8 5 D O

....Jrnational Standard



5963

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION●МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ●ORGANISATION INTERNATIONALE DE NORMALISATION

Documentation — Methods for examining documents, determining their subjects, and selecting indexing terms

Documentation — Méthodes pour l'analyse des documents, la détermination de leur contenu et la sélection des termes d'indexation

First edition - 1985-12-01

Foreword

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

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

International Standard ISO 5963 was prepared by Technical Committee ISO/TC 46, *Documentation*.

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

O International Organization for Standardization, 1985

| Contents | | Page | |
|----------|----------------------------------------------------------|------|--|
| 1 | Scope and field of application | . 1 | |
| 2 | References | . 1 | |
| 3 | Definitions | . 1 | |
| 4 | Operation and purpose of indexing | . 2 | |
| 5 | Examining the document | . 2 | |
| 6 | Identification of concepts | . 2 | |
| 7 | Selection of indexing terms | . 3 | |
| 8 | Quality control | . 4 | |
| ^ | The support of the indexing energtion using a those usus | 5 | |

06643 NN 3325