

**CARIBBEAN INFORMATION SYSTEM
FOR ECONOMIC AND SOCIAL PLANNING**

**MANUAL FOR USE OF THE
BIBLIOGRAPHIC RECORD CARD**



**United Nations
Economic Commission for Latin America
Sub-regional Headquarters for the Caribbean
P.O. Box 1113
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E/CEPAL/CDCC/CIS/83/6

ECLA/CARIB 83/11

December 1983

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I. Part One

- Introduction
- Field Definition Table
- Bibliographic Record Card

INTRODUCTION

This manual has been produced to help librarians participating in the Caribbean Information System, to prepare bibliographic records for input to the regional data base.

It is largely based on the ECLA Procedure Manual for use of the bibliographic worksheet, which was prepared for use in the Common Bibliographic System of ECLA. The original preparation of the manual was a joint undertaking of a working group on which the libraries and computerized bibliographic information systems of ECLA were represented.

This has resulted in a worksheet and corresponding manual which it is expected, will be able to provide a basis for establishing databases and for preparing abstracting journals.

An important consideration in the adoption of this manual for the database was a desire to achieve compatibility among the various information systems in the Caribbean, and compatibility with other similar systems in Latin America and other parts of the world.

The manual which was in use at the time of the report by Harold Dierickx on A proposed common format for existing and projected computerized bibliographic information systems was revised to take into consideration proposals related to the 1981 edition of the UNISIST Reference Manual for Machine-Readable Bibliographic Description.

This final product was subsequently tested in the Caribbean Documentation Centre, and at a national workshop in Trinidad and Tobago, and samples included are of bibliographic records which were prepared at that time.

Cataloguing Rules

Although the preparation of the bibliographic description is determined by the manual, the general cataloguing rules of choice and form of entries are determined by the Anglo-American Cataloguing Rules II which form the basis for cataloguing decisions. The manual therefore supersedes only Chapter 6 of the AACR II, while permitting some additional points of entry not envisaged in the AACR II.

The database which is being produced provides a basis for:

- interactive searches
- production of CARISPLAN Abstracts
- preparation of specialized bibliographies and other services as may be considered necessary.

Working Languages

The Caribbean Information System has adopted English, Spanish and French as the working languages of the system. These are used for the production of abstracts and for the descriptors.

Dutch is potentially a language of the system, but at present there is no Dutch edition of the OECD Macrothesaurus, so descriptors are not available in that language.

BASIC CONCEPTS USED IN THE MANUAL

Bibliographic Record Card

The Bibliographic Record Card is used for the recording of bibliographic information in the stage preceding the entry of data into the computer, when there is no system of direct entry through a terminal. It contains the different areas, field by field, designed to record information about a bibliographic unit.

Document

For the purpose of the Caribbean Information System, a document is any bibliographic material, published or unpublished, which may be described in a bibliographic record. Within this context, a document may be a book, a collection of books, a film, etc.

Bibliographic record

For the purpose of this Manual, a bibliographic record is defined as a series of information pertaining to a single document and stored in a single, logical and complete structure.

A bibliographic record may include the bibliographic description of a document, a summary or "abstract", its index, and any other information which is considered to be of interest for the user. The organization of the bibliographic record is based on the UNISIST Reference Manual.

Bibliographic description

The bibliographic description of a document is the series of information which describes it in its entirety. This information refers to basic elements such as author, title and publication dates, among others, and is recorded on the Bibliographic Description Worksheet, in conformity with the Anglo-American Cataloguing Rules, with the changes made necessary by its adaptation to the computerized system.

Complementary information on a document

Complementary information is any element which, although not contained in the bibliographic or subject description, is considered to be of interest for the user, contributes to better identification of a document or is useful for purposes of internal control. This information may consist of notes, data on the location of the document, information on its physical characteristics, dates of entry in the data base, name of the indexer, etc. This information is entered on the Bibliographic Description Worksheet.

Subject content of the document

In addition to its bibliographic description, a document may be described in relation to its subject content. Analysis of the content of a document may be carried out through preparation of an abstract and/or through indexing of the document (assigning descriptors, key words or terms which reflect the subject content of the document). This information is entered on the Content Analysis Worksheet.

Data fields

In computerized systems, each element of the bibliographic description is identified separately within the bibliographic record to enable the computer programme to have access to each one and to handle them independently for different purposes. One of these purposes, for example, is the production of indexes based on one of the elements (author, title, subject), either separately or in combination with others. To facilitate this operation, each element of the bibliographic record has a specific location or field on the worksheets.

Each field is identified by its respective field number or title. For example, we say that the element "publisher" is recorded in field number 38, element "abstract" in field number 72, etc. The Field Definition Table provides a list of all the fields used in the Information System, their numbers and specific characteristics.

Fields of fixed length

A field is said to be of "fixed length" when it has been assigned a specific number of characters which, for technical reasons, must always be used in their entirety. For example, the field "country of conference" is of fixed length and two characters, and the ISO two-character code representing a country is always recorded in it.

Fields of variable length

A field is said to be of "variable length" when it has been assigned a specific number of characters but it is not necessary to use all of them (the elements recorded in it are generally of variable length). For example, the "personal author" fields are of variable length, with an assigned maximum of 50 characters, which may or may not be used in their entirety.

Repeatable fields

A field is said to be "repeatable" when information may be recorded in it in more than one case. For example, the field "personal author" is repeatable since more than one personal author may be entered into it. In the case of repeatable fields, the number of characters assigned to the field is applied separately to each case. When several cases are contained in a repeatable field, they must each be recorded separately by a number sign # to indicate that they are different within the same field.

Type of literature

The types of literature identified in the Caribbean Information System are:

S	serial
M	monograph
T	thesis
V	non-conventional
C	conference

The definition of each of these categories may be found in part two of this Manual, in the description of field number 04, Type of Literature.

Bibliographic level

The bibliographic level indicates the level of treatment that it has been decided to give a document.

The four levels of bibliographic analysis are:

a	analytic
m	monographic
c	collective
s	serial

When a document is entered into the Information System, only one of these bibliographic levels applies as such, which does not mean that the addition of information concerning other levels to this record may not be required, in order to complement the information in the document for which the record was created. For example, a record which describes a chapter of a book, which in turn is a volume within a collection, will contain: an analytic part for the chapter, a monographic part for the volume and a collective part for the collection. However, this record is said to be at the analytic level, because that level represents the document for which the record has been created, and all the information contained in the Bibliographic Record Card, beyond the information essential to the other levels cited, is going to refer exclusively to the analytic level. In this case, the monographic and collective levels are said to be acting as a source for complementing the information of the analytic level.

Level of description

The level of description determines the bibliographic level or levels which must be cited in the correct bibliographic description of a document. In conformity with the definition of the bibliographic level, the level of description is determined by the bibliographic levels acting together, with one of them always serving as bibliographic level in itself and the others as source.

The following levels of description are identified in the Information System:

as	analytic/serial
am	analytic/monographic
amc	analytic/monographic/collective
ams	analytic/monographic/serial
m	monographic
mc	monographic/collective
ms	monographic/serial
c	collective
s	serial

In addition to their function as bibliographic levels in themselves, the monographic, collective and serial levels may also appear as source when it is necessary to cite them in order to complement information in an entry at the analytic or monographic level. In such cases, the information required of the levels which are acting as source is not all the information pertinent to that level, but only that which is relevant and necessary for the correct identification of the document for which the record was created.

When the monographic, collective and serial levels are cited as source in a level of description, the following elements must be recorded in them:

Monographic level : author, title, pages and/or number of volume
and imprint area data

Collective level : author, title, total number of volumes and
imprint area data

Serial level : title of the serial, volume, number and
imprint area data

It should be noted that, in a level of description requiring information both from the monographic and collective level as sources, the imprint area data will always refer to monographic level.

Type of record

The selection of fields to be occupied on the worksheets is determined by the type of literature represented by a document and by the level of description which will be applied to that document. Combining both elements results in the type of record, the definition of which is of fundamental importance, since it is going to determine the correct identification of the record to be created and the fields to be used.

For the purposes of this Manual, the following table represents the combinations of type of literature and level of description (= type of record) which may appear most often.

Table to be added to page ⁸10 of CARISPLAN manual

	as	am	amc	ams	m	mc	ms	c	s
S	x			x			x		x
SC	x			x			x		
M		x	x	x	x	x	x	x	
MC		x	x	x	x	x	x	x	
V		x			x				
VC		x			x				
T		x			x				
TC		x			x				

THE MANUALS OF THE CARIBBEAN INFORMATION SYSTEM

The Procedure Manual is organized in the following way: part one contains the general aspects, definitions and some instructions which must be taken into account for proper use of the Bibliographic Record Card (BRC); part two includes guidelines for recording of data on the BRC and a detailed field by field analysis; part three contains the fields to be occupied according to type of record, and examples of them in accordance with the indicated guidelines; part four contains annexes such as codes used in the recording of bibliographic information and a glossary of terms. Finally, the Manual contains a separate additional copy of a matrix of fields to be completed, a tool which we believe will be extremely useful to its users.

This manual will continue to be used in conjunction with:

- The CARISPLAN Manual of Indexing Procedures and
- The CARISPLAN Abstracting Manual.

FIELD DEFINITION TABLE

The Field Definition Table (FDT) contains all the fields used in the Information System, their numbers and relevant characteristics.

The number identifying each field is indicated in the first column; the name of each field appears in the second column; the third column contains the number of characters assigned to the field and the fourth column, the field's characteristics in terms of length and repeatability.

It should be pointed out that in assigning numbers to the fields, it was thought advisable to reserve a few numbers for possible adjustments or changes which it may be necessary to introduce into the Field Definition Table.

FIELD DEFINITION TABLE

Field No	Name	No of characters	Characteristics
01	Name of file	30	Variable length
03	Physical location of document	100	Variable length
04	Type of literature	2	Variable length
05	Bibliographic level	1	Fixed length
06	Level of description	3	Variable length
07	Name of Participating Centre	20	Variable length
08	Control number used by Participating Centre	15	Variable length
10	Personal author - analytic level	50	Variable length, repeatable
11	Institutional author - analytic level	200	Variable length, repeatable
12	Title - analytic level	250	Variable length, repeatable
14	Pages - analytic level	30	Variable length
16	Personal author - monographic level	50	Variable length, repeatable
17	Institutional author - monographic level	200	Variable length, repeatable
18	Title - monographic level	250	Variable length, repeatable
20	Pages - monographic level	30	Variable length
21	Volume number	25	Variable length
23	Personal author - collective level	50	Variable length, repeatable
24	Institutional author - collective level	200	Variable length, repeatable

Field No	Name	No of characters	Characteristics
25	Title - collective level	250	Variable length, repeatable
27	Total number of volumes - collective level	20	Variable length
29	Corporate editor - serial level	200	Variable length, repeatable
30	Title of serial	150	Variable length, repeatable
31	Volume number of serial	25	Variable length
32	Issue number of serial	25	Variable length
33	Frequency of serial	50	Variable length
34	Holdings of serial	150	Variable length
35	ISSN	9	Variable length
38	Publisher	200	Variable length
39	City of publication	30	Variable length
40	Country of publication	2	Fixed length
41	Edition	25	Variable length
42	Descriptive information	40	Variable length
44	Date of publication in ISO standard format	8	Fixed length
45	Symbol	30	Variable length, repeatable
50	Institution to which thesis is presented	200	Variable length, repeatable
51	Academic degree for which thesis is presented	30	Variable length
52	Organization sponsoring a conference	200	Variable length, repeatable

Field No	Name	No of characters	Characteristics
53	Name of conference	250	Variable length
54	City of conference	30	Variable length
55	Country of conference	2	Fixed length
56	Date of conference	50	Variable length
58	Organization sponsoring a project	200	Variable length, repeatable
59	Name of project	250	Variable length, repeatable
60	Project number	20	Variable length
62	Dissemination of information	50	Variable length
68	Notes	300	Variable length
69	Fields to copy	130	Variable length
72	Abstract	2500	Variable length
74	Period covered: initial year	4	Variable length
75	Period covered: final year	4	Variable length
76	Descriptors: subject analysis	400	Variable length
80	DEVSIIS category	120	Variable length
82	Geographic category	2	Variable length
83	Primary countries	2	Variable length, repeatable
84	Secondary countries	2	Variable length, repeatable
85	Administrative divisions and natural regions	200	Variable length
87	Relationship with other systems	100	Variable length
92	Control: dates of sending, receiving, final revision	10	Variable length, repeatable

ISIS N ^o .		UN/ECLA Caribbean Documentation Centre		<input type="checkbox"/> New	01	Name of file	03	Physical Location	07	Participating Centre	08	Control N ^o .	
		Bibliographic Record Card		<input type="checkbox"/> Correction									
SERIAL	MONOGRAPH	NON-CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL	ANALYTIC	Personal Author (50) R	10	
												Institutional Author (200) R	11
												Title (250) R	12
04	Type of Literature			05	06 Level of Description						14	Pages (30)	
MONOGRAPHIC	Personal Author (50) R		16										
	Institutional Author (200) R		17										
	Title (250) R		18		20	Pages (30)	21	Vol. N ^o . (25)					
COLLECTIVE	Personal Author (50) R		23										
	Institutional Author (200) R		24										
	Title (250) R		25		27	Total N ^o . of Vols. (20)							
SERIAL LEVEL	Corporate Editor (200) R		29		31	Vol. N ^o .	33	Frequency (50)	35	ISSN (9)			
	Title of Serial (150) R		30		32	Issue N ^o .	34	Holdings (150)					
IMPRINT AREA	38 Publisher (200)				39	City (30)	40	Country (2)	41	Edition			
	42 Descriptive Information (40)			44	Standardized Date (8)	45	Symbol (30) R						
THESIS	50 Institution (200)				51	Academic Degree (30)							
CONFERENCE	52 Sponsoring Organization (200)				54	City (20)	55	Country					
	53 Name of Conference (250)				56	Imprint date of Conference (50)							

Project	Sponsoring Organization	R	58	60	Number (20)
	Name	R	59		
72	Abstract (2500)				

Period Covered	
74	Initial Year
75	Final Year

76	Descriptors (400)	80	DEVSIS	83	Primary Country	R	84	Secondary Country	R	85	Administrative and Natural Regions (200)
		82	Geog. Category								

88	Code			87	Relationship (100) with other systems	92		Control				
62	Dissemination:	General	<input type="checkbox"/>	Limited	<input type="checkbox"/>	Restricted	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	Date sent	Date rec'd (CDC)	Final Revision
68	Notes											
69	Fields to copy	Copy	ISIS No.									

BIBLIOGRAPHIC RECORD CARD

The Bibliographic Record Card (BRC) has been designed for the recording of all information enabling a document to be identified as a bibliographic unit, whether it is essential information concerning the document analyzed or complementary information.

The BRC is divided into information blocks:

a) Identification of the record:

This part of the BRC contains all the data making it possible to identify the type of record which is to be created for the document analyzed and individualizes it for purposes of handling the information by the computer programmes. This part contains the ISIS number, the name of file, the type of literature the document represents, the bibliographic level at which the document will be treated, the level of description, the identification of the Participating Centres making up the Information System and the physical location of the document.

The ISIS number is the number assigned to each record, which identifies it in the data base for retrieving information, preparing indexes, transmitting from the indexes to a main catalogue, etc.

This part of the BRC also contains boxes for indicating whether the BRC contains a new entry or is introducing changes to a record which has already been entered into the data base.

ISIS NO.		UN/ECLA Caribbean Documentation Centre Bibliographic Record Card				<input type="checkbox"/> New	<input type="checkbox"/> Correction	01 Name of file	03 Physical Location	07 Participating Centre	08 Control No.
SERIAL	MONOGRAPH	NON-CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL		
s	M	V	T	C		a	m	c	s		
04	Type of Literature				05	06 Level of Description					

b) Analytic level:

The fields appearing in this block are the ones which describe a document treated at the analytic level.

ANALYTIC	Personal Author (50) R	10	
	Institutional Author (200) R	11	
	Title (250) R	12	
			14 Pages (30)

c) Monographic level:

The fields appearing in this block are the fields recording information when a document is treated at the monographic level, or when the monographic level is required as source.

MONOGRAPHIC	Personal Author (50) R	16	
	Institutional Author (200) R	17	
	Title (250) R	18	
			20 Pages (30) 21 Vol. No. (25)

d) Collective level:

The fields appearing in this block are those recording information when a document is treated at the collective level, or when the collective level is required as source.

COLLECTIVE	Personal Author (50) R	23	
	Institutional Author (200) R	24	
	Title (250) R	25	
			27 Total No. of Vols. (20)

e) Serial level:

The fields appearing in this block are those recording information when a document is treated at the serial level, or when the serial level is required as source.

SERIAL LEVEL	Corporate Editor (200)	29		31	Vol. No.	33	Frequency (50)	35	ISSN (9)
	Title of Serial (150)	R 30		32	Issue No.	34	Holdings (150)		

f) Imprint area:

The fields appearing in this block contain information which may be applied to any of the above mentioned bibliographic levels and define the document analyzed in terms of its imprint data (publisher, publisher's city and country, edition, date, descriptive information and symbol).

IMPRINT AREA	38	Publisher (200)		39	City (30)	40	Country (2)	41	Edition
	42	Descriptive Information (40)		44	Standardized Date (8)	45	Symbol (30) R		

g) Thesis:

This block contains data identifying a thesis.

THESIS	50	Institution (200)		51	Academic Degree (30)
--------	----	-------------------	--	----	----------------------

h) Conference:

This block contains the data identifying a Conference.

CONFERENCE	52	Sponsoring Organization (200)	54	City (20)	55	Country
	53	Name of Conference (250)	56	Imprint date of Conference (50)		

i) Projects:

This block contains all information relating to a programme or project.

Project	Sponsoring Organization	R	58		
	Name	R	59		60 Number (20)

j) Complementary information:

This block contains information complementary to the document analyzed.

62	Dissemination: General <input type="checkbox"/> Limited <input type="checkbox"/> Restricted <input type="checkbox"/> Confidential <input type="checkbox"/>
68	Notes

k) Fields to copy:

This part of the BRC contains the field recording information which may be obtained directly from other records (fields to copy).

69	Fields to copy	Copy	ISIS N°.
----	----------------	------	----------

Fields 72-85 have been designed for the recording of information describing the subject content of a document.

Fields 72, 74 and 75 are used to store the text of the abstract prepared for the document being analyzed and the dates to which the content refers.

Fields 76, 80, 82, 83, 84 and 85 are used to store the indexing which has been made of the document analyzed (assignment of descriptors, DEVSIS category and information on the countries to which the subject content of the document refers.

72	Abstract (2500)
----	-----------------

Period Covered			
74	Initial Year	75	Final Year

76	Descriptors (400)	80	DEVSIS	83	Primary Country R	84	Secondary Country R	85	Administrative and Natural Regions (200)
		82	Geog. Category						

Field 92 contains information concerning the control of BRCs, and therefore includes information on the date on which the cards are sent from the Participating Centre to the Co-ordinating Centre, the date of receipt by the Co-ordinating Centre and the date of final revision.

92 Control		
Date sent	Date rec'd (CDC)	Final Revision

II. Part Two

- Description of fields

DESCRIPTION OF FIELDS

In this part of the Manual, each element making up the bibliographic record is defined and described in detail. The fields appear in the order of the number assigned to them in the Field Definition Table.

Each field is defined in terms of:

1. Name and number in the sequence given in the FDT
2. Data definition
3. Purpose of field
4. Basic characteristics of field
5. Description of elements
6. Examples

Information is generally recorded in all fields in conformity with the rules of spelling and punctuation of the working language. In a few cases only, and for reasons having to do with the computer system (printing formats of the bibliographic reference, among others), it has been necessary to make some exceptions to those rules; the exceptions have been expressly indicated in the corresponding fields.

01 NAME OF FILE

DATA

DEFINITION:

Name of the file in which the record containing the document analyzed will be included.

PURPOSE

OF FIELD:

This field is used to register the name of the file in which a document treated at the analytic, monographic, collective or serial level will be entered.

BASIC

CHARACTERISTICS:

Variable length. Maximum 30 characters.

DESCRIPTION

OF ELEMENTS:

The recording of this element is obligatory. The name of the file must appear in code. If the same information unit maintains various computerized files, each one must have a name identifying it exactly. If more than one file name is recorded, the name should be separated by a comma.

Examples:

CARBIB

03 PHYSICAL LOCATION OF DOCUMENT

DATA

DEFINITION: Information on the physical location of the document analyzed.

PURPOSE

OF FIELD: This field is used to register the location of a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS: Variable length. Maximum 100 characters.

DESCRIPTION

OF ELEMENTS: The code identifying the information unit which has physical possession of the document analyzed is recorded, and the corresponding topographic signature. When more than one physical location is recorded for the same document, the different paragraphs should be separated by a semicolon.

Examples:

CDC 831

CDC UN

TTPARL.LIB

JMNP

CUJUPLAN

04 TYPE OF LITERATURE

DATA DEFINITION: Categorization of a document, according to its bibliographic characteristics, for cataloguing purposes, on the basis of four basic categories and one complementary one, defined by the Information System.

PURPOSE OF FIELD: This field is used to register the code or codes which indicate the type of literature represented by a document treated at the analytic, monographic, collective or serial level.

BASIC CHARACTERISTICS: Variable length. Maximum 2 characters.

DESCRIPTION OF ELEMENTS: On the basis of the categories defined by UNISIST and taking account of Latin American bibliographic production specifically in the social science field, the following categories have been determined and are identified in the Bibliographic Description Worksheet with their corresponding codes:

basic categories	: serial	: S
	monograph	: M
	non-conventional:	V
	thesis	: T
complementary category:	conference	: C

For practical purposes and for the data base to be functional, one of the basic categories must be selected and, if necessary, the complementary category, by placing a circle around the code or codes representing them.

In many cases selecting the type of literature represented by documents is a simple and unequivocal matter (for example, there is no doubt that a journal or monographic series treated as an entity in itself belongs to the serial category and should be indicated with S). Nevertheless, the publication may present characteristics of more than one basic category, as is the case for separate editions of a monographic series, which have both monographic and serial characteristics. In such cases, for purposes of determining the type of literature, its condition of monograph should take precedence and M should be indicated.

For correct use of these categories, the following guidelines should be observed:

S : Serial

This is a publication, whether printed or not, that is intended to be brought out indefinitely, generally at fixed or agreed-upon intervals, in successive parts, each of which carries numeric or chronological indications. This category includes journals, daily newspapers, yearbooks, bulletins, studies, series of reports, minutes of institutions and monographic series considered as entities in themselves. This category does not include works published in successive volumes, during a period limited in advance; however, it includes non-numbered series.

M : Monograph

For the purpose of the Information System, a monograph is considered to be any publication which, reproduced by technical means, constitutes a unit in itself, has a title page with the basic data for identifying it (author, title, publisher, place and date of publication). A monograph may be composed of one or more volumes. Each separate edition of a monographic series is also considered to be a monograph. Documents which are considered to be unpublished are included in this category. Typed documents which are considered to be non-conventional documents, and theses are excluded from this category.

V : Non-conventional

This category includes documents which, because of their external characteristics, may not be considered to belong to any of the other categories mentioned. This category includes forms, brochures, microforms, audiovisual materials, letters, etc.

T : Thesis

Work of original investigation submitted to a university or centre for higher studies, for the purpose and as a requirement of obtaining an academic rank or professional title.

C : Conference

The generic term conference is used to designate meetings such as conferences, seminars, congresses, workshops, and courses. This category is used to identify both the original documents submitted individually to a conference and the official publication containing all the work presented at the conference (minutes or proceedings). In addition, an original work submitted to a conference may subsequently appear as an article in a journal or a chapter of a book; in this case, if the document clearly indicates the conference at which the work was presented, the information on the conference should be included in the bibliographic record by mentioning this category when the type of literature is defined.

Of these five categories, the first four constitute a type of literature in themselves. The conference, on the other hand, is a complementary category which comprises the type of literature only in combination with one of the basic categories.

The basic categories and their combination with the complementary category determine the following types of literature:

- S Serial
- SC Conference document published in serial form
- M Monograph
- MC Conference document published as a monograph
- V Non-conventional
- VC Conference document published as a non-conventional document
- T Thesis
- TC Thesis for a course

05 BIBLIOGRAPHIC LEVEL

DATA

DEFINITION:

Level of treatment which it has been decided to give to a document in the process of bibliographic description, from among four levels defined by the Information system on the basis of its needs and in conformity with the UNISIST Reference Manual. This information makes possible precise identification of the bibliographic unit for which the record has been created.

PURPOSE

OF FIELD:

This field is used to contain the bibliographic level at which a document is to be treated (analytic, monographic, collective or serial).

BASIC

CHARACTERISTICS:

Fixed length. 1 character.

DESCRIPTION

OF ELEMENTS:

The bibliographic level at which the document analyzed is to be treated should be recorded in the corresponding box.

The following are the bibliographic levels and the codes representing them:

- a analytic level
- m monographic level
- c collective level
- s serial level

Analytic level:

A bibliographic record at the analytic level describes a bibliographic entity that is part of a larger entity. The bibliographic description of a document treated at the analytic level cannot appear by itself, since the document may be described correctly only by reference to the larger document or documents in which that part is contained.

Examples: an article in a journal, a chapter in a book.

Monographic level:

A bibliographic record at the monographic level describes a document which may be considered an entity in itself and described bibliographically as such. However, if the document also belongs to a larger bibliographic entity, such as a collection, the record should also contain information concerning the entity in which the document treated at the monographic level is contained.

Examples: A book, a thesis, an application blank.

Collective level:

A bibliographic record at the collective level describes a document in more than one volume, each of which has its own title, in addition to the common or collective title uniting them. These volumes may be published at the same time or separately, but there is always a definite number of parts making up the collection.

Examples: A work published in several volumes, each of which also has its own title.

Serial level:

A bibliographic record at the serial level describes, as a bibliographic entity in themselves, all the issues in a serial publication published indefinitely, however often the issues may appear.

Examples: A collection of journals, a collection of periodicals.

06 LEVEL OF DESCRIPTION

DATA

DEFINITION:

Determination of the bibliographic level or levels (analytic, monographic, collective and serial) from which, when a bibliographic record is created, information is required in order to describe the document correctly and select properly the fields to be occupied (see Table of fields to occupy according to record).

This information makes it possible for a record to be identified correctly and handled by the computer programmes.

PURPOSE

OF FIELD:

This field is used to register the code or codes which indicate the level of description which will be created when a document is treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

In accordance with the Manual's discussion of the "bibliographic level", a document may constitute a bibliographic entity which is identified by its own elements or a bibliographic entity which, in order to be described correctly, needs to refer to the larger document in which it is contained.

The level of description is determined by the presence of a bibliographic level or by the combination of two or more of them in the process of bibliographic description of a document.

The following are the levels of description determined by the combination of the four basic levels:

as	analytic/serial
am	analytic/monographic
amc	analytic/monographic/collective
ams	analytic/monographic/serial
m	monographic
mc	monographic/collective
ms	monographic/serial
c	collective
s	serial

It should be pointed out that although the level of description may contain information from more than one bibliographic level (e.g.: amc), only the first level mentioned describes the document for which the bibliographic record has been created (e.g.: a).

To indicate the level of description, a circle should be placed around the corresponding code or codes.

07 NAME OF PARTICIPATING CENTRE

DATA

DEFINITION:

Identification of the information unit participating in the Information System, generally analyzing its publications and sending its BRCs to a Co-ordinating Centre for computer processing.

PURPOSE

OF FIELD:

This field is used to register the name of the Participating Centre which is entering a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 20 characters.

DESCRIPTION

OF ELEMENTS:

The acronym or abbreviation of the name of the participating unit should be recorded. This field is obligatory for these institutions.

In the case of national entities the identification should include the country's ISO code.

Together with the entry of information into this field, it is absolutely necessary to enter the corresponding information into field No 8 (number assigned by the Participating Centre to each of its BRCs).

Examples

Field No 07: CDC

Field No 08: 287

Field No 07: HTSEP

Field No 08: 013

08 CONTROL NUMBER USED BY PARTICIPATING CENTRE

DATA

DEFINITION: Internal control number assigned by a Participating Centre to the BRCs sent to the Coordinating Centre for computer processing.

PURPOSE

OF FIELD: This field is used to register the control number assigned to the worksheets containing a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS: Variable length. Maximum 15 characters.

DESCRIPTION

OF ELEMENTS: This field should always be used in combination with field No 07 in which the name of the Participating Centre is recorded. It will contain the number assigned by the participating unit, which will also be maintained for control by the unit acting as Coordinating Centre.

Examples:

Field No 07: SRSPS

Field No 08: 187

Field No 07: CDC

Field No 08: 89

10 PERSONAL AUTHOR - analytic level

DATA

DEFINITION:

Person or persons responsible for the intellectual content of a document and the role they play, whether as author, editor, compiler, translator, or other.

PURPOSE

OF FIELD:

This field is used to register the personal author of a document treated at the analytic level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 50 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

The elements of this field are: name and role of the author.

- a) Name of author: Personal authors should be entered in conformity with the Anglo-American Cataloguing Rules.

The name of the author should be recorded completely, if the information is available, in the following order:

- Surnames and/or initials followed by a comma;
- First names or initials if only the initials are known.

In order to normalize the personal author entry, the corresponding authority list should be consulted.

- b) Role: This element is recorded following the name, always after a space. This information is recorded only when an editor, compiler or translator is involved and is not necessary in the case of authors. In order for the printing of the bibliographic citation to be correct, the information recorded should consist of a comma, a space and the abbreviation representing the role.

E.g.: editor, ed. compiler, comp.
translator, trad.

If there is more than one personal author, the authors should be recorded in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples:

Demas, William G.

Levitt, Kari # Best, Lloyd

Munroe, Trevor, ed. # Lewis, Rupert, ed.

11 INSTITUTIONAL AUTHOR - analytic level

DATA DEFINITION: Institution or institutions responsible for the intellectual content of a document and the role they play, whether as author, editor, compiler or other.

PURPOSE OF FIELD: This field is used to register the institutional author of a document treated at the analytic level.

BASIC CHARACTERISTICS: Variable length. Maximum 200 characters. Repeatable.

DESCRIPTION OF ELEMENTS: The elements of this field are: name of the institution and role.

- a) Name of the institution: The institutional authors entry should be carried out in conformity with the Anglo-American Cataloguing Rules.

The name of the institutional author should be recorded as it appears in the document, with a full stop separating the different hierarchical levels in descending order, and the intermediate levels possibly eliminated.

International or regional bodies known throughout the world by their acronyms should be recorded under those acronyms.

In order to normalize the institutional authors entry, the Institutional Authors File should always be consulted.

- b) Role: This element is recorded following the name of the institution, always after a space. This information is registered only in the case of editors, compilers or translators and is not necessary in the case of authors.

In order for the bibliographic citation to be printed correctly, the information recorded should consist of a comma, a space and the abbreviation representing the role.

E.g.: editor, ed. compiler, comp.
translator, tran.

If there is more than one institutional author, the author should be recorded in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples:

CARICOM # US.AID

UWI. Institute of Social and Economic Research, ed.

UN. ECLA

12 TITLE - analytic level

DATA

DEFINITION:

Title of a work in the language and form in which it appears in the document; parallel titles in the case of multilingual publications. Multilingual publications are considered to be those in which the text appears in more than one language.

PURPOSE

OF FIELD:

This field is used to register the original title of a document treated at the analytic level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 250 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

Title: The title should always be written out completely, including the subtitle if there is one, separated by a colon.

The title should be written in lower case letters, omitting the initial article, in conformity with the spelling rules of the language in which the title is being recorded, with no final full stop.

If the document indicates that it is a "preliminary version", "draft for discussion", or uses a similar phrase, this condition becomes part of the title and appears after the title, separated by a semi-colon.

When more than one title is entered, the titles should be recorded in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples:

Economic development and social planning;
draft for discussion

Desarrollo y Sociedad # Development and Society

Report of the Third Meeting of Officials of National
Planning Agencies.

14 PAGES - analytic level

DATA

DEFINITION: Number of pages containing the document analyzed.

PURPOSE

OF FIELD: This field is used to register the pages of a document treated at the analytic level.

BASIC

CHARACTERISTICS: Variable length. Maximum 30 characters.

DESCRIPTION

OF ELEMENTS: The number of pages (first to last) containing the document should always be recorded, separated by a hyphen, preceded by the abbreviation pp. or p., according to whether the document contains one or several pages.

E.g.: pp. 7-28

When the pagination is not correlative, each block of information should be recorded separated by a comma, with no spaces in between.

E.g.: pp. 2-5,8,10-11

Compound pagination should be recorded as it appears printed in the document (in the case of numbers and letters) with the numbers separated by a stroke (in the case of compound pagination expressed solely in numbers).

E.g.: pp. A1-A9 pp. 2/1-2/9

When a volume in a collection is recorded at the analytic level, the field should contain an indication of the number which has been assigned to that volume in the collection (v., part, etc.).

If the pagination is irregular or if there is no pagination, the number of pages should be counted and recorded, preceded by the abbreviation p.

Examples:

pp. 25-39

v. 1

v. 3, pp. 15-36

p. 10

16 PERSONAL AUTHOR - monographic level

DATA

DEFINITION:

Person or persons responsible for the intellectual content of a document and the role they play, either as author as such, editor, compiler, translator or other.

PURPOSE

OF FIELD:

This field is used to register the personal author of a document treated at the monographic level or when the monographic level is required as a source for an am, amc or ams level of description.

BASIC

CHARACTERISTICS:

Variable length. Maximum 50 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

The elements of this field are: name and role of the author.

a) Name of author: personal authors should be entered in accordance with the Anglo-American Cataloguing Rules. The name of the author should be recorded in full if the information needed to do so is available, in the following order:

- Surnames and/or initials followed by a comma;
- First names or initials if only the initials are known.

With a view to standardizing the entry of personal authors, the corresponding authority list must always be consulted.

b) Role: This element is recorded following the name, always after a space. This information is recorded only when there is an editor, compiler or translator, and is unnecessary in the case of authors.

With a view to ensuring that the bibliographic citation is printed correctly, the information recorded must consist of a comma, a space and the abbreviation which represents the role.

E.g.: editor, ed. compiler, comp.
translator, tran.

If there is more than one personal author, they may be recorded in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples:

Demas, William G.

Munroe, Trevor, ed.# Lewis, Rupert, ed.

Nagelkerke, Gerard A., comp.

17 INSTITUTIONAL AUTHOR - monographic level

DATA

DEFINITION:

Institution or institutions responsible for the intellectual content of a document and role they play, whether as author, editor, compiler or other.

PURPOSE

OF FIELD:

This field is used to register the institutional author of a document treated at the monographic level or when the monographic level is required as a source for an am, amc or ams level of description.

BASIC

CHARACTERISTICS:

Variable length. Maximum 200 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

The elements of this field are: name and role of institution.

- a) Name of institution: Institutional authors should be entered in accordance with the Anglo-American Cataloguing Rules.

The name of an institutional author should be registered as it appears in the document, with the various hierarchical levels in descending order separated by a full stop, it being possible for the intermediate levels to be left out.

International or regional bodies recognized by their acronyms may be recorded under those acronyms.

With a view to standardizing the entry of institutional authors, the Institutional Authors File must always be consulted.

- b) Role: This element is registered after the name of the institution always after a space. This information is registered only in the case of editors, compilers or translators, there being no need for it in the case of authors.

In order to ensure that the bibliographic citation is rendered correctly, the information recorded should consist of a comma, a space and the abbreviation for the role.

E.g.: editor, ed. compiler, comp.
translator, tran.

If there is more than one author, they should be registered in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples:

UNESCO, ed.

México. Secretaría de Programación y Presupuesto

Trinidad y Tobago. Central Statistical Office

18 TITLE - monographic level

DATA

DEFINITION:

Title of a work in the language and manner in which it is recorded in the document; parallel titles in the case of multilingual publications. Multilingual publications are considered to be those in which the text appears in more than one language.

PURPOSE

OF FIELD:

This field is used to register the original title of a document treated at monographic level or when the monographic level is required as a source for an am, amc or ams level of description.

BASIC

CHARACTERISTICS:

Variable length. Maximum 250 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

Title: The title must always be written in full, including the subtitle, if there is one, separated by a colon.

The title should be written in small letters, without any initial article, in accordance with the spelling rules of the language in which the title is recorded, and with no final full stop.

If the document indicates that it is a "preliminary version", "draft for discussion" or something of a similar nature, this condition becomes part of the title, being recorded following it and separated from it by a semi-colon.

When entering more than one title, they should be registered in the sequence given in the document and separated by a # because a repeatable field is involved.

Examples:

Pobreza critica

North-South: a programme for survival

St. Lucia: a tourism development study; summary report.

Developing the mechanism for research, planning and training in education and community development #
Ontwikkeling van het mechanisme voor onderzoek, planning en training voor onderwijs en volksoontwikkeling.

20 PAGES - monographic level

DATA

DEFINITION: Total number of pages in a document.

PURPOSE

OF FIELD: This field is used to register the pages of a document treated at monographic level or when the monographic level is required as a source for an am, amc or ams level of description.

BASIC

CHARACTERISTICS: Variable length. Maximum 30 characters.

DESCRIPTION

OF ELEMENTS: The total number of pages in the document must always be recorded, followed by a space and the abbreviation p. In general this information may be obtained from the last numbered page.

E.g.: 527 p.

If the first pages of the document are numbered in Roman numerals and the remainder of the text in Arabic numerals, both must be indicated, separated by a semi-colon.

E.g.: vii; 210 p.

If the document includes more than one volume but does not constitute a collection, the total number of volumes must be indicated, followed by a space and the abbreviation v.

E.g.: 2 v.

If there is no pagination, it is advisable to count the pages in a document, and in such a case, the information should be registered between indicators.

Examples:

527 p.

<95 p.>

21 VOLUME NUMBER - monographic level

DATA

DEFINITION:

Number which identifies each of the volumes (a volume as such, a fascicle, a tome, etc.) within a collection.

PURPOSE

OF FIELD:

This field is used to register the number of a volume within a collection which corresponds to a document treated at monographic level (mc level of description) or when the monographic level is required as a source for an amc level of description.

BASIC

CHARACTERISTICS:

Variable length. Maximum 25 characters.

DESCRIPTION

OF ELEMENTS:

The elements of this field are: heading and number.

a) Heading: This is the name which the publisher gives to the items comprising the collection (volume, tome, fascicle, etc.). It must be recorded as it appears in the publication, in its original language, with only the word "volume" abbreviated (v.).

b) Number: The number must be registered after a space following the heading, in Arabic numbers.

If the volume has a subdivision, this information must then be registered, separated from the other data by a comma.

Examples:

tome 2

v. 2, part 1

23 PERSONAL AUTHOR - collective level

DATA

DEFINITION:

Person or persons responsible for the intellectual content of a document in more than one volume and the role they play, whether as author, editor, translator, compiler or some other role.

PURPOSE

OF FIELD:

This field is used to register the personal author of a document treated at collective level and when the collective level is required as a source for an mc or amc level of description.

BASIC

CHARACTERISTICS:

Variable length. Maximum 50 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

The elements of this field are: name and role of the author.

- a) Name of the author: Personal authors must be entered in accordance with the Anglo-American Cataloguing Rules.

The name of the author must be registered in full, if the necessary information is available, in the following order:

- Surnames and/or initials followed by a comma;
- First names or initials if only the initials are known.

In order to standardize the entry of personal authors, the corresponding authority list should be consulted.

- b) Role: This element is recorded following the name, always after a space. This information is registered only in recording an editor, compiler, or translator, there being no need for it in the case of authors.

In order to ensure that the bibliographic citation is correctly printed, the information recorded should consist of a comma, a space and the abbreviation which represents the role.

E.g.: editor, ed. compiler, comp.
translator

If there is more than one personal author, they must be registered in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples:

Behrman, Jere, comp.

Sills, David L., ed.

Ali, Ridwan # Thomasos, Vaughn # Morton-Gittens, R.

24 INSTITUTIONAL AUTHOR - collective level

DATA

DEFINITION:

Institution or institutions responsible for the intellectual content of a document in more than one volume and role they play, either as author, compiler or editor or in another function.

PURPOSE

OF FIELD:

This field is used to register the institutional author of a document treated at collective level, or when the collective level is required as a source for an mc or amc level of description.

BASIC

CHARACTERISTICS:

Variable length. Maximum 200 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

The elements of this field are: name and role of the institution.

- a) Name of the institution: Institutional authors must be entered in accordance with the Anglo-American Cataloguing Rules. The name of the institutional author must be registered as it appears in the document, the various hierarchical levels being separated by a full stop and shown in descending order, it being possible for the intermediate levels to be left out.

International or regional bodies recognized throughout the world by their acronyms may be recorded under those acronyms.

So that the entry of institutional authors may be standardized, the Institutional Authors File must always be consulted.

- b) Role: This element is registered following the name of the institution, always after a space. This information is given only in the case of editors, compilers or translators, there being no need for it in the case of authors.

In order to ensure that the bibliographic citation is printed correctly, the information recorded should consist of a comma, a space and the abbreviation for the role.

E.g.: editor, ed. compiler, comp.
translator, tran.

If there is more than one institutional author, they should be registered in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples

UNESCO, ed.

Mexico. Secretaria de Programacion y Presupuesto

Guyana. Statistical Bureau

25 TITLE - collective level

DATA

DEFINITION:

Title of a work in the language and manner in which it is recorded in the document; parallel titles in the case of multilingual publications. Multilingual publications are considered to be those in which the text appears in more than one language.

PURPOSE

OF FIELD:

This field is used to register the original title of a document treated at collective level or when the collective level is required as a source for an mc or amc level of description.

BASIC

CHARACTERISTICS:

Variable length. Maximum 250 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

Title: The title must always be written in full, including the subtitle, if there is one, separated by a colon.

The title should be written in small letters, without any initial article, in accordance with the spelling rules of the language in which the title is recorded, and with no final full stop.

If the document indicates that it is a "preliminary version", "draft for discussion", or something of a similar nature, this condition becomes part of the title, being recorded following it and separated from it by a semi-colon.

When entering more than one title, they should be registered in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples:

Estimaciones y proyecciones de la fuerza
de trabajo #Labour force estimates
and projections

Land capability studies phase II Trinidad and Tobago

Enquete Haitienne Sur la fecondite (1977)

Road maintenance study

27 TOTAL NUMBER OF VOLUMES - collective level

DATA

DEFINITION:

Total volumes (volumes, tomes, fascicles, etc.) which comprises a collection.

PURPOSE

OF FIELD:

This field is utilized to record the total number of volumes of a document in more than one volume treated at collective level or when the collective level is required as a source for an mc or amc level of description.

BASIC

CHARACTERISTICS:

Variable length. Maximum 20 characters.

DESCRIPTION

OF ELEMENTS:

The total number of volumes and the term used to describe them should be recorded only when the information unit possesses all the published volumes in a collection. The word "volume" should be recorded in abbreviated form (v.).

If the information unit does not possess the complete collection or if it is not known exactly how many volumes have been published, only the letter "v." must be recorded, and the indication of the real holding in the information unit must be recorded in field No 68 (Notes).

If the number of bibliographical volumes differs from the number of physical volumes, that fact must be indicated as follows: ... v. in ..., with the first figure corresponding to the number of bibliographical volumes and the second to the number of physical volumes.

Examples:

4 v.

8 fascicles

3 v. in 5

v. (in field No 68: In library: v. 1, 3)

29 CORPORATE EDITOR - serial level

DATA

DEFINITION: Institution or institutions responsible for editing a serial.

PURPOSE

OF FIELD: This field is used to register the corporate editor of a serial treated at serial level (serials described as entities in their own right).

BASIC

CHARACTERISTICS: Variable length. Maximum 200 characters. Repeatable.

DESCRIPTION

OF ELEMENTS: Corporate editors should be entered in accordance with the Anglo American Cataloguing Rules.

The name of the corporate editor should be registered as it appears in the document, with the various hierarchical levels registered in descending order and separated by a full-stop, it being possible sometimes to leave out the intermediary levels. Regional and international bodies which are known throughout the world by their acronyms may be recorded under those acronyms.

To ensure that the entry of corporate editors is standardized, the Institutional Authors File should always be consulted.

The information registered in this field does not replace that pertaining to the publisher, which is registered in field No 38.

Publishing firms which act as editors must be recorded as they appear in the publication, omitting abbreviations such as "Inc.", "Cia.", "Ltd.", etc.

If there is more than one corporate editor, they must be recorded in the sequence given in the publication and separated by a # since a repeatable field is involved.

Examples:

UWI. Institute of Social and Economic Research

CARICOM

Netherlands Antilles. Central Bank

Centro Nacional de Información de Ciencias Médicas

30 TITLE OF SERIAL

DATA

DEFINITION:

Title of a serial (review, yearbook, newspaper, monographic series, etc.) in the language and manner in which it is recorded in the publication; parallel titles in the case of multilingual publications. Multilingual publications are considered to be those in which the text appears in more than one language.

PURPOSE

OF FIELD:

This field is used to register the title of a serial treated at serial level or when the serial level is required as a source for an as, ms or ams level of description.

BASIC

CHARACTERISTICS:

Variable length. Maximum 150 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

Title: the title must be recorded in full, omitting only the initial articles, except when the title loses its grammatical meaning without the article.

The first letter of each significant word must be capitalized.

E.g.: Social and Economic Studies

In order to ensure that the entry of titles of serials is standardized, the corresponding authority list must always be consulted.

In entering more than one serial title, they must be registered in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples:

Boletin de Poblacion #Population Bulletin

Revista Cubana de Higiene y Epidemiologia

Caribbean Conservation News

Bulletin of Eastern Caribbean Affairs

31 VOLUME NUMBER OF SERIAL

DATA

DEFINITION:

All the numbers of a review published within a given period (usually one year), which may appear under the heading volume, year, tome, etc.

PURPOSE

OF FIELD:

This field is used to register the volume number of a serial when the serial level is required as a source for an as, ms or ams level of description.

BASIC

CHARACTERISTICS:

Variable length. Maximum 25 characters.

DESCRIPTION

OF ELEMENTS:

The elements of this field are: heading and number.

- a) Heading: The heading is the word given by the publisher to this series of issues of a review. It must be recorded as it appears in the publication, with only the word "volume" abbreviated (vol.).
- b) Number: The number must be recorded following the heading, after a space and always in Arabic numerals.

If the publication contains more than one word indicating volume, all of them must be registered, with each of them separated by a comma and a space.

E.g.: year 1, vol. 2

If the volume has a subdivision, this information must then be recorded, after a comma and a space.

E.g.: vol. 3, part 5

Examples:

vol. 5

year 3, vol. 2

In the case of journals which do not provide any information in respect of volume and indicate only the consecutive numbering of their issues, no information should be recorded in this field.

32 ISSUE NUMBER OF SERIAL

DATA

DEFINITION: Correlative number which identifies each individual issue of a serial, within its collection or volume.

PURPOSE

OF FIELD: This field is used to register the number of a serial when the serial level is required as a source for an as, ms or ams level of description.

BASIC

CHARACTERISTICS: Variable length. Maximum 25 characters.

DESCRIPTION

OF ELEMENTS: This field may be made up of one or more of the following elements: heading, number and characteristics.

- a) Heading: The heading must be recorded as it appears in the publication, in its original language, with only the word "number" abbreviated (n.).
- b) Number: The number must be registered following the heading, after a space, and always in Arabic numerals.
- c) Characteristics: In the case of a special, commemorative, etc. issue, this information must be recorded following the heading and/or number, after a comma and/or a space, as appropriate.

If the issue has a subdivision, this information must then be recorded, after a comma and a space.

Examples:

n. 5

supplement

special n.

33 FREQUENCY OF SERIAL

DATA

DEFINITION:

Frequency (regular or irregular) with which a serial is published.

PURPOSE

OF FIELD:

This field is used to register the frequency of a serial treated at serial level (serials described as entities in their own right).

BASIC

CHARACTERISTICS:

Variable length. Maximum 50 characters.

DESCRIPTION

OF ELEMENTS:

The current frequency is to be recorded in this field. Any change in the frequency of a serial should be registered in field No 68 (Notes), with only current information recorded in this field.

Examples:

Irregular

Annual

Quarterly

34 HOLDINGS OF SERIAL

DATA

DEFINITION:

Information on the state of the collection of a serial at a given information unit.

PURPOSE

OF FIELD:

This field is used to register the holdings of a serial treated at serial level (serials described as entities in their own right).

BASIC

CHARACTERISTICS:

Variable length. Maximum 150 characters.

DESCRIPTION

OF ELEMENTS:

The holdings are usually expressed in years.

The year in which the collection was initiated in the information unit must always be indicated. The following conventions must be used in recording information on the subsequent years:

- hyphen indicates continuity
- , comma indicates temporary suspension
- . full-stop indicates definitive suspension
- ()brackets indicate incomplete holdings

- E.g.: 1975- The publication is available uninterruptedly from 1975;
- 1960-1963, 1969- The publication began to be received in 1960; it was stopped in 1963 and has again been received ever since 1969;
- 1972-1977. The collection is complete between the years 1972 and 1977 only.

Information on the holdings of a serial in an information unit must be updated periodically.

Examples:

1972-1973, 1977-1978.

1965-1966, (1968), 1970-

1978-

35 ISSN

DATA

DEFINITION:

ISSN is the International Standard Serial Number which usually appears on serials for purposes of international identification, and is assigned in accordance with ISO standards.5/

PURPOSE

OF FIELD:

This field is used to register the ISSN of a serial treated at serial level (serials described as entities in their own right).

BASIC

CHARACTERISTICS:

Variable length. Maximum 9 characters.

DESCRIPTION

OF ELEMENTS:

The ISSN is a number consisting of eight digits divided into two groups of four characters each, separated by a hyphen, with the final character corresponding to a verifying element which may be an X or a digit from 0 to 9.

The ISSN must be recorded in full, including the hyphen, but omitting the acronym "ISSN", which is printed subsequently by programme.

Examples:

0022-0388

0002-8282

38 PUBLISHER

DATA

DEFINITION:

Institution responsible for publishing a document.

PURPOSE

OF FIELD:

This field is used to register the publisher of a document treated at a monographic, collective or serial level and at the am, amc and ams levels of description (always containing information relating to the monographic element).

BASIC

CHARACTERISTICS:

Variable length. Maximum 200 characters.

DESCRIPTION

OF ELEMENTS:

Publishers must, insofar as is possible, be recorded in the manner which has been adopted for entering institutional authors, except only that the name of the country is omitted in the case of governmental entities.

In the case of commercial publishers, abbreviations such as "Inc.", "Cia.", "Ltd.", etc., must be omitted.

In the case of document published jointly by more than one publishing house, the one located at the place where the document was printed must be selected; if this information is not available, the publishing house mentioned first must be selected.

Examples:

Editorial Orbe

Oxford University Press

Central Statistical Office

39 CITY OF PUBLICATION

DATA

DEFINITION: The city in which the publishing house responsible for the publication of the document is located.

PURPOSE

OF FIELD: This field is used to register the name of the city where the publisher of a document treated at analytic, monographic, collective or serial level is located.

BASIC

CHARACTERISTICS: Variable length. Maximum 30 characters.

DESCRIPTION

OF ELEMENTS: The name of the city must be registered in full and in the language in which the name of the publisher is recorded in field No 38 or the title of the serial is recorded in field No 30, in the official version.

In some documents more than one city are named as the location of the publishing house; in such a case, the one which coincides with the place of printing must be chosen; if that information is not available, the city mentioned first must be chosen.

Examples:

La Habana

Kingston

Paramaribo

40 COUNTRY OF PUBLICATION

DATA

DEFINITION:

Country in which the institution responsible for publishing a document is located.

PURPOSE

OF FIELD:

This field is used to register the country of the publishing house of a document treated at analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Fixed length. 2 characters.

DESCRIPTION

OF ELEMENTS:

The name of the country must be registered in accordance with the ISO two-character code 6/ (see Annex 1).

The support for the information recorded in this field is to be found in a supplementary file containing the name of the country in full.

Examples:

CU

JM

SR

41 EDITION

DATA

DEFINITION:

All copies of a work printed at the same time in the same print.7/

PURPOSE

OF FIELD:

This field is used to register the information on edition of a document treated at monographic or collective level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 25 characters.

DESCRIPTION

OF ELEMENTS:

This field may consist of the following elements: number and characteristics.

- a) Number: the number of the edition must be registered in Arabic numerals followed by a full-stop, without the ordinal suffixes used; after a space the abbreviation "Ed." followed by a full-stop is registered.
- b) Characteristics: This information is recorded in the language of the text, in accordance with the following abbreviations:

	Spanish	English	French	Portuguese
Abridged	: abr.	abr.	abr.	abr.
Enlarged	: aum.	enl.	aug.	aum.
Annotated	: com.	ann.	com.	com.
Corrected	: corr.	corr.	corr.	corr.
Special	: sp.	sp.	sp.	esp.
Revised	: rev.	rev.	rev.	rev.
Draft	:	df.		

First editions and reprints must not be registered in this field.

Examples:

2. Ed.

3. Ed. enl. and corr.

42 DESCRIPTIVE INFORMATION

DATA

DEFINITION:

Graphic information which accompanies the text of a document (illustrations, figures, maps, etc.).

PURPOSE

OF FIELD:

This field is used to register descriptive information in a document treated at analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 40 characters.

DESCRIPTION

OF ELEMENTS:

This element may consist in one or more types of graphic information such as tables, figures, photographs, maps, etc.

The following abbreviations are used in recording this information:

illus. : illustrations (including photographs, sketches, etc.)

diags. : diagrams

maps. : maps

tbls. : tables

When recording more than one graphic information, they must be registered separated by a comma and a space.

Examples

tbls.

diags., maps.

44 DATE OF PUBLICATION IN ISO STANDARD FORMAT

DATA**DEFINITION:**

Date of publication of a document recorded in a standardized way, with the objective of making it retrievable for purposes of the printing of indexes, on-line searches, etc. This information is recorded in accordance with the ISO format.8/

PURPOSE**OF FIELD:**

This field is used to register the standardized date of a document treated at analytic, monographic, collective or serial level.

BASIC**CHARACTERISTICS:**

Fixed length. 8 characters.

DESCRIPTION**OF ELEMENTS:**

The date of publication in standard form is recorded in the following order:

Year : The year is recorded in full in the first four characters. If more than one year appears, the last one mentioned is registered.

Month: The month is recorded in the fifth and sixth characters, with the digits 01 to 12 used.

If there is more than one month, the last named is registered.

If there is no month of publication, the two characters are replaced by zeros: 00.

Day : The day is recorded in the seventh and eight characters, with the digits 01 to 31 used.

If more than one day appears, the last named is registered.

If there is no day of publication, the two characters are replaced by zeros: 00.

This field should always be filled in.

If no date is indicated, it should be estimated.

Examples:

19800600

19781013

19810000

45 SYMBOL

DATA

DEFINITION: Signature generally used by international bodies to identify their publications.

PURPOSE

OF FIELD: This field is used to register the symbol of a document treated at analytic, monographic, collective and serial level.

BASIC

CHARACTERISTICS: Variable length. Maximum 30 characters. Repeatable.

DESCRIPTION

OF ELEMENTS: The symbol is a combination of numbers and letters and should be recorded as it appears in the publication. For the purpose of obtaining lists of symbols in their correct numerical order, it is recommended that zeros be placed in front of the numerical segments of a symbol which may vary in terms of the number of characters in them.

If it is considered necessary to include the name of the institution responsible for the publication, its acronym should be placed before the symbol, separated from it by a colon.

Symbols should not be confused with the sales numbers or with the number of reports, projects, etc. Acronyms or a series of acronyms do not constitute symbols.

When a document has more than one symbol, they should be recorded with a # between them since a repeatable field is involved.

Examples:

E/CEPAL/CDCC/61

IDRC-059e

REP. 77/3/23 NP

50 INSTITUTION TO WHICH THESIS IS PRESENTED

DATA

DEFINITION:

Name of the institution (university, institute, academy) to which a thesis is presented in fulfillment of a requirement for obtaining an academic or university degree.

PURPOSE

OF FIELD:

This field is used to register the name of the institution to which a thesis which has been treated at monographic level and at the am level of description is presented.

BASIC

CHARACTERISTICS:

Variable length. Maximum 200 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

The name of the institution must be recorded in compliance with the rules governing the entry of corporate authors. To ensure that the entry in this field is standardized, the Institutional Authors File must always be consulted.

When more than one entry is made in this field, they must be recorded in such a way that they are separated by a # since a repeatable field is involved.

Examples:

UWI. Faculty of Agriculture

Universiteit van Suriname. Medische Faculteit

51 ACADEMIC DEGREE FOR WHICH THESIS IS PRESENTED

DATA

DEFINITION:

Academic degree for which thesis is presented.

PURPOSE

OF FIELD:

This field is used to register the academic degree for which a thesis which has been treated at monographic level and at the am level of description is presented.

BASIC

CHARACTERISTICS:

Variable length. Maximum 30 characters.

DESCRIPTION

OF ELEMENTS:

The academic or professional degree must be described in the original language and as it appears in the document.

Examples:

Bachelor

Master

Ph.d

Doctor

Licenciado

52 ORGANIZATION SPONSORING A CONFERENCE

DATA

DEFINITION:

Institution or institutions sponsoring or organizing the conference or meeting recorded in field No 53.

PURPOSE

OF FIELD:

This field is used to register the institutions sponsoring a conference treated at the analytic, monographic or collective level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 200 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

The name of the institution must be recorded in compliance with the rules governing the entry of institutional authors. In order to ensure the standardization of the entry in this field, the Institutional Authors File must always be consulted.

If there is more than one sponsoring institution, they must be registered in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples:

CARICOM

ECLA. Subregional Headquarters for the Caribbean # IDRC

53 NAME OF CONFERENCE

DATA

DEFINITION:

Name of a conference, meeting, congress, symposium, course, etc., as it appears in the document and number of the meeting when appropriate.

PURPOSE

OF FIELD:

This field is used to register the name of a conference which has been treated at analytic, monographic or collective level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 250 characters.

DESCRIPTION

OF ELEMENTS:

The elements of this field are: name and number of the conference.

- a) Name of the conference: The name of the conference is obtained from the document and must be recorded in its original language, capitalizing the first letter of the significant words. Care must be taken to record the official name of the conference, course, etc., and to see that the name is alined with previous entries.
- b) Number of the conference: The number of a conference, if there is one, must be recorded following the name, after a comma, and always in Arabic numerals, with the expression number omitted.

The information which is recorded in this field may correspond to the official publication containing all the studies submitted to a conference (records or proceedings) or to studies submitted to a meeting individually and published as a monograph, as a chapter of a book or as an article in a serial.

Examples:

Conference of Ministers Responsible for Health,6

Meeting of Officials of National Planning Agencies,3

Workshop on Energy Accounting Systems

54 CITY OF CONFERENCE

DATA**DEFINITION:**

City in which the conference recorded in field No 53 took place.

PURPOSE**OF FIELD:**

This field is used to register the city of the conference treated at the analytic, monographic or collective level.

BASIC**CHARACTERISTICS:**

Variable length. Maximum 30 characters.

DESCRIPTION**OF ELEMENTS:**

The name of the city should be recorded in its entirety, in its official version in the language in which the conference was recorded.

Examples:

St. George's

Georgetown

San Juan

55 COUNTRY OF CONFERENCE

DATA

DEFINITION:

Country in which the conference recorded in field No 53 took place.

PURPOSE

OF FIELD:

This field is used to register the country of the conference treated at the analytic, monographic or collective level.

BASIC

CHARACTERISTICS:

Fixed length. 2 characters.

DESCRIPTION

OF ELEMENTS:

The name of the country should be registered according to the ISO two-character code (see Annex 1).

Examples:

GD

GY

PR

56 DATE OF CONFERENCE

DATA

DEFINITION: Dates on which the conference or meeting recorded in field No 53 took place, registered in extenso.

PURPOSE

OF FIELD: This field is used to register the date of a conference treated at the analytic, monographic or collective level.

BASIC

CHARACTERISTICS: Variable length. Maximum 50 characters.

DESCRIPTION

OF ELEMENTS: The date of a conference is recorded in the original language of the document, eliminating the prepositions and without abbreviations.

The order of the elements should be: day, month, year.

Inclusive dates should be separated by a hyphen.

Examples:

16 April 1975

12 October-4 November 1980

24-28 April 1976

58 ORGANIZATION SPONSORING A PROJECT

DATA

DEFINITION: Name of the institution or institutions responsible for the project or programme recorded in field No 59.

PURPOSE
OF FIELD:

This field is used to register the institution sponsoring the project in a document treated at the analytic, monographic, collective or serial level.

BASIC
CHARACTERISTICS:

Variable length. Maximum 200 characters. Repeatable.

DESCRIPTION
OF ELEMENTS:

The name of the institution should be recorded in conformity with the rules governing the entry of institutional authors. In order to normalize entry in this field, the Institutional Authors File should always be consulted.

When more than one case is entered in this field, the cases should be recorded in the sequence given in the document and separated by a # since a repeatable field is involved.

Examples:

FAO #ILO

IDS

UN.ECLA

59 NAME OF PROJECT

DATA

DEFINITION:

Name of the project or program mentioned in the document analyzed.

PURPOSE

OF FIELD:

This field is used to register the name of the project in a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 250 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

The name of project is obtained from the document and should be recorded in its original language, with the first letters of the significant words in upper case. If there is an acronym identifying the project, it should be recorded following the name.

When several projects are entered, they should be separated by a # since a repeatable field is involved.

Examples:

Caribbean Regional Training Project

Caribbean Environment Project

Assistance to the Ministry of Education and Community Development

60 PROJECT NUMBER

DATA

DEFINITION:

Number or combination of numbers and letters which identify the project or program recorded in field No 59.

PURPOSE

OF FIELD:

This field is used to register the number of the project in a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 20 characters.

DESCRIPTION

OF ELEMENTS:

The project number is obtained from the document and should be recorded as it appears in the document.

The project number should not be confused with the symbol, report number or sales number.

Examples:

RLA/76/103

RLA/78-15

SUR/78/003

62 DISSEMINATION OF INFORMATION

DATA

DEFINITION:

Information on the dissemination which should be given to the document analyzed, generally agreed on by its publishers, and which determines how the information unit may disseminate it.

PURPOSE

OF FIELD:

This field is used to register the dissemination which may be given to a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 50 characters.

DESCRIPTION

OF ELEMENTS:

This field indicates the type of dissemination which may be given to the documents entered in the information system.

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 semiconfidential 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 62.

Examples:

General

Limited

Confidential

68 NOTES

DATA

DEFINITION:

Complementary information on the document analyzed which has not been specified in another field.

PURPOSE

OF FIELD:

This field is used to register the notes to a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 300 characters.

DESCRIPTION

OF ELEMENTS:

This field contains, as Notes, all complementary information on the document analyzed which has not been recorded as part of the bibliographic description and is considered of interest to the user.

This field should contain, in free language, the information on edition in other languages and related documents.

This field should also contain the volumes actually held in a collection, when the information entered in field No 27 indicates that the existing collection is incomplete.

Examples:

Trilingual publication

Library has: v.1,2,5

Title of English publication is International Social Science Journal (06554)

69 FIELDS TO COPY

DATA

DEFINITION:

Instruction which, in the data entry process, makes it possible to copy information related to the document being entered, directly from a record entered previously.

PURPOSE

OF FIELD:

This field is used to register the fields to copy from other records when entering a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 130 characters.

DESCRIPTION

OF ELEMENTS:

In accordance with the instruction printed on the BDW, it is necessary to register the ISIS number of the document being referred to, in order to copy from it information which is also relevant to the document being analyzed, and the numbers of the fields which are to be copied from that record.

Examples:

Copy (ISIS No) 3240 = 16,17,18,21,23,25,27,38

Copy (ISIS No) 356 = 30-42

Copy (ISIS No) 678 = 30,31,32

72 ABSTRACT

DATA

DEFINITION: Extract or compendium of the basic content of a document.

PURPOSE

OF FIELD: This field is used to register the abstract of a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS: Variable length. Maximum 2500 characters.

DESCRIPTION

OF ELEMENTS: This field contains the text of the abstract prepared for the document being analyzed, whether in free language or as an integrated abstract (combination of free language and descriptors placed between oblique lines).

The abstract of the document should be prepared according to the guidelines for the elaboration of abstracts agreed upon by the information unit.

74 PERIOD COVERED: INITIAL YEAR

DATA

DEFINITION:

Initial year or year to which the information contained in the document analyzed corresponds.

PURPOSE

OF FIELD:

This field is used to register the initial year or the year referred to by the content of a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. 4 characters.

DESCRIPTION

OF ELEMENTS:

The year to which the information contained in the document refers should be recorded, if it is known, or the initial year if this information refers to a larger period of time (in the latter case, the final year of that period should be indicated in field No 75).

Examples:

1981

1945

1979

75 PERIOD COVERED: FINAL YEAR

DATA

DEFINITION: Final year of the period covered by the information contained in the document analyzed.

PURPOSE

OF FIELD: This field is used to register the final year referred to by the content of a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS: Variable length. 4 characters.

DESCRIPTION

OF ELEMENTS: The final year of the period covered by the information contained in the document should be recorded, if this information refers to a definite period of time and the initial year has been recorded in field No 74.

Examples:

1989

1982

1976

76 DESCRIPTORS: SUBJECT ANALYSIS

DATA

DEFINITION:

Terms made up of one or more key words which summarize or denote a concept, taken from a thesaurus or controlled vocabulary used by the information unit.

PURPOSE

OF FIELD:

This field is used to register the descriptors assigned to a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 400 characters.

DESCRIPTION

OF ELEMENTS:

This field contains all the descriptors which summarize the subject content of the document, resulting from the indexing process, assigned according to the indexing guidelines agreed upon by the information unit.

The descriptors should be written in capital letters, between indicators, separated from each other by a space.

If an integrated abstract (including descriptors) has been entered in field No 72, it is not necessary to enter information in this field.

Examples:

<ECONOMIC DEVELOPMENT> <ECONOMIC GROWTH>

<DEVELOPMENT POLICY>

<IMPORT SUBSTITUTION> <STATISTICAL DATA>

80 DEVSIS CATEGORY

DATA**DEFINITION:**

Scheme of subject categories determined by the information unit for the purpose of organizing the records included in a bibliography or in the edition of a publication, under large subject groups. To be entered by the Caribbean Documentation Centre only.

PURPOSE**OF FIELD:**

This field is used to register the primary subject categories assigned to a document treated at the analytic, monographic, collective or serial level.

BASIC**CHARACTERISTICS:**

Variable length. Maximum 120 characters.

DESCRIPTION**OF ELEMENTS:**

The categories should be recorded in capital letters, between indicators, and separated from each other by space. The categories may be registered through a code representing them. In such cases, the support for this information should be entered in an auxiliary file containing its full version.

The subject categories are to be assigned in conformity with the indexing guidelines determined by the information unit^U

82 GEOGRAPHIC CATEGORY

DATA

DEFINITION:

Categorization of the document analyzed according to the country or region to which its content chiefly refers, for the purpose of organizing the records to be included in a bibliography, the edition of a journal, etc.

PURPOSE

OF FIELD:

This field is used to register the geographic category assigned to a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. 2 characters.

DESCRIPTION

OF ELEMENTS:

This field contains the ISO two-character code corresponding to either the country or region to which the content of a document analyzed refers primarily (see Annex 2).

If the document is a world-level study with no emphasis on a specific country or region, the following should be indicated: XZ.

If a theoretic or methodological study is involved, the following should be indicated: ZZ.

The assigning of a geographic category should be directly related to the information entered in field No 83 and 84.

Examples:

- BB (main country Barbados information obtained from field No 83)
- ZZ (theoretic or methodological study; information obtained from field No 84)
- XZ (world-level study; information obtained from field No 84)

83 PRIMARY COUNTRIES

DATA

DEFINITION: Code of the country, countries or regions of Latin America and the Caribbean to which the content of the document analyzed refers.

PURPOSE

OF FIELD: This field is used to register the primary countries referred to by a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS: Variable length. 2 characters. Repeatable.

DESCRIPTION

OF ELEMENTS: The ISO two-character code or codes corresponding to the primary countries or regions treated in the document (see Annex 1) should be used.

Information in this field should be recorded in accordance with the indexing guidelines determined by the information unit.

Examples:

JM (study on Jamaica)
LC VC (study on St. Lucia and St. Vincent)
AN (study on the Netherlands Antilles)
XI (study on the Caribbean)

84 SECONDARY COUNTRIES

DATA

DEFINITION:

Code of the country, countries or regions not in Latin America and the Caribbean, to which the content of the document analyzed refers.

PURPOSE

OF FIELD:

This field is used to register the secondary countries referred to by a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. 2 characters. Repeatable.

DESCRIPTION

OF ELEMENTS:

The ISO two-character code or codes corresponding to the secondary countries or regions treated in the document (see Annex 1) should be used.

This field should also indicate whether a world-level study with no emphasis on a particular country or region is involved (XZ) or whether the document is a theoretical or methodological one (ZZ).

Information in this field should be recorded in accordance with the indexing guidelines determined by the information unit.

Examples:

FR	GB	(study on France and Great Britain)
XZ		(world-level study)
ZZ		(theoretical or methodological study)
GB	ZZ	(theoretical or methodological study including information on Great Britain)

85 ADMINISTRATIVE DIVISIONS AND NATURAL REGIONS

DATA

DEFINITION:

Administrative divisions (within a country) and natural regions (within a country or covering one or more countries) to which the document analyzed refers.

PURPOSE

OF FIELD:

This field is used to register the administrative divisions and natural regions referred to by a document treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 200 characters.

DESCRIPTION

OF ELEMENTS:

The names of the administrative divisions and natural regions should be recorded in capital letters, between indicators, separated from each other by a space.

Care must be taken to record the official name and to standardize the names with previous entries.

Information in this field should be recorded according to the indexing guidelines determined by the information unit.

Examples:

<TOBAGO>

<ARUBA>

<COUNTY CARONI> <PROVINCIA DE ORIENTE>

87 RELATIONSHIP WITH OTHER SYSTEMS

DATA

DEFINITION:

Abbreviation or code which identifies other data bases into which the document analyzed could be entered, recorded for the purposes of selection of material in those data bases.

PURPOSE

OF FIELD:

This field is used to register the relationship with other systems when a document is treated at the analytic, monographic, collective or serial level.

BASIC

CHARACTERISTICS:

Variable length. Maximum 100 characters.

DESCRIPTION

OF ELEMENTS:

The code or abbreviation identifying the data base is recorded. If several cases are recorded, they should be separated by commas.

Examples:

CLAPLAN

DOCPAL

BIBLOS, CLAPLAN

DEVSI5

AGRIS

III. Part three

- Table of fields to occupy according to type of record
- Examples of types of record

TABLE OF FIELDS TO BE COMPLETED ACCORDING TO TYPE OF RECORD

The definition of the type of record makes it possible to determine which fields should be occupied, both on the Bibliographic Description Worksheet and the Content Analysis Worksheet, in order to register the bibliographic information correctly.

To indicate the fields to be completed in each type of record, a table has been prepared indicating the fields which should record information and in which cases that information is considered obligatory, essential or desirable.

- O : Obligatory : The information marked obligatory is information which determines the creation of a record in the data base and should always be recorded.
- E : Essential : The information marked essential is information considered highly desirable to record. If such information exists in the document analyzed, it is essential to record it.
- D : Desirable : The information marked desirable is information which is recorded only if it is available and is not obligatory.

TABLE OF FIELDS TO OCCUPY ACCORDING TO TYPE OF RECORD

Type of record	Number of field				
S as	OE000EE	EEOE-----	OEE----EE-D	EE-----DED	EDDEDDEEEEEEDDE
S ams	OE000EE	EEOEEEOE-----	OEE----EE-D	EE-----DED	EDDEDDEEEEEEDDE
S ms	OE000EE	----EEOE-----	OEE----EE-D	EE-----DED	EDDEDDEEEEEEDDE
S s	OE000EE	-----EO--	EEEEEE-D	EE-----DED	EDDEDDEEEEEEDDE
SC as	OE000EE	EEOE-----	OEE----EE-D	EE--DODDDDED	EDDEDDEEEEEEDDE
SC ams	OE000EE	EEOEEEOE-----	OEE----EE-D	EE--DODDDDED	EDDEDDEEEEEEDDE
SC ms	OE000EE	----EEOE-----	OEE----EE-D	EE--DODDDDED	EDDEDDEEEEEEDDE
M am	OE000EE	EEOEEEOE-----	EEE-D	EE-----DED	EDDEDDEEEEEEDDE
M amc	OE000EE	EEOEEEOEEEOE-----	EEE-D	EE-----DED	EDDEDDEEEEEEDDE
M ams	OE000EE	EEOEEEOE-----	OEE----EEE-D	EE-----DED	EDDEDDEEEEEEDDE
M m	OE000EE	----EEOE-----	EEEEE-D	EE-----DED	EDDEDDEEEEEEDDE
M mc	OE000EE	----EEOEEEOE-----	EEEEE-D	EE-----DED	EDDEDDEEEEEEDDE
M ms	OE000EE	----EEOE-----	OEE----EEEEE-D	EE-----DED	EDDEDDEEEEEEDDE
M c	OE000EE	-----EEOE-----	EEEEE-D	EE-----DED	EDDEDDEEEEEEDDE
MC am	OE000EE	EEOEEEOE-----	EEE-D	EE--DODDDDED	EDDEDDEEEEEEDDE
MC amc	OE000EE	EEOEEEOEEEOE-----	EEE-D	EE--DODDDDED	EDDEDDEEEEEEDDE
MC ams	OE000EE	EEOEEEOE-----	OEE----EEE-D	EE--DODDDDED	EDDEDDEEEEEEDDE
MC m	OE000EE	----EEOE-----	EEEEE-D	EE--DODDDDED	EDDEDDEEEEEEDDE
MC mc	OE000EE	----EEOEEEOE-----	EEEEE-D	EE--DODDDDED	EDDEDDEEEEEEDDE
MC ms	OE000EE	----EEOE-----	OEE----EEEEE-D	EE--DODDDDED	EDDEDDEEEEEEDDE
MC c	OE000EE	-----EEOE-----	EEEEE-D	EE--DODDDDED	EDDEDDEEEEEEDDE
V am	OE000EE	EEOEEEOE-----	DDD-D	ED-----DED	EDDEDDEEEEEEDDE
V m	OE000EE	----EEOE-----	DDD-D	ED-----DED	EDDEDDEEEEEEDDE
VC am	OE000EE	EEOEEEOE-----	DDD-D	ED--DODDDDED	EDDEDDEEEEEEDDE
VC m	OE000EE	----EEOE-----	DDD-D	EE--DODDDDED	EDDEDDEEEEEEDDE
T am	OE000EE	EEOEEEOE-----	EEE-D	EEEE-----	EDDEDDEEEEEEDDE
T m	OE000EE	----EEOE-----	EEEEE-D	EEEE-----	EDDEDDEEEEEEDDE
TC am	OE000EE	EEOEEEOE-----	EEE~D	EEEEEODDD---	EDDEDDEEEEEEDDE
TC m	OE000EE	----EEOE-----	EEEEE-D	EEEEEODDD---	EDDEDDEEEEEEDDE

EXAMPLES OF TYPES OF RECORDS

Below are the Bibliographic Record Cards of 10 selected types of record.

<u>Document analyzed</u>	<u>Type of record</u>
1. Serial	S s
2. Article in a serial	S as
3. Monograph	M m
4. Collection of monographs	M c
5. Monograph belonging to a collection	M mc
6. Monograph belonging to a series	M ms
7. Chapter of a monograph belonging to a series	M ams
8. Chapter of a report of a conference published as monograph belonging to a collection	MC amc
9 . Report of a conference published as a monograph	MC m
10. Thesis	T m

ISIS No.		UN/ECLA Caribbean Documentation Centre Bibliographic Record Card			<input checked="" type="checkbox"/> New <input type="checkbox"/> Correction	01 Name of file CARIB	03 Physical Location CDC	07 Participating Centre CDC	08 Control No.									
SERIAL	MONOGRAPH	NON-CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL	ANALYTIC	Personal Author (50) R	10						
											Institutional Author (200) R	11						
	(S)	M	V	T	C	S	a	m	e	S	Title (250) R	12						
04	Type of Literature				05	06 Level of Description							14	Pages (30)				
MONOGRAPHIC	Personal Author (50) R		16															
	Institutional Author (200) R		17															
	Title (250) R		18															
						20		Pages (30)			21		Vol. No. (25)					
COLLECTIVE	Personal Author (50) R		23															
	Institutional Author (200) R		24															
	Title (250) R		25															
								27		Total No. of Vols. (20)								
SERIAL LEVEL	Corporate Editor (200)		29		Trinidad and Tobago. Central Statistical Office			31		Vol. No.	33		Frequency (50)	35		ISSN (9)		
	Title of Serial (150) R		30		CSO Research Papers			32		Issue No.	34		Holdings (150)	m. 3 -				
IMPRINT AREA	38		Publisher (200)		Central Statistical Office			39		City (30)	40		Country (2)	41		Edition		
	42		Descriptive Information (40)		tbls			44		Standardized Date (8)	45		Symbol (30) R					
THESIS	50		Institution (200)										51		Academic Degree (30)			
CONFERENCE	52		Sponsoring Organization (200)										54		City (20)	55		Country
	53		Name of Conference (250)										56		Imprint date of Conference (50)			

Project	Sponsoring Organization	R	59	60	Number (20)
	Name	R	59		
72	Abstract (2500)				

Presents results of research conducted by public servants and other social scientists, on the social and economic life of Trinidad and Tobago and the Caribbean region

Period Covered													
74	Initial Year	75	Final Year										
76	Descriptors (400)	<SOCIAL CONDITIONS> <ECONOMIC CONDITIONS> <RESEARCH>				80	DEVSIS	83	Primary Country R	84	Secondary Country R	85	Administrative and Natural Regions (200)
						82	Geog. Category	TT XI					
						82	TT						
88	Code												
62	Dissemination: General <input checked="" type="checkbox"/> Limited <input type="checkbox"/> Restricted <input type="checkbox"/> Confidential <input type="checkbox"/>						87	Relationship (100) with other systems		92 Control			
68	Notes								Date sent	Date rec'd (CDC)	Final Revision		
69	Fields to copy	Copy	ISIS No.										

ISIS No.		UN ECLA Caribbean Documentation Centre Bibliographic Record Card				<input checked="" type="checkbox"/> New <input type="checkbox"/> Correction	01 Name of file CARBIB	03 Physical Location CDC	07 Participating Centre CDC	08 Control No.
SERIES	MONOGRAPH NON-CONVENTIONAL THESIS CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC MONOGRAPHIC COLLECTIVE SERIAL	A N A L Y T I C	Personal Author (50) R	10	Eckstein, John			
					Institutional Author (200) R	11				
					Title (250) R	12	Inflation in land and housing in Trinidad and Tobago			
04 Type of Literature	05		06 Level of Description				14 Pages (30) pp. 19-40			
MONOGRAPHIC	Personal Author (50) R	16								
	Institutional Author (200) R	17								
	Title (250) R	18			20 Pages (30)	21 Vol. No. (25)				
COLLECTIVE	Personal Author (50) R	23								
	Institutional Author (200) R	24								
	Title (250) R	25			27 Total No. of Vols. (20)					
SERIAL LEVEL	Corporate Editor (200)	29			31 Vol. No.	33 Frequency (50)	35 ISSN (9)			
	Title of Serial (150) R	30	CSO Research Papers		32 Issue No. n. 11	34 Holdings (150)				
IMPRINT AREA	38 Publisher (200)				39 City (30) Port-of-Spain	40 Country (2)	41 Edition			
	42 Descriptive Information (40)	tbls		44 Standardized Date (8) 19810000	45 Symbol (30) R					
THESIS	50 Institution (200)					51 Academic Degree (30)				
CONFERENCE	52 Sponsoring Organization (200)					54 City (20)		55 Country		
	53 Name of Conference (250)					56 Imprint date of Conference (50)				

Project	Sponsoring Organization	R	58
	Name	R	59
			60 Number (20)

72 Abstract (2500) Attributes the escalation in the price of house and land between 1974 and 1977 to: the magnitude of financial resources available to financial institutions as a result of the increase in oil prices; the limited absorptive capacity of the domestic financial markets and the domestic economy generally; the inflexibility of Government legislation relating to the composition of the investment portfolios; the biasing of the investment portfolios of the major financial institutions towards mortgage financing; the inability of the housing sector to keep pace with the growth in financial resources and the increasing demand for housing; and considerable financial speculation in house and land made possible by the housing shortage and the scarcity of building land along with permissive legislation in the area of fiscal policy. Additional variables contributing to this inflation include, rising wage rates in the construction industry, the cost of building materials and fees charged for professional services. The analysis is supported by statistical tables. Recommends measures to drain liquidity and a programme to provide reasonably-priced housing

Period Covered															
74	Initial Year	75	Final Year												
	1974		1977												
76	Descriptors (400)	<FINANCIAL POLICY> <INFLATION> <HOUSING> <LAND SPECULATION>				80	DEVSIS	83	Primary Country	R	84	Secondary Country	R	85	Administrative and Natural Regions (200)
						82	Geog. Category	TT							
						TT									
88	Code														
62	Dissemination:	General	<input checked="" type="checkbox"/>	Limited	<input type="checkbox"/>	Restricted	<input type="checkbox"/>	Confidential	<input type="checkbox"/>	87	Relationship (100) with other systems	92 Control			
68	Notes										Date sent	Date rec'd (CDC)	Final Revision		
69	Fields to copy	Copy	ISIS No.												

ISIS No.		UN/ECLA Caribbean Documentation Centre Bibliographic Record Card		<input checked="" type="checkbox"/> New <input type="checkbox"/> Correction	01 Name of file CARIBB	03 Physical Location CDC	07 Participating Centre CDC	08 Control No.						
SERIAL	MONOGRAPH	NON-CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL	ANALYTIC	Personal Author (50) R	10		
												Institutional Author (200) R	11	
	S	M	V	T	C	m	a	m	c		s		Title (250) R	12
04	Type of Literature				05	06 Level of Description					14	Pages (30)		
MONOGRAPHIC	Personal Author (50) R		16	Demas, William G.#Imbert, I.D.C.#Lalla, Kenneth#Chow, Leo#Patino, Valence										
	Institutional Author (200) R		17	Trinidad and Tobago. Review Team to Enquire into the Malabar 2,200 Housing and the Centralized Racing Complex Projects										
	Title (250) R		18	Report of the Review Team to Enquire into the Malabar 2,200 Housing and the Centralized Racing Complex Projects										
				20	Pages (30) 58 p		21	Vol. No. (25)						
COLLECTIVE	Personal Author (50) R		23											
	Institutional Author (200) R		24											
	Title (250) R		25											
				27	Total No. of Vols. (20)									
SERIAL LEVEL	Corporate Editor (200) R		29											
	Title of Serial (150) R		30											
				31	Vol. No.		33	Frequency (50)		35	ISSN (9)			
				32	Issue No.		34	Holdings (150)						
IMPRINT AREA	38 Publisher (200) Ministry of Finance			39	City (30) Port-of-Spain		40	Country (2) TT		41	Edition			
	42 Descriptive Information (40)			44	Standardized Date (8) 19810700		45	Symbol (30) R						
THESIS	50 Institution (200)			51	Academic Degree (30)									
CONFERENCE	52 Sponsoring Organization (200)			54	City (20)		55	Country						
	53 Name of Conference (250)			56	Imprint date of Conference (50)									

Project	Sponsoring Organization	R	58	Trinidad and Tobago, Government		
	Name	R	59	Malabar 2,200 Housing Project#Centralized Racing Complex Project	60	Number (20)

72 Abstract (2500) In order to make recommendations for expeditious completion of the housing project, the team examined various aspects and recommends forfeiture by the contractor, and project managing to complete the works within a given time frame, absorption of the Housing Task Force into the Ministry of Housing and Resettlement and monitoring of the project by a strong steering committee. The financial and administrative aspects of the Racing Complex Project were studied and in view of the unjustifiable escalating costs, it is recommended that the Complex be used for multi-purpose recreation, sporting and cultural activities, with a reduction of its present scope for horse racing and that it be considered for low-income housing.

Period Covered		74 Initial Year		75 Final Year			
76	Descriptors (400)	<MALABAR 2,200 HOUSING PROJECT+> <HOUSING> <LOW INCOME> <CENTRALIZED RACING COMPLEX PROJECT+>		80 DEVSIS	83 Primary Country R	84 Secondary Country R	85 Administrative and Natural Regions (200)
				82 Geog. Category 11	TT		
83	Code						
62	Dissemination: General <input type="checkbox"/> Limited <input checked="" type="checkbox"/> Restricted <input type="checkbox"/> Confidential <input type="checkbox"/>			87 Relationship (100) with other systems		92 Control	
68	Notes				Date sent	Date rec'd (CDC)	Final Revision
69	Fields to copy	Copy	ISIS NO.				

ISIS No.		UN/ECLA Caribbean Documentation Centre Bibliographic Record Card			<input checked="" type="checkbox"/> New <input type="checkbox"/> Correction	01 Name of file CARBIB	03 Physical Location CDC	07 Participating Centre CDC	08 Control No.											
SERIAL	MONOGRAPH	NON-CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL	A N A L Y T I C	Personal Author (50) R	10								
											Institutional Author (200) R	11								
												Title (250) R	12							
04	Type of Literature				05	06 Level of Description							14	Pages (30)						
M O N O G R A P H I C	Personal Author (50) R				16															
	Institutional Author (200) R				17															
	Title (250) R				18								20	Pages (30)		21	Vol. No. (25)			
C O L L E C T I V E	Personal Author (50) R				23															
	Institutional Author (200) R				24	Jamaica, Department of Statistics														
	Title (250) R				25	Jamaica fertility survey 1975/76; country report							27	Total No. of Vols. (20) 2						
SERIAL LEVEL	Corporate Editor (200)				29							31	Vol. No.		33	Frequency (50)		35	ISSN (9)	
	Title of Serial (150) R				30								32	Issue No.		34	Holdings (150)			
IMPRINT AREA	38 Publisher (200) Department of Statistics											39	City (30) Kingston		40	Country (2) JM		41	Edition	
	42 Descriptive Information (40) charts, tbls.											44	Standardized Date (8) 19790000		45	Symbol (30) R				
THESIS	50 Institution (200)											51	Academic Degree (30)							
CONFERENCE	52 Sponsoring Organization (200)											54	City (20)		55	Country				
	53 Name of Conference (250)											56	Imprint date of Conference (50)							

Project	Sponsoring Organization	R	58	60	Number (20)
	Name	R	59		

72 Abstract (2500) Findings of a survey of the fertility patterns of Jamaicans and their socio-economic impact are presented and tabulated. The social and demographic background, population growth and details of population composition are analyzed.

Period Covered		74 Initial Year 1975		75 Final Year 1976			
76 Descriptors (400)		<FERTILITY> <POPULATION DISTRIBUTION> <AGE-SEX DISTRIBUTION> <CONTRACEPTION> <SURVEYS>		80 DEVSIS	83 Primary Country R	84 Secondary Country R	85 Administrative and Natural Regions (200)
				82 Geog. Category JM	JM		
88 Code							
62 Dissemination: General <input checked="" type="checkbox"/> Limited <input type="checkbox"/> Restricted <input type="checkbox"/> Confidential <input type="checkbox"/>				87 Relationship (100) with other systems		92 Control	
68 Notes						Date sent	Date rec'd (CDC)
69 Fields to copy Copy ISIS N ^o .							Final Revision

ISIS No.		UN/ECLA Caribbean Documentation Centre Bibliographic Record Card		<input checked="" type="checkbox"/> New <input type="checkbox"/> Correction	01 Name of file CARRIB	03 Physical Location CDC	07 Participating Centre CDC	08 Control No.				
SERIAL	MONOGRAPH	NON-CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL	ANALYTIC	Personal Author (50) R	10
	S	M	V	T	C	M	a	m	c	s	Institutional Author (200) R	11
	04 Type of Literature	05		06 Level of Description		14 Pages (30)						
MONOGRAPHIC	Personal Author (50)	R	16	Ali, Ridwan# Thomasos, Vaughn#Morton-Gittens, R.#Augustin-Coryat, Wilma#Beckles, K.#Bally, G.								
	Institutional Author (200)	R	17	Trinidad and Tobago. Ministry of Planning and Development								
	Title (250)	R	18	Marketing of fresh fruits, root crops, vegetables and pulses								
				20 Pages (30) 163p		21 Vol. No. (25) 1						
COLLECTIVE	Personal Author (50)	R	23	Ali, Rodwan#Thomasos, Vaughn#Morton-Gittens, R.#Augustin-Coryat, Wilma#Beckles, K.#Bally, G.								
	Institutional Author (200)	R	24	Trinidad and Tobago. Ministry of Planning and Development								
	Title (250)	R	25	Land Capability Studies Phase II Trinidad and Tobago								
				27 Total No. of Vols. (20) 8								
SERIAL LEVEL	Corporate Editor (200)	R	29			31 Vol. No.	33 Frequency (50)	35 ISSN (9)				
	Title of Serial (150)	R	30			32 Issue No.	34 Holdings (150)					
IMPRINT AREA	38 Publisher (200)	Ministry of Planning and Development				39 City (30)	40 Country (2)	41 Edition				
	42 Descriptive Information (40)	tbls., diags.,map		44 Standardized Date (8)	45 Symbol (30)	R						
THESIS	50 Institution (200)					51 Academic Degree (30)						
CONFERENCE	52 Sponsoring Organization (200)					54 City (20)	55 Country					
	53 Name of Conference (250)					56 Imprint date of Conference (50)						

Project	Sponsoring Organization	R	58	Trinidad and Tobago, Government # IDB	
	Name	R	59	Land Capability Studies Phase II Trinidad and Tobago	
				60	Number (20)

72 Abstract (2500) Reviews the existing system of marketing for traditional export crops, livestock products, and fresh fruits, root crops, vegetables and pulses and shows that the major problems arise in the marketing of the latter group, where 100% of the product comes from 15,000 part and full-time farmers with farm units ranging in size from 1/4 to 5 acres. The factors responsible for the present chaotic state in the marketing of these items are examined in depth. Analyses the characteristics of the consumption patterns for various food groups, trends in consumption habits, projected demand for food and the extent to which demand is met from local production and imports. Shows that 33% of total incomes was spent on food, income has a pronounced effect on consumption with the exception of root crops, consumption of which is influenced more by tradition and ethnic origin; and cereal and meat requirements are met entirely by foreign sources. Factors impeding intra-regional trade among CARIFTA countries are also discussed. Finally the present state of agro-industries and prospects for developing processing industries in other areas are examined. Recommendations concern the reorganization of the Central Marketing Agency, pricing and pricing policies, and the development of agro-industry.

Period Covered	
74 Initial Year	75 Final Year
1971	1972
76 Descriptors (400)	<FOOD CROPS> <MARKETING> <CONSUMER DEMAND> <AGRICULTURAL PRODUCTS> <FOREIGN TRADE> <CARIFTA> <AGRICULTURAL MARKETING PROTOCOL> <AGROINDUSTRY>
80 DEVSIS	83 Primary Country R
82 Geog. Category	TT
84 Secondary Country R	85 Administrative and Natural Regions (200)
88 Code	
62 Dissemination: General <input checked="" type="checkbox"/> Limited <input type="checkbox"/> Restricted <input type="checkbox"/> Confidential <input type="checkbox"/>	87 Relationship (100) with other systems
68 Notes	92 Control
69 Fields to copy Copy ISIS No.	Date sent Date rec'd (CDC) Final Revision

ISIS No.		UN/ECLA Caribbean Documentation Centre Bibliographic Record Card			<input checked="" type="checkbox"/> New <input type="checkbox"/> Correction	01 Name of file CARIBB	02 Physical Location CDC	07 Participating Centre CDC	08 Control No.										
SERIAL	MONOGRAPH	NON-CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL	ANALYTIC	Personal Author (50) R	10							
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Institutional Author (200) R	11							
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Title (250) R	12							
04	Type of Literature				05	06 Level of Description				14	Pages (30)								
MONOGRAPHIC	Personal Author (50) R		16																
	Institutional Author (200) R		17		Trinidad and Tobago. Government														
	Title (250) R		18		Review of the economy 1982: Republic of Trinidad and Tobago														
						20		Pages (30) 133 p		21		Vol. No. (25)							
COLLECTIVE	Personal Author (50) R		23																
	Institutional Author (200) R		24																
	Title (250) R		25																
								27		Total No. of Vols. (20)									
SERIAL LEVEL	Corporate Editor (200)		29		31			Vol. No.		33		Frequency (50)		35		ISSN (9)			
	Title of Serial (150) R		30		Review of the Economy: Republic of Trinidad and Tobago			32		Issue No. 1982		34					Holdings (150)		
IMPRINT AREA	38		Publisher (200)		Ministry of Finance			39		City (30)		40		Country (2)		41		Edition	
	42		Descriptive Information (40)		tbls			44		Standardized Date (8)		45		Symbol (30)		R			
THESIS		50		Institution (200)						51		Academic Degree (30)							
CONFERENCE	52		Sponsoring Organization (200)						54		City (20)		55				Country		
	53		Name of Conference (250)								56					Imprint date of Conference (50)			

Project	Sponsoring Organization	R	58	60	Number (20)
	Name	R	59		

72 Abstract (2500) Developments at the international level are seen as exerting tremendous influence on the domestic economy which is expected to weaken in 1983. The persistence of recessionary conditions in the major industrialized countries and particularly the downward pressure on oil prices are major contributing factors. Growth of GDP declined from 40% in 1980 to 10% in 1981 and appears to have decelerated even further in 1982, a direct result of the performance of the petroleum sector. The non-oil sectors however have shown positive growth in particular, construction, finance, insurance and real estate but declines in real output are projected for manufacturing and agriculture. A deterioration of government's financial position, despite a rise in total expenditure on account of large retroactive wage payments was noted for the period under review. Inflation continued to be a major problem with sluggish growth in productivity and rapid rise in domestic wages being identified as contributors to price increases. The unemployment rate remained at 10%. A comfortable position as far as foreign exchange reserves was noted despite indications of a significant fall in balance of payments surplus. Reviews developments within CARICOM and financial assistance to CARICOM countries.

Period Covered																
74	Initial Year	75	Final Year													
76	Descriptors (400)	<ECONOMIC CONDITIONS> <POPULATION SIZE> <EMPLOYMENT> <GROSS DOMESTIC PRODUCT> <PUBLIC FINANCE> <MONEY SUPPLY> <MONETARY POLICY> <FINANCIAL INSTITUTIONS> <INFLATION> <BALANCE OF PAYMENTS> <CARICOM> <STATISTICAL DATA> <PRICES> <WAGES>				80	DEVSIS	83	Primary Country	R	84	Secondary Country	R	85	Administrative and Natural Regions (200)	
						82	Geog. Category	TT								
88	Code															
62	Dissemination: General <input checked="" type="checkbox"/> Limited <input type="checkbox"/> Restricted <input type="checkbox"/> Confidential <input type="checkbox"/>										87	Relationship (100) with other systems		92 Control		
68	Notes												Date sent	Date rec'd (CDC)	Final Revision	
69	Fields to copy	Copy	ISIS No.													

ISIS No.		UN/ECLA Caribbean Documentation Centre Bibliographic Record Card		<input checked="" type="checkbox"/> New <input type="checkbox"/> Correction	01 Name of file CARBIB	03 Physical Location CDC	07 Participating Centre CDC	08 Control No.									
SERIAL	MONOGRAPHIC	NON-CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL	ANALYTIC	Personal Author (50) R	10					
											Institutional Author (200) R	11	Tobago House of Assembly				
	S	M	V	T	C	2	a	m	c	s		Title (250) R	12	Tobago development plan (1981-1990): an outline plan for total development			
04	Type of Literature				05	06 Level of Description							14	Pages (30) pp. 33-57			
MONOGRAPHIC	Personal Author (50) R		16	Robinson, A.N.R.													
	Institutional Author (200) R		17	Tobago House of Assembly													
	Title (250) R		18	First annual report of the Tobago House of Assembly for the year ended December 31, 1981													
												20	Pages (30) 111p	21	Vol. No. (25)		
COLLECTIVE	Personal Author (50) R		23														
	Institutional Author (200) R		24														
	Title (250) R		25														
													27	Total No. of Vols. (20)			
SERIAL LEVEL	Corporate Editor (200)		29														
	Title of Serial (150) R		30	Annual Report of the Tobago House of Assembly													
IMPRINT AREA	38 Publisher (200)		Government Printery														
	42 Descriptive Information (40)		chart, map														
												31	Vol. No.	33	Frequency (50)	35	ISSN (9)
												32	Issue No. n.1	34	Holdings (150)		
												39	City (30) Port-of-Spain	40	Country (2) TT	41	Edition
												44	Standardized Date (8) 19820000	45	Symbol (30) R		
THESIS	50 Institution (200)												51	Academic Degree (30)			
CONFERENCE	52 Sponsoring Organization (200)												54	City (20)	55	Country	
	53 Name of Conference (250)												56	Imprint date of Conference (50)			

Project	Sponsoring Organization	R	58	60	Number (20)
	Name	R	59		

72 Abstract (2500) Briefly summarizes Tobago's history and outlines the objectives of the Plan. The absence of statistics, the poverty of Tobago's administration and the paucity of literature on the island are cited as constraints to planning. Total cost of executing the plan is estimated to be \$ 1,500 million. The central core will be the people's culture: both traditional values and beliefs and artistic and craft skills. The programme for sport emphasizes the organization of sport and the provision of facilities. The goals of the economic programme are to increase the levels of production, employment, exports and incomes, and first priority will be given to a survey of the natural resources, a programme for the development of human resources and infrastructure development. Development projects and supporting programmes to be implemented are outlined by sector as follows: agriculture, manufacturing, mining and quarrying, tourism, education, transport, communications, justice, health and environment. Projects to be initiated at an early stage in the plan, are listed and include: expert consultations, the establishment of new administrative units, sector surveys and feasibility and market studies. Technical assistance requirements and special funds to be established are also identified.

Period Covered																	
74	Initial Year 1981	75	Final Year 1990	76 Descriptors (400) <DEVELOPMENT PLANS> <DEVELOPMENT PROJECTS> <CULTURAL DEVELOPMENT> <SPORT> <AGRICULTURE> <MANUFACTURING> <MINING> <QUARRYING> <TOURISM> <EDUCATION> <TRANSPORT> <ENVIRONMENTAL MANAGEMENT> <HEALTH SERVICES>				80	DEVSIS	83	Primary Country R	84	Secondary Country R	85	Administrative and Natural Regions (200) TOBAGO		
								82	Geog. Category TT	TT							
88	Code																
62	Dissemination: General <input checked="" type="checkbox"/> Limited <input type="checkbox"/> Restricted <input type="checkbox"/> Confidential <input type="checkbox"/>							87		Relationship (100) with other systems		92			Control		
68	Notes Presented to the electors for endorsement at the elections to the Tobago House of Assembly, November 24, 1980 and adopted by unanimous resolution of the Assembly 26 February, 1981											Date sent		Date rec'd (CDC)		Final Revision	
69	Fields to copy Copy ISIS No.																

ISIS NO.		UN/ECLA Caribbean Documentation Centre Bibliographic Record Card		<input checked="" type="checkbox"/> New <input type="checkbox"/> Correction	01 Name of file CARRIB	03 Physical Location CDC	07 Participating Centre CDC	08 Control NO.										
SERIAL	MONOGRAPHS	NON-CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL	PERSONAL AUTHOR (50) R	10	Sedoc-Dahlberg, Betty						
										INSTITUTIONAL AUTHOR (200) R	11							
	S	M	V	T	C	a	a	m	c	s	TITLE (250) R	12	The Suriname-Dutch relationship within the framework of policy-making and planning					
04	Type of Literature				05	06 Level of Description							14	Pages (30) 7p.				
MONOGRAPHIC	Personal Author (50) R		16															
	Institutional Author (200) R		17	ECLA. Office for the Caribbean														
	Title (250) R		18	Report and documentation submitted to the Second Meeting of Planning Officials in the Caribbean							20	Pages (30) 187p.		21	Vol. No. (25) 1			
COLLECTIVE	Personal Author (50) R		23															
	Institutional Author (200) R		24	ECLA. Office for the Caribbean														
	Title (250) R		25	Report and documentation submitted to the Second Meeting of Planning Officials in the Caribbean							27	Total No. of Vols. (20) 2						
SERIAL LEVEL	Corporate Editor (200)		29															
	Title of Serial (150) R		30	31 Vol. No.		33	Frequency (50)		35	ISSN (9)								
IMPRINT AREA	38 Publisher (200) ECLA. Office for the Caribbean		39 City (30) Port-of-Spain		40 Country (2) TR		41 Edition											
	42 Descriptive Information (40)				44 Standardized Date (8)		45 Symbol (30) R CEPAL/CARIB 80/7											
THESIS	50 Institution (200)											51 Academic Degree (30)						
CONFERENCE	52 Sponsoring Organization (200) ECLA.CDCC#CEPAL.ILPES		54 City (20) Kingston		55 Country JM													
	53 Name of Conference (250) Meeting of Planning Officials in the Caribbean, 2		56 Imprint date of Conference (50) 29 May - 2 June 1980															

Project	Sponsoring Organization	R	58
	Name	R	59
			60
Number (20)			

72 Abstract (2500) Focuses on three periods, the late colonial period from 1947 to 1954, the semi-colonial period from 1954 to 1975 and from independence in 1975 to the present. Illustrates how steps leading to change in the political status of the country were connected in these periods with different conceptual approaches towards a planned development. A new constitutional framework was designed to control the country, and development aid therefore became a post-colonial instrument to maintain and/or intensify the dependency relationship. Notes that presently there is a Ministry of Development Planning which is to focus on micro-productive projects to stimulate local people. A national council for planning will make suggestions for socio-economic development and to investigate bottlenecks in planning.

Period Covered			
74	Initial Year	75	Final Year
	1947		1980

76	Descriptors (400)	〈DEVELOPMENT PLANNING〉			80	DEVSIS	83	Primary Country	R	84	Secondary Country	R	85	Administrative and Natural Regions (200)
					82	Geog. Category		SR			NL			
						SR								

88	Code										
62	Dissemination: General <input type="checkbox"/> Limited <input checked="" type="checkbox"/> Restricted <input type="checkbox"/> Confidential <input type="checkbox"/>				87	Relationship (100) with other systems		92	Control		
68	Notes Appears also as a monograph CDCC/PO/WP/80/10							Date sent	Date rec'd (CDC)	Final Revision	
69	Fields to copy	Copy	ISIS No.								

ISIS No.		UN/ECLA Caribbean Documentation Centre Bibliographic Record Card			<input checked="" type="checkbox"/> New <input type="checkbox"/> Correction	01 Name of file CARIB	03 Physical Location CDC	07 Participating Centre CDC	08 Control No.							
SERIAL	MONOGRAPH	NON-CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL	PERSONAL AUTHOR (50)	R	10				
										INSTITUTIONAL AUTHOR (200)	R	11				
										TITLE (250)	R	12				
04	Type of Literature			05	06 Level of Description				14	Pages (30)						
MONOGRAPHIC	Personal Author (50)		R	16	Marks, Arnaud F.#Romer, Rene, A.											
	Institutional Author (200)		R	17												
	Title (250)		R	18	Family and kinship in Middle America and the Caribbean					26	Pages (30) 672p.		21	Vol. No. (25)		
COLLECTIVE	Personal Author (50)		R	23												
	Institutional Author (200)		R	24												
	Title (250)		R	25												
				27	Total No. of Vols. (20)											
SERIAL LEVEL	Corporate Editor (200)			29			31	Vol. No.		33	Frequency (50)		35	ISSN (9)		
	Title of Serial (150)		R	30			32	Issue No.		34	Holdings (150)					
IMPRINT AREA	38	Publisher (200)			Institute of Higher Studies			39	City (30)		40	Country (2)		41	Edition	
	42	Descriptive Information (40)			44	Standardized Date (8)		45	Symbol (30)							
THESIS	50	Institution (200)					51	Academic Degree (30)								
CONFERENCE	52	Sponsoring Organization (200)			International Sociological Association			54	City (20)		55	Country AN				
	53	Name of Conference (250)			Seminar of the Committee on Family Research of the International Sociological Association, 14			56	Imprint date of Conference (50)		1-5 September 1975					

Project	Sponsoring Organization	R	58
	Name	R	59
			60 Number (20)

72 Abstract (2500) Presents the proceedings of the Seminar, the objective of which was to bring together a limited number of scholars studying family and kinship in the region in order to promote the mutual stimulation of sub-disciplines and approaches. The main part of the volume consists of the papers presented at the meeting and is divided into 4 sections: - family, social structure and change; migration and the family; matrifocality and sexual behaviour. Includes references.

Period Covered	
74 Initial Year	75 Final Year

76 Descriptors (400)	<SOCIOLOGICAL ANALYSIS> <FAMILY> <SOCIAL STRUCTURE>	80 DEVSIS	83 Primary Country R	84 Secondary Country R	85 Administrative and Natural Regions (200)
		82 Geog. Category	XI XC		
		XI			

88 Code					
62 Dissemination:	General <input checked="" type="checkbox"/>	Limited <input type="checkbox"/>	Restricted <input type="checkbox"/>	Confidential <input type="checkbox"/>	87 Relationship (100) with other systems
68 Notes				92 Control	
69 Fields to copy	Copy	ISIS No.		Date sent	Date rec'd (CDC)
					Final Revision

ISIS No.		UN/ECLA Caribbean Documentation Centre Bibliographic Record Card				<input checked="" type="checkbox"/> New <input type="checkbox"/> Correction	01 Name of file CARIB	03 Physical Location CDC	07 Participating Centre CDC	08 Control No.								
SERIAL	MONOGRAPH	NON- CONVENTIONAL	THESIS	CONFERENCE	BIBLIOGRAPHIC LEVEL	ANALYTIC	MONOGRAPHIC	COLLECTIVE	SERIAL	ANALYTIC	Personal Author (50)	10						
											R							
S	M	V	T	C	m	a	m	c	s	C	Institutional Author (200)	11						
											R							
04	Type of Literature				05	06 Level of Description				R	12	14 Pages (30)						
MONOGRAPH	Personal Author (50)				R	16	Munroe, Trevor											
	Institutional Author (200)				R	17												
	Title (250)				R	18	Politics of constitutional decolonization, Jamaica, 1944-62						20	Pages (30) xiv, 239p	21	Vol. No. (25)		
COLLECTIVE	Personal Author (50)				R	23												
	Institutional Author (200)				R	24												
	Title (250)				R	25							27 Total No. of Vols. (20)					
SERIAL LEVEL	Corporate Editor (200)				R	29							31	Vol. No.	33	Frequency (50)	35	ISSN (9)
	Title of Serial (150)				R	30							32	Issue No.	34	Holdings (150)		
IMPRINT AREA	38 Publisher (200)				UWI. ISER						39	City (30) Mona		40	Country (2) JM		41	Edition
	42 Descriptive Information (40)										44	Standardized Date (8) 19720000		45	Symbol (30) R			
THESIS	50 Institution (200)				University of Oxford						51	Academic Degree (30) Ph.D						
CONFERENCE	52 Sponsoring Organization (200)										54	City (20)		55	Country			
	53 Name of Conference (250)										56	Imprint date of Conference (50)						

Project	Sponsoring Organization	R	58	60	Number (20)
	Name	R	59		

72 Abstract (2500) Focuses on political change and constitutional development in the post-war period in Jamaica. The social, political and historical context for change is outlined and the emergence and maturation of a certain style of politics and process of constitutional development is described. Federation and the politics of non-participation, 1947-1961 is analyzed, as well as the political logic of the Independence Constitution. A summary is given of the achievements and limitations of Jamaican decolonization.

Period Covered		74 Initial Year 1944		75 Final Year 1962	
76 Descriptors (400)		◁ CONSTITUTION ▷		◁ POLITICAL DEVELOPMENT ▷	
◁ DECOLONIZATION ▷		80 DEVSIS	83 Primary Country R	84 Secondary Country R	85 Administrative and Natural Regions (200)
		82 Geog. Category JM	JM		
88	Code				
62	Dissemination: General <input checked="" type="checkbox"/> Limited <input type="checkbox"/> Restricted <input type="checkbox"/> Confidential <input type="checkbox"/>		87 Relationship (100) with other systems		92 Control
68	Notes			Date sent	Date rec'd (CDC)
69	Fields to copy Copy ISIS No.				Final Revision

IV. Part Four

- Annex No. 1. Country codes
- Annex No. 2. Glossary

Annex No 1ISO country codes

Afghanistan	AF	Congo	CG
Albania	AL	Cook Islands	CK
Algeria	DZ	Costa Rica	CR
American Samoa	AS	Cuba	CU
Andorra	AD	Cyprus	CY
Angola	AO	Czechoslovakia	CS
Antarctica	AQ	Dahomey	DY
Antigua	AG	Denmark	DK
Argentina	AR	Dominica	DM
Australia	AU	Dominican Republic	DO
Austria	AT	Dronning Maud Land	NQ
Bahamas	BS	Ecuador	EC
Bahrain	BH	Egypt	EG
Bangladesh	BD	El Salvador	SV
Barbados	BB	Equatorial Guinea	GQ
Belgium	BE	Ethiopia	ET
Belize	BZ	Faeroe Islands	FO
Bermuda	BM	Falkland Islands (Malvinas)	FK
Bhutan	BT	Fiji	FJ
Bolivia	BO	Finland	FI
Botswana	BW	France	FR
Bouvet Island	BV	French Afars and Issas	AI
Brazil	BR	French Guiana	GF
British Antarctic Territory	BQ	French Polynesia	PF
British Indian Ocean Territory	IO	French Southern and Antarctic Territories	FQ
British Solomon Islands	SB		
British Virgin Islands	VG	Gabon	GA
Brunei	BN	Gambia	GM
Bulgaria	BG	German Democratic Republic	DD
Burma	BU	Germany, Federal Republic of	DE
Burundi	BI	Ghana	GH
Byelorussian SSR	BY	Gibraltar	GI
Cameroon	CM	Gilbert and Ellice Islands	GE
Canada	CA	Greece	GR
Canton and Enderbury Islands	CT	Greenland	GL
Cape Verde Islands	CV	Grenada	GD
Cayman Islands	KY	Guadeloupe	GP
Central African Republic	CF	Guam	GU
Chad	TD	Guatemala	GT
Chile	CL	Guinea	GN
China	CN	Guinea Bissau	GW
Christmas Island	CX	Guyana	GY
Cocos (Keeling) Islands	CC	Haiti	HT
Colombia	CO	Heard and Mc Donald Islands	HM
Comoro Islands	KM	Honduras	HN

Hong Kong	HK	Neutral Zone	NT
Hungary	HU	New Caledonia	NC
Iceland	IS	New Hebrides	NH
India	IN	New Zealand	NZ
Indonesia	ID	Nicaragua	NI
Iran	IR	Niger	NE
Iraq	IQ	Nigeria	NG
Ireland	IE	Niue Island	NU
Israel	IL	Norfolk Island	NF
Italy	IT	Norway	NO
Ivory Coast	CI	Oman	OM
Jamaica	JM	Pacific Islands (Trust Territory)	PC
Japan	JP	Pakistan	PK
Johnston Island	JT	Panama	PA
Jordan	JO	Panama Canal Zone	PZ
Kenya	KE	Papua New Guinea	PG
Khmer Republic	KH	Paraguay	PY
Korea, Democratic People's Republic of	KP	Peru	PE
Korea, Republic of	KR	Philippines	PH
Kuwait	KW	Poland	PL
Laos	LA	Pitcairn Islands	PN
Lebanon	LB	Poland	PL
Lesotho	LS	Portugal	PT
Liberia	LR	Portuguese Timor	TP
Libya	LY	Puerto Rico	PR
Liechtenstein	LI	Qatar	QA
Luxembourg	LU	Reunion	RE
Macao	MO	Romania	RO
Madagascar	MG	Rwanda	RW
Malawi	MW	St. Helena	SH
Malaysia	MY	St. Kitts-Nevis-Anguilla	KN
Maldives	MV	St. Lucia	LC
Mali	ML	St. Pierre and Miquelon	PM
Malta	MT	St. Vincent	VC
Martinique	MQ	San Marino	SM
Mauritania	MR	Sao Tome and Principe	ST
Mauritius	MU	Saudi Arabia	SA
Mexico	MX	Senegal	SN
Midway Islands	MI	Seychelles	SC
Monaco	MC	Sierra Leone	SL
Mongolia	MN	Sikkim	SK
Montserrat	MS	Singapore	SG
Morocco	MA	Somalia	SO
Mozambique	MZ	South Africa	ZA
Namibia	NA	Southern Rhodesia	RH
Nauru	NR	Spain	ES
Nepal	NP	Spanish Sahara	EH
Netherlands	NL	Sri Lanka	LK
Netherlands Antilles	AN	Sudan	SD

Suriname	SR	Uruguay	UY
Svalbard and Jan Mayen Islands	SJ	Vatican City State (Holy SEE)	VA
Swaziland	SZ	Venezuela	VE
Sweden	SE	Viet-Nam, Democratic Republic of	VD
Switzerland	CH	Viet-Nam, Republic of	VN
Syria	SY	Wake Island	WK
Taiwan, Province of	TW	Wallis and Futuna Islands	WF
Tanzania, United Republic of	TZ	Western Samoa	WS
Thailand	TH	Yemen	YE
Togo	TG	Yemen, Democratic	YD
Tokelau Islands	TK	Yugoslavia	YU
Tonga	TO	Zaire	ZR
Trinidad and Tobago	TT	Zambia	ZM
Tunisia	TN		
Turkey	TR		
Turks and Caicos Islands	TC		
Uganda	UG		
Ukrainian SSR	UA		
Union of Soviet Socialist Republics	SU	Africa	XA
United Arab Emirates	AE	Asia and the Pacific	XP
United Kingdom	GB	Caribbean	XI
United States	US	Central America	XC
United States Misc. Pacific Islands	PU	Europe	XE
United States Virgin Islands	VI	Latin America	XL
Upper Volta	HV	North America	XN
		South America	XS
		West As	XW
		The World	XZ

Annex No 2Glossary

Authority file	Lists or card-catalogues prepared by an information unit for the purpose of recording an element always in the same form
Bibliographic Record Card	Form on which the bibliographic description and content of a document is recorded
Bibliographic entry or record	Item entered into the data base containing all the information relevant to a document
Characters	Letters, digits, punctuation marks or single spaces (blank character)
Controlled language	Group of terms selected from natural language for the purpose of representing concepts characteristic of a specific discipline
Coordinating Centre	Institution or information unit which, within an Information System, coordinates information processing activities developed by the Participating Centres
Data base	Integrated group of files containing all information relevant to a particular application
Descriptors	Terms made up of one or more key words summarizing or denoting a concept, which are used to constitute a controlled vocabulary
Field	Fundamental unit of information; each datum considered as a unit for purposes of bibliographic information treatment
Field Definition Table (FDT)	Logical description of a record in the data base
Free language	Natural language used ordinarily, as opposed to controlled language
ISIS	Integrated Set of Information Systems

Participating Centre	Institution or information unit which, within an Information System, analyzes the information and sends it to the Coordinating Centre for electronic processing
Primary countries	For the purpose of the Information System, primary countries are considered all the countries of Latin America and the Caribbean
Primary subject category	Classification scheme defined by one information unit as principal, for the purpose of classifying its records by subject
Record	Bibliographic entry or record
Repeatable field	Field which records information in more than one instance
Secondary countries	As opposed to primary countries, these are countries or regions not found in the area of Latin America and the Caribbean
Secondary subject category	Classification scheme defined by one information unit as secondary, for the purpose of classifying its records by subject
Tag	Number identifying each field for computer processing

Notes

- 1/ UNISIST International Centre for Bibliographic Description, UNIBID. Reference Manual for machine-readable bibliographic description, 2. rev. ed., London, UNIBID, 1981.
- 2/ Dierickx, Harold. A proposed common format for existing and projected computerized bibliographic information systems in the Caribbean, London, UNIBID, February 1982.
- 3/ Anglo-American Cataloguing Rules, 2. ed., Chicago, American Library Association, 1978.
- 4/ ISO Standard R639-1967.
- 5/ ISO Standard 3297-1975.
- 6/ ISO Standard 3166-1974.
- 7/ Massa de Gil, B., et al., Diccionario tecnico de Biblioteconomia, Mexico City, Trillas, 1965, p.68.
- 8/ ISO Standard 2014-1976 (E).

