
International Standard



7154

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

Documentation — Bibliographic filing principles

Documentation — Principes de classement bibliographique

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of developing International Standards is carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been authorized 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.

International Standard ISO 7154 was developed by Technical Committee ISO/TC 46, *Documentation*, and was circulated to the member bodies in November 1982.

It has been approved by the member bodies of the following countries :

Australia	Germany, F. R.	Romania
Austria	Hungary	South Africa, Rep. of
Canada	India	Sweden
China	Ireland	Switzerland
Czechoslovakia	Italy	United Kingdom
Denmark	Japan	USA
Egypt, Arab Rep. of	Netherlands	USSR
Finland	New Zealand	
France	Poland	

No member body expressed disapproval of the document.

Documentation — Bibliographic filing principles

1 Scope and field of application

This International Standard defines generalized bibliographic filing principles to be incorporated into the bibliographic filing rules of individual bibliographies, libraries, and documentation centres as well as those of entire nations or language groups. This International Standard is applicable to bibliographic information as printed or displayed, to the identification of filing units within bibliographic records for exchange in machine-readable form, and to the manipulation of these records by manual and machine-based techniques.

NOTE — The examples given in this International Standard are not meant to be prescriptive, but rather to reflect a particular set of bibliographic filing rules (see ISO/TR 8393).

2 References

ISO 6630, *Automation in documentation — Bibliographic control character set*.¹⁾

ISO/TR 8393, *Documentation — Bibliographic filing rules*.¹⁾

3 Definitions

For the purpose of this International Standard the following definitions apply.

NOTE — A term printed in italic type face in a definition has the meaning given to it in another definition.

3.1 alphabetical order : The *filing criterion* for *letters* according to the order of an alphabet.

3.2 arrangement code : *Filing characters* designed to achieve *classified* and *canonical order* in filing, and to identify *type distinctions*.

NOTE — Although generally implicit in manual filing, arrangement codes have to be inserted into the string of filing characters in the construction of a sort key for computer sorting.

3.3 bibliographic entry : An item of bibliographic information treated as one entity, as presented in a catalogue or bibliography according to the provisions of cataloguing rules.

Examples :

main entries
added entries
references
subject entries

3.4 canonical order : A *filing criterion* which derives from a convention associated with the material to which the *bibliographic entries* refer and which specifies the order of these entries.

Example :

The books of the Bible are often filed according to this criterion.

3.5 character : A graphic symbol which, for filing purposes, is to be translated into one or more *filing characters*, or which forms part of a filing character, or which is ignored in filing.

Examples :

Character(s)	Filing character(s)	Explanations :
a	a	1 character translated into 1 filing character
ß	ss	1 character translated into 2 filing characters (filing of German sharp s)
?		1 character which is ignored for filing (filing of non-alphanumeric sign question mark)
9	9	1 character translated into 1 filing character
10	10	2 characters each of which forms part of the filing character "number 10" (i.e. every number is one filing character)

3.6 classified order : A *filing criterion* which determines the order of precedence according to principles associated with the material to which the *bibliographic entry* refers.

¹⁾ At present at the stage of draft.