



Documentation — ISO bibliographic filing rules (International Standard Bibliographic Filing Rules) — Exemplification of bibliographic filing principles in a model set of rules

Documentation — Règles de classement bibliographique de l'ISO (Règles standards internationales de classement bibliographique) — Concrétisation des principes de classement bibliographique par des règles modèles

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. Every 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.

The main task of ISO technical committees is to prepare International Standards. In exceptional circumstances a technical committee may propose the publication of a technical report of one of the following types :

- type 1, when the necessary support within the technical committee cannot be obtained for the publication of an International Standard, despite repeated efforts;
- type 2, when the subject is still under technical development requiring wider exposure;
- type 3, when a technical committee has collected data of a different kind from that which is normally published as an International Standard ("state of the art", for example).

Technical reports are accepted for publication directly by ISO Council. Technical reports types 1 and 2 are subject to review within three years of publication, to decide if they can be transformed into International Standards. Technical reports type 3 do not necessarily have to be reviewed until the data they provide is considered no longer valid or useful.

ISO/TR 8393 was prepared by Technical Committee ISO/TC 46, *Documentation*.

The reasons which led to the decision to publish this document in the form of a technical report type 2 are explained in the Introduction.

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0 Introduction

The question of bibliographic filing has been studied by ISO/TC 46, *Documentation* at least since 1967 and was allocated to sub-committee 4 of ISO/TC 46 in 1971. Working group 3 undertook several attempts to solve this difficult problem.

In 1980, working group 3 submitted two documents to ISO/TC 46, one concerning bibliographic filing principles which underlie filing rules, and the other concerning bibliographic filing rules.

The former eventually became International Standard ISO 7154, the latter was later submitted for voting, in November 1981, as ISO/DP 7154/2. Although ISO/DP 7154/2 received substantial support, ISO/TC 46 taking into account that the subject in question is still under technical development as some member bodies are at present defining their filing rules, resolved to issue the ISO bibliographic filing rules first as a Technical Report of type 2.

1 Scope and field of application

This Technical Report may be used as a model set of rules for the definition and for any future revision of already existing national bibliographic filing rules for alphabetical, subject, and dictionary catalogues. It is also intended for the use of international organizations and in databases, and bibliographies. One of the aims of this Technical Report being to achieve more international uniformity in bibliographic filing, and hence justify the definition of an International Standard on bibliographic filing rules.

The ISO bibliographic filing rules (International Standard Bibliographic Filing Rules, ISBFR) are an implementation of ISO 7154, reflecting the filing practices of a substantial number of national filing rules. The overriding principle, however, is that they avoid being too complicated, since they may have to be used by people with very different backgrounds and skills. As a consequence of the relative simplicity of the ISO bibliographic filing rules related materials may become separated. This is evident in the rejection of canonical and classified arrangements (for example for collective titles and subject subdivisions) by the ISO bibliographic filing rules. Equally, since these filing rules avoid making too many distinctions, because this would make them rather complicated, it is acknowledged that some works may interfile at random for which a defined order of precedence could have been elaborated, if more detailed distinctions had been made.

ISO 7154 makes provision for three-, four-, and five-level filing hierarchies. This Technical Report selects from ISO 7154 the principles that apply to a four-level hierarchy consisting of (from highest to lowest)

- filing entry;
- filing area;
- filing section;
- filing character.