corner of the cover and/or title - page, and/or inside front cover within a rectangle.

This symbol is not to be confused with the sales number of the document, or with report numbers or project numbers. An acronym or set of acronyms by itself do not constitute a symbol.

EXAMPLES:

Example 1: ## 63 = OAS/Ser.K/IV.7.1

2: ## 63 = E/ECLA/CDCC/63

3: ## 63 = ST/STAT/Ser.M/44

NAME OF FIELD: NOTES NUMBER # 67

PURPOSE:

Field # 67 is used to record any information considered complementary to that already recorded. It may be used at the analytical, monographic or collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 200 alphanumerical characters.

DESCRIPTION OF THE DATA:

In order to use this field the following must be borne in mind:

1. The data cannot be appropriately entered in any other specific field on the BRC.

2. The information has a certain relevance which justifies its inclusion on the record card.

3. As much as it is possible it is advisable to record these notes in a uniform manner.

EXAMPLES:

Example 1: It is a typed draft
67 = Probable date of publication: June 1977

2: Possess a few volumes of a collection
67 = Only volumes 3 and 4 in possession

NAME OF FIELD: ABSTRACT OF TEXT NUMBER # 72

PURPOSE:

Field # 72 is used to record the text of the abstract prepared for each document that enters the collection.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 1800 alphanumerical characters.

DESCRIPTION OF THE DATA:

This field registers the result of the analysis of document content. This is always prepared in free language.

EXAMPLE: abstract in free language.

It examines the three basic activities contained in the transport work programme of SIECA: the facilitation of regional transport; preparation of a draft regional transport agreement; revision of the Units of weight, and dimensions of road going vehicles in Central America. Reference is made to three problems not included in the programme: land transport terminals; the standard carriage permit and the car for related migratory control: times and average speeds of travel of regional freight transport by truck.

NAME OF FIELD: NUMBER OF REFERENCES NUMBER # 73

PURPOSE:

Field # 73 is used to record the total number of references in a document. It is used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 5 alphanumerical characters.

DESCRIPTION OF THE DATA:

The number of references is obtained by counting the bibliographic references, which appear at the lower portion of the page or in a separate bibliography.

In the case of a document at the analytical level where it is not possible to determine the references which correspond to the chapter, because all appear together at the end of the book, the total number of references is recorded, but the letter T is added to indicate that it is the total number for example: 38T.

Repeated references, which generally appear as op. cit., ibid., are not to be counted.

If no references are cited in the document then in field # 73 a zero (0) must be recorded.

NAME OF FIELD: DESCRIPTORS NUMBER # 76

PURPOSE:

Field # 76 is used to record the descriptors which describe the theme or themes with which a document deals. It is used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Variable length. A maximum of 400 alphabetical characters.

DESCRIPTION OF THE DATA:

This field is used to record the result of the indexing process. This process consists of the description of a document in accordance with its thematic content on the basis of descriptors. To achieve this, the concepts dealt with in the document must be identified, then translated to a controlled vocabulary.

The descriptors, serve fundamentally at the retrieval stage by facilitating :

1. Appropriate answers to users.

2. Knowledge of the quantity of documents existing on a particular theme.

3. The preparation of subject bibliographies.

In this field are registered the terms which describe the subjects dealt with in the document, the methodologies and techniques used, policies, programmes, variables, etc.

The descriptors must be recorded in the following way /Economic planning/. It is recommended that an average of four descriptors per document be used, bearing in mind that sometimes depending on the subject content of the document, one descriptor may be sufficient.

In the Caribbean Information System - Economic and Social Planning Sector, the OECD Macrothesaurus is the controlled vocabulary which is used. In some cases, analysis is made of documents relating to subjects which are not adequately covered by the Macrothesaurus. Other thesauri or lists may be consulted, and these descriptors will be noted in the same field. In order to distinguish them from the descriptors of the Macrothesaurus the plus sign should be placed before the last slash of each such descriptor.

Example: 76 /Humboldt current +/
/warm current +/
/water pollutants +/

The descriptors adopted in this case should not exceed 35 characters.

NAME OF FIELD: PRIMARY COUNTRIES NUMBER // 87

PURPOSE:

This field is used to record the codes of the countries and/or regions of Latin America and the Caribbean, to which the document refers. It is used at the analytical, monographic and collection levels.

ESSENTIAL CHARACTERISTICS:

Fixed length. 2 alphabetical characters. It is a repeatable field.

DESCRIPTION OF THE DATA:

'Primary countries' refer to those countries of the region that are dealt with in the document. (See Table II. // 87.1). As this field permits the retrieval of information by countries or regions, it is recommended that a maximum of four countries or regions be recorded. If the document deals with three or more countries, the code of the corresponding region must also be indicated.

If the document is theoretical or methodological, the code ZZ must be used.

In order to identify the respective country codes, see Table II. // 87.1.

If the document deals with the establishment of relations between countries of the region and any other, for example Japan, this is recorded in field // 88.

In cases of migration between two or more countries, the code of the country receiving the emigrants as well as the country or countries from which the migrants are coming must be recorded. For example if Haitians are migrating to the Dominican Republic and the Bahamas the code HT, DO and BS would be recorded in this field.

As only one country or regional code is selected from this field to be recorded in field // 01, it is advisable to record first the country or region with which the document primarily deals.

Once this principal country or region has been selected, the code is then recorded in field // 01.

In order to decide which code by country or region is to be recorded in field // 01 the following guidelines should be followed:

- The country primarily dealt with, is recorded. For example, if the document analyses the availability of agricultural credit in St. Lucia and compares it with that available in St. Vincent:

  // 87 = LC VC
  // 01 = LC

- If a document studies three or more countries or regions and makes comparisons, the code of the corresponding region is recorded. For example if the document analyses development planning in Jamaica, Guyana and Trinidad and Tobago:

  // 87 = JM GY TT XI
  // 01 = XI

- If a document analyses investment opportunities in Central America, South America and the Caribbean:

  // 87 = XC XS XI XL
  // 01 = XL

- If a document analyses two countries and makes comparisons between then, the first country noted is recorded. For example if the document compares the development planning experiences of Antigua and Grenada:

  // 87 = AG GD
  // 01 = AG

- If a document deals with international migration, the code of the country receiving the immigrants is to be recorded. For example the migration of Haitians and Jamaicans to the Bahamas:

  // 87 = HT JM BS
  // 01 = BS

- If a document is of the methodological type the code ZZ is recorded in field // 87 as well as in field // 01. For example a document dealing with the relationship between sugar research and the sugar industry:

  // 87 = ZZ
  // 01 = ZZ

NAME OF FIELD: PRIMARY COUNTRIES NUMBER # 87

DOCPAL

CODE OF PRIMARY COUNTRIES[1/]

COUNTRY	CODE	COUNTRY	CODE
Antigua	AG	Jamaica	JM
Argentina	AR	Martinique	MQ
Bahamas	BS	Mexico	MX
Barbados	BB	Montserrat	MS
Belize	BZ	Netherlands Antilles	AN
Bolivia	BO	Nicaragua	NI
Brazil	BR	Panama	PA
Br. Virgin Islands	VG	Paraguay	PY
Cayman Islands	KY	Peru	PE
Chile	CL	Puerto Rico	PR
Colombia	CO	St. Kitts-Nevis-Anguilla	KN
Costa Rica	CR	St. Lucia	LC
Cuba	CU	St. Vincent	VC
Dominica	DM	Suriname	SR
Dominican Republic	DO	Trinidad and Tobago	TT
Ecuador	EC	Turks + Caicos Islands	TC
El Salvador	SY	Uruguay	UY
Falkland Islands (Malvinas)	FK	Venezuela	VE
French Guiana	GF	Caribbean	XI [2/]
Grenada	GD	Central America	XC [2/]
Guadeloupe	GP	Latin America	XL [2/]
Guatemala	GT	South America	XS [2/]
Guyana	GY	Global	XZ
Haiti	HT	Theoretical or methodological documents without mention of country or region	ZZ
Honduras	HN		

1/ DEVSIS. Preliminary design of an international information system for the development sciences. Ottawa, IDRC, 1976. p. 190.

2/ Codes added by DOCPAL.

NAME OF FIELD: SECONDARY COUNTRIES NUMBER # 88

PURPOSE:

This field is used to record country codes of those countries which are not part of Latin America and the Caribbean and to which a document may refer. It is used at the analytical, monographic or collection levels.

ESSENTIAL CHARACTERISTICS:

Fixed length. 2 alphabetical characters. It is a repeatable field.

DESCRIPTION OF THE DATA:

Those countries which do not belong to the Caribbean and Latin America are called 'secondary countries'.

For the use of these codes the same guidelines as those outlined for field # 87 are used while referring to Table II. # 88.1.

NAME OF FIELD: SECONDARY COUNTRIES NUMBER // 88

DOCPAL

CODE OF SECONDARY COUNTRIES 1/

GLOBAL	XZ	Mali	ML
AFRICA	XA	Mauritania	MR
Algeria	DZ	Mauritius	MU
Angola	AO	Morocco	MA
Botswana	BW	Mozambique	MZ
Burundi	BI	Namibia	NA
Cameroon	CM	Niger	NE
Cape Verde Islands	CV	Nigeria	NG
Central African Republic	CF	Réunion	RE
Chad	TD	Rwanda	RW
Comoro Islands	KM	Sao Tomé + Principe	ST
Congo	CG	Seychelles	SC
Dahomey	DY	Senegal	SN
Egypt	EG	Sierra Leone	SL
Equatorial Guinea	GQ	Somalia	SO
Ethiopia	ET	South Africa	ZA
French Afars and Issas	AI	Southern Rhodesia	RH
Gabon	GA	Spanish Sahara	EH
Ghana	GH	Sudan	SD
Guinea	GN	Swaziland	SZ
Guinea Bissau	GW	Tanzania, United Republic of	TZ
Ivory Coast	CI	Togo	TO
Kenya	KE	Tunisia	TN
Lesotho	LS	Uganda	UG
Liberia	LR	Upper Volta	HV
Libya	LY	Zaire	ZR
Madagascar	MG	Zambia	ZM
Malawi	MW		

1/ DEVSIS. Preliminary design of an international information system for the development sciences. Ottawa, IDRC, 1976. p. 188-192.

Table II. // 88.1

NAME OF FIELD: SECONDARY COUNTRIES NUMBER # 88

CODE OF SECONDARY COUNTRIES (Cont'd)

EUROPE XE

Albania	AL
Andorra	AD
Austria	AT
Belgium	BE
Bulgaria	BG
Byelorussian SSR	BY
Cyprus	CY
Czechoslovakia	CS
Denmark	DK
Faroe Islands	FO
Finland	FI
France	FR
German Democratic Republic	DD
Germany, Federal Republic of	DE
Gibraltar	GI
Greece	GR
Greenland	GL
Hungary	HU
Iceland	IS
Ireland	IE
Italy	IT
Liechtenstein	LI
Luxembourg	LU
Malta	MT
Monaco	MC
Netherlands	NL
Norway	NO
Poland	PL
Portugal	PT
Romania	RO
San Marino	SM
Spain	ES
Svalbard + Jan Mayen Is.	SJ
Sweden	SE
Switzerland	CH
Turkey	TR
Ukranian SSR	UA
Union of Soviet Socialist Republics	SU
United Kingdom	GB
Vatican City State (Holy See)	VA
Yugoslavia	YU

NORTH AMERICA XN

Bermuda	BM
Canada	CA
St. Pierre + Miquelon	PM
United States	US

ASIA AND THE PACIFIC XP

Afghanstan	AF
American Samoa	AS
Australia	AU
Bangladesh	BD
Bhutan	BT
British Indian Ocean Territory	IO
British Solomon Islands	SB
Brunei	BN
Burma	BU

NAME OF FIELD: SECONDARY COUNTRIES NUMBER ## 88

CODE OF SECONDARY COUNTRIES (Cont'd)

Canton and Enderbury Islands	CT	Norfolk Island	NF
China	CN	Pacific Islands (Trust Terr.)	PC
Christmas Island	CX	Pakistan	PK
Cocos (Keeling) Islands	CC	Papua New Guinea	PG
Cook Islands	CK	Philippines	PH
Fiji	FJ	Pitcairn Islands	PN
French Polynesia	PF	Portuguese Timor	TP
Gilbert + Ellice Islands	GE	Sikkim	SK
Guam	GU	Singapore	SG
Heard + Mc Donald Islands	HM	Sri Lanka	LK
Hong Kong	HK	Taiwan, Province of	TW
India	ID	Thailand	TH
Indonesia	IN	Tokelau Islands	TK
Iran	IR	Tonga	TO
Israel	IL	United States Misc.Pacific Is.	PU
Japan	JP	Viet-Nam, Democratic Rep. of	VD
Johnston Island	JT	Viet-Nam, Republic of	VN
Khmer Republic	KH	Wake Island	WK
Korea, Democratic People's Rep.	KP	Wallis and Futuna Islands	WF
Korea, Republic of	KR	Western Samoa	WS
Laos	LA		
Macao	MO	WEST ASIA XW	
Malaysia	MY		
Maldives	MV	Bahrain	BH
Midway Islands	MI	Iraq	IQ
Mongolia	MN	Jordan	JO
Nauru	NR	Kuwait	KW
Nepal	NP	Lebanon	LB
New Caledonia	NC	Neutral Zone	NT
New Hebrides	NH	Oman	OM
New Zealand	NZ	Qatar	QA
Nine Island	NU	Saudi Arabia	SA
		Syria	SY
		United Arab Emirates	AE
		Yemen	YE
		Yemen, Democratic	YD

NAME OF FIELD: SECONDARY COUNTRIES NUMBER ++ 88

CODE OF SECONDARY COUNTRIES (Cont'd)

Antartica	AQ
Bouvet Island	BV
British Antartic Territory	BQ
Dronning Maud Land	NQ
French Southern + Antartic Territory	FQ
St. Helena	SH

III. USE OF THE BRC

Information units in Latin America and the Caribbean cannot always rely on adequate resources for the acquisition and processing of their bibliographic material, and so they are faced with the need to make use of simple and economical systems of information storage and retrieval which would permit maximum possible use of their collections.

Traditional manual processes - cataloguing and use of subject headings - do not succeed in extracting maximum benefit from the subject content of bibliographic resources, nor do they refer easily to other data which comprise bibliographic identification. In order to get the most from a collection's contents there exist systems both manual and semi-automatic, whereby new techniques have been developed for this purpose. Such systems are based on the exhaustive analysis of documents in order to extract the concepts with which they deal, then translation of these concepts to terms (descriptors) of a controlled vocabulary. These descriptors along with other relevant data are then combined in such a way as to enable quick and effective retrieval of relevant material in response to a particular request. Among those manual or semi-automatic systems the following can be mentioned - cards with perforated edges, Uniterm cards, Termatrex and others.

As explained in the introduction of this Manual, the Bibliographic Record Card (BRC) is designed to record the bibliographic description, abstract, descriptors assigned in the indexing process and complementary information of existing material in an information unit (documentation centre, library etc.) which uses a manual system for the control of its documentation. Therefore for the purposes of information retrieval, the BRC must be used together with the cards of one of the above mentioned systems.

If this card is correctly used - according to the instructions given in this Manual - the BRC constitutes a record which has been transformed into a new document, the major value of this new document - the completed BRC - is that it serves as a bridge between the collection and the user, it permits easy linkage with other data on it and constitutes an effective means of information exchange among different institutions and persons, by a simple process of reproduction for example the use of photocopies.

Each one of the elements of bibliographic description, content and complementary information is recorded in different fields that are previously coded. This allows entry of information recorded on the BRC in the computerized data base and at the same time the information units which actually use manual systems can utilize the data recorded on the BRC to form their own computerized data bases if the circumstances and characteristics of their programmes make it possible.

It is possible from the data recorded on the BRC to cite complete bibliographic references.

It is recommended that the BRC be used with the Uniterm cards for the storage and retrieval of information. These cards when combined with the use of an adequate controlled vocabulary permit the maintenance of an efficient, economical and easily maintained system. Their use is recommended for information units with specialised collections of not more than 5,000 documents.