

ISO 2709

By
Dr. P.S. Rajput
Assistant Professor,
DLISc, UCSSH
Mohanlal Sukhadia University, Udaipur
E-mail: drpsrajput@mlsu.ac.in

Basic structure

- **ISO 2709** is an ISO standard for bibliographic descriptions, titled *Information and documentation—Format for information exchange*.

A. Sections: An ISO 2709 record has three sections

1. **Record label**—the first 24 characters of the record. This is the only portion of the record that is fixed in length. The record label includes the record length and the base address of the data contained in the record. It also has data elements that indicate how many characters are used for indicators and subfield identifiers.
2. **Directory**: The directory provides the entry positions to the fields in the record, along with the field tags. A directory entry has four parts and cannot exceed twelve characters in length:
 - Field tag (3 characters)
 - Length of the field (4 characters)
 - Starting character position of the field (5 characters)
 - (Optional) Implementation-defined part

Datafields (Variable fields)—a string containing all field and subfield data in the record

3. **Record separator**—a single character
- Note that although tags are often displayed as labels on bibliographic fields and each bibliographic field has an associated tag, the tags are stored in the directory not in the bibliographic field.

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B. Fields: There are three kinds of fields in the ISO 2709 record.

1. **Record identifier field**—identifying the record and assigned by the organization that creates the record. The record identifier field **has tag 001**.
 2. **Reserved fields**—Reserved fields supply data which may be required for the processing of the record. Reserved fields always have a tag in the range 002–009 and 00A–00Z.
 3. **Bibliographic Fields**—these are in the range 010–999 and 0AA–ZZZ. The bibliographic fields contain data and a field separator. They can also have these optional sub-parts:
 - Indicator (0–9 characters, as coded in the Leader)—Indicators generally provide further information about the contents of the field, the relationship between the field and other fields in the record, or about action required in certain data manipulation processes (including display labels).
 - Identifier (0–9 characters)—This identifies data within the bibliographic field. Where used, identifiers are composed of a delimiter and an identifying code (1–9 chars, as defined in the leader), plus a variable length string containing the data.
- Example: MARC21

Z39.50 Data Areas

- **Z39.50** is an international standard client–server, application layer communications protocol for searching and *retrieving information* from a database over a TCP/IP computer network.
- It is covered by ANSI/NISO standard **Z39.50**, and ISO standard 23950.
- The standard's maintenance by Library of Congress.

Data areas

There are six Data Areas, or fields. A Data Area can sometimes be further subdivided into multiple subfields. These are officially referred to as Data Elements.

- 1. Item Identification Area.** This is the link from the holdings record to the bibliographic record; it identifies the bibliographic record the holdings record should be attached to. The actual link (technically referred to as the *identifier*) can vary: ISSN, ISBN, OCLC record number, etc. It can even be a partial bibliographic description.
- 2. Location Data Area.** Identifies the exact location of the item. It can be in free text, although some systems mandate specific formats. It has four Data Elements: the *library code*, the *branch or sub location*, *copy number*, and *call number*.
- 3. Date of Report Area.** The date the holdings record was created or updated. It is recorded in YYYYMMDD format. An unknown date is recorded as 00000000.

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4. General Holdings Area. Contains general holdings information, such as whether an item is a book or a DVD. This is subdivided into five Data Elements, and each element has a series of coded values. Systems typically convert the coded values into full-text for OPAC displays:

- Type of Unit: Is it a volume, a supplement, or an index?
- Physical Form Designator: Is it a hardback, a paperback, or an ebook?
- Completeness Designator: If it's a serial, how much of the serial do you hold?
- Acquisition Status Designator: Is it on order, currently acquired, or ceased publication?
- Retention Designator: The library's retention policy. Is the item retained until replaced by microfilm? Or permanently kept?

5. Extent of Holdings Area. For serial publications, this field contains specific holdings information about the range of volumes held by the library. It consists of five Data Elements:

- Name of Unit: Is it a volume, an issue, a bund, or a tome?
- Extent of Unit: How many parts does the item have?
- Enumeration: The actual number of the volume.
- Chronology: The date on the volume.
- Specific Extent Note: Information clarifying the contents of any of the other Data Elements (e.g., bound, unbound).

6. Holdings Note Area. Free-text note field relating to the holdings (not the bibliographic record). Examples of notes include whether or not the item circulates, or its physical condition.

Z39.71: Nine Principles

- 1. Levels of Specificity:** There are four levels of specificity, ranging from a simple statement that the library holds the item on up to a complex, detailed statement of exactly what parts of the item are held. ANSI/NISO is discussing adding a fifth level that would include a barcode.
- 2. Identification of Data Elements:** Data Elements are identified, or set off from each other, by punctuation. Punctuation is prescribed within two Data Areas (the General Holdings Area, and the Extent of Holdings Area), but does not need to be consistent from Data Area to Data Area.
- 3. Optional Data Area or Element:** The standard designates each Data Area, and each Data Element, as being *mandatory*, *not used*, or *optional* in a holdings record. This may vary with the Level of Specificity of the holdings record, in that a Data Area may be optional for one level but required for another level.
- 4. Pieces Held:** For Level 1 - 3 holdings statements, the standard focuses on the parts of the item that are held, rather than those parts that are not held. Gaps can optionally be recorded in the Holdings Note Area.

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5. **Number of Locations and Copies:** If a library holds multiple copies in multiple locations, it has two options:
 - Create multiple holdings records, one for each copy or location.
 - Create one holding record (a "composite" record) reflecting the multiple copies or locations.
6. **Form:** Holdings may be recorded in either compressed or itemized form. Additionally, the same holdings record could have both compressed and itemized holdings information.
7. **Cataloguing System:** The holdings standard is independent of a cataloguing system or code. When Z39.71 conflicts with AACR2, use Z39.71. Put another way, AACR2 is for bibliographic records, and Z39.71 is for holdings records.
8. **Relationship of Holdings Statement to Bibliographic Item:** The holdings record will link to only one bibliographic record. However, the bibliographic record itself may reflect multiple items (e.g., a series, supplements).
9. **Formats:** If a library holds multiple versions of the same item (e.g., it holds both the paper and microfiche), it has a few options for how many holdings records to create, and which bibliographic record or records to link to.



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