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CARIBBEAN DOCUMENTATION CENTRE



CARISPLAN PROCEDURE MANUAL:

FOR THE USE OF

THE PERSONAL AUTHOR RECORD CARD



UNITED NATIONS

ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean
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INTRODUCTION

The Procedure Manual has been prepared in order to serve as a guide for the use of the personal author record card designed for the entry of personal authors into CARISPLAN data base.

It is essential that the form of entry for each personal author be the same in the whole data base. The only way to achieve this consistency is through an authority file that must be up-dated frequently.

The personal author record cards are the basis for compiling the Personal Author Authority File.

The personal author record card has eight fields which have been established according to the needs of the Information System. Each field is identified by the respective field number or title. The Field Definition Table provides a list of all the fields used in the personal author record card, their numbers and specific characteristics.

The fields can be: fixed-length, variable-length or repeatable.

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 "country" field is of fixed-length and two characters and the name of the country must be registered in accordance with the ISO two-character code.

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. For example, the "source of information" field is of variable-length with an assigned maximum number of 20 characters, which may or may not be used in their entirety.

A repeatable field is one which may occur more than once. For example, the field "other version" is a repeatable field with an assigned maximum of 50 characters. Each occurrence of the data element is treated as a separate entry and must be preceded by a number (#) sign to indicate that it is a different entry within the same field.

The characteristics and use of each field are detailed below.

FIELD DEFINITION TABLE

The Field Definition Table (FDT) contains all the fields used in the personal author record card, 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 characteristics assigned to the field and the fourth column, the field's characteristics in terms of length.

In future, additional fields may be added to accommodate changes in the System. These will have to be included in the Field Definition Table according to the established format of the personal author record card and the requirements of the Information System.

FIELD NUMBER	FIELD NAME	NUMBER OF CHARACTERS	CHARACTERISTICS
01	ISIS number		Variable length
02	personal author	50	" "
03	country	2	Fixed "
04	source of information	20	Variable "
05	other version	50	" " Repeatable "
06	participating centre	20	" "
07	verified by	20	" "
08	date	8	Fixed "

PERSONAL AUTHOR RECORD CARD

United Nations Economic Commission for
Latin America
Subregional Headquarters for the Caribbean
Caribbean Documentation Centre
List of Personal Authors - Record Card

ISIS No.	01	
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Personal Author	02	
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Country	03		Source of Information	04	
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Other Versions	05	
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Participating Centre	06		Verified by	07		Date	08	
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Observations

FIELD NAME	FIELD NUMBER
ISIS NUMBER	01

DATA DEFINITION: Identification number for each personal author entered into the data base.

PURPOSE OF FIELD: This field is used to register the ISIS number of an officially accepted personal author.

BASIC CHARACTERISTICS: Fixed Length. 4 characters.

DESCRIPTION OF ELEMENTS: This number is assigned sequentially for the purpose of identifying each personal author. It serves as a classification code for each personal author entry. The use of a code makes it possible to identify a personal author by the ISIS number, instead of writing the complete name.

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

FIELD NAME	FIELD NUMBER
PERSONAL AUTHOR	02

DATA DEFINITION: Name of the person responsible for the intellectual content of a document. This person could be the author himself or one who played another role, such as editor, compiler, translator, etc.

PURPOSE OF FIELD: This field is used to register the personal author of a document.

BASIC CHARACTERISTICS: Variable Length. Maximum 50 characters.

DESCRIPTION OF ELEMENTS: The elements of this field are: name of author - surname and name(s).

Personal authors should be entered according to the Anglo-American Cataloguing Rules, 2d. ed. The name of the author should be recorded completely if the information is available in the following order:

- surname followed by a comma and a space,
- first name, or initials if only the initials are known.

Remember that the personal author entry that you record on the card will be the only name accepted in the data base. An authority list of these names will be compiled for use in the System.

EXAMPLES:

ADAMS, Nassau A.
BLUE, Clarence.
DUNN, C.L.
EATON, George E.
WHITTINGHAM, Wilfred L.

FIELD NAME	FIELD NUMBER
COUNTRY	03

DATA DEFINITION: Country in which the personal author responsible for the intellectual content of a document is located.

PURPOSE OF FIELD: This field is used to enter a code representing the country where the personal author is located.

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 (see Annex I)

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

EXAMPLES:

GD
GY
HT
TT

FIELD NAME	FIELD NUMBER
SOURCE OF INFORMATION	04

DATA DEFINITION: Source from which the authorized information has been chosen.

PURPOSE OF FIELD: This field is used to record the source from which the information has been selected. It is important for internal purposes of verification.

BASIC CHARACTERISTICS: Variable Length. Maximum 20 characters.

DESCRIPTION OF ELEMENTS: The source from which the information was obtained must be recorded preferably in abbreviated form.

The title of the document from which the information was obtained may be recorded and/or its physical location.

Other sources such as the personal author himself, personal author authority files, biographical tools e.g. Who's who, etc. may be used.

When more than one source is recorded, the different paragraphs should be separated by a semicolon.

EXAMPLES:

CDC 0810

JMTRT 0857

CDC II74; CDC II69; GYP 004I

Jamaica: outline of tax system

Government financing in the Associated States; fiscal review of St. Vincnet

Environmental planning and development in the Caribbean;

CDC o5 author himself

FIELD NAME	FIELD NUMBER
OTHER VERSION	05

DATA DEFINITION: Name or names of the persons responsible for the intellectual content of a document other than that selected as the official name for the Personal Author Authority File. This person could be the author himself or the editor, compiler, translator, etc.

PURPOSE OF FIELD: This field is used to record versions other than the officially selected name. From this information a see reference will be made to the officially accepted name registered in field 02.

BASIC CHARACTERISTICS: Variable Length. Maximum 50 characters. Repeatable.

DESCRIPTION OF ELEMENTS: The elements of this field are: name of author - surname and name(s).
Personal authors should be entered according to the Anglo-American Cataloguing Rules, 2d. ed.
The name of the author should be recorded completely, if the information is available in the following order:
- surname followed by a comma and a space,
- first name or initials, if only the initials are known.
If there is more than one version, they should all be recorded, each separated by a (#) since this is a repeatable field.

EXAMPLES:

CASTRO RUZ, Fidel
BLACKMAN, Courtney Newlands
BACHS, E.M. # BACHS, Ernesto M.

From these names a see reference will be made to the officially accepted name.

EXAMPLES:

CASTRO RUZ, Fidel

see

CASTRO, Fidel

BACHS, E.M.

see

MELLENDEZ BACHS, Ernesto M.

BLACKMAN, Courtney Newlands

see

BLACKMAN, Courtney N.

FIELD NAME	FIELD NUMBER
PARTICIPATING CENTRE	06

DATA DEFINITION: Identification of the participating information unit which sent the information to a Co-ordinating Centre for input to the Information System.

PURPOSE OF FIELD: This field is used to record the name of the Participating Centre from which the information originated.

BASIC CHARACTERISTICS: Variable Length. Maximum 20 characters.

DESCRIPTION OF ELEMENTS: The acronym or abbreviation of the name of the participating information unit should be recorded.

EXAMPLES:

CUMES
CUJUCEPLAN
JMNPA

FIELD NAME VERIFIED BY	FIELD NUMBER 07
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DATA DEFINITION: Name of the person who carried out the identification of the personal author for the Personal Author Authority File.

PURPOSE OF FIELD: This field is used to register the name of the staff member responsible for verifying the official name of the personal author. This field is required for internal use.

BASIC CHARACTERISTICS: Variable Length. Maximum 30 characters.

DESCRIPTION OF ELEMENTS: The initials of the person who did the verification are to be recorded.

EXAMPLES:

JM
GS
RW

FIELD NAME	FIELD NUMBER
DATE	08

DATA DEFINITION: Date in which searching had been done, recorded in a standardized way, with the objective of making it retrievable for purposes of searching and up-dating.

PURPOSE OF FIELD: This field is used to register the standardized date on which the documentalist had identified the official name of a personal author and recorded it on a personal author record card.

BASIC CHARACTERISTICS: Fixed Length. 8 characters.

DESCRIPTION OF ELEMENTS: The date of searching in standard form is recorded in the following order:

- year: the year is recorded in full in the first four characters.
- month: the month is recorded in the fifth and sixth characters with the digits 01 to 12.
- day: the day is recorded in the seventh and eighth characters with the digits 01 to 31.

EXAMPLES:

I98205I4
I98307II

ANNEX NO. I

ISO 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	Gabon	GA
British Virgin Islands	VG	Gambia	GM
Brunei	BN	German Democratic Republic	DD
Bulgaria	BG	Germany, Federal Republic of	DE
Burma	BU	Ghana	GH
Burundi	BI	Gibraltar	GI
Byelorussian SSR	BY	Gilbert and Ellice Islands	GE
Cameroon	CM	Greece	GR
Canada	CA	Greenland	GL
Canton and Enderbury Islands	CT	Grenada	GD
Cape Verde Islands	CV	Guadeloupe	GP
Cayman Islands	KY	Guam	GU
Central African Republic	CF	Guatemala	GT
Chad	TD	Guinea	GN
Chile	CL	Guinea Bissau	GW
China	CN	Guyana	GY
Christmas Island	CX	Haiti	HT
Cocos (Keeling) Islands	CC	Heard and McDonald Islands	HM
Colombia	CO	Honduras	HN
Comoro Islands	KM		

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		
Johnston Island	JT	Pakistan	PK
Jordan	JO	Panama	PA
Kenya	KE	Panama Canal Zone	PZ
Khmer Republic	KH	Papua New Guinea	PG
Korea, Democratic People's Republic of	KP	Paraguay	PY
Korea, Republic of	KR	Peru	PE
Kuwait	KW	Philippines	PH
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 Miguelon	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
		Surinam	SR

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	Africa	XA
Union of Soviet Socialist Republics	SU	Asia and the Pacific	XP
United Arab Emirates	AE	Caribbean	XI
United Kingdom	GB	Central America	XC
United States	US	Europe	XE
United States Misc. Pacific Islands	PU	Latin America	XL
United Virgin Islands	VI	North America	XN
Upper Volta	HV	South America	XS
Uruguay	UY	West Asia	XW
		The World	XZ

ANNEX NO. 2

GLOSSARY

Authority File	Lists or card-catalogues prepared by an information unit for the purpose of recording an element always in the same form.
Characters	Letters, digits, punctuation marks or single spaces (blank character).
Co-ordinating Centre	Institution or information unit which, within an Information System, co-ordinates information processing activities developed by the Participating Centre.
Data Base	Integrated group of files containing all information relevant to a particular application.
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.
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 Co-ordinating Centre for electronic processing.
Record	Bibliographic entry or record.
Repeatable Field	Field which may occur more than once. Each occurrence of the data element is treated as a separate entry.

