

Contents

Introduction	9
Members of the IFLA Working Group on Guidelines for National Bibliographies	11
1. History and Background	13
1.1 National bibliographies	13
1.2 Legal deposit	13
1.3 International recommendations	14
1.4 New recommendations/guidelines	16
1.5 Conclusion	17
2. Value of National Bibliographies: Use and Users	19
2.1 What is the mission of the national bibliography?	19
2.2 Who are the users?	20
2.3 What are the information needs and requirements?	22
2.4 Common searching requirements	26
2.5 Conclusion	27
3. Selection Principles	29
3.1 Introduction	29
3.2 General selection criteria	29
3.3 Electronic resources selection criteria	30
3.3.1 Specific aspects of electronic resources for consideration	31
3.3.2 Examples of electronic resources that are sometimes not selected	31
3.4 Other issues related to selection	32
3.5 Conclusion	35
3.6 Selection criteria for inclusion in national bibliographies (including Web resources)	35
4. Cataloguing	37
4.1 Introduction	37
4.2 Responsibilities of the national bibliographic agency	37
4.2.1 Scope of cataloguing for the national bibliography	37
4.2.2 Relationship of the national bibliography to the national library catalogue	38
4.2.3 Changing context of the national bibliography	39
4.2.4 Extensive bibliographic records	40
4.2.5 Bibliographic control and bibliographic standards	41
4.2.6 Content standards	41
4.2.6.1 Descriptive standards	42
4.2.6.2 Subject standards	43

4.2.7 Standards for identification	43
4.2.7.1 Linking ISSN (ISSN-L)	44
4.2.7.2 ISTC or International Standard Text Code	44
4.2.7.3 ISAN or International Standard Audiovisual Number	44
4.2.7.4 ISWC or International Standard Musical Work Code	44
4.2.7.5 ISRC or International Standard Recording Code.	44
4.2.7.6 ISNI/ISPI or International Standard Name/Party Identifier.	44
4.2.7.7 NBN or National Bibliography Number	45
4.2.8 Authority control	45
4.2.9 Bibliographic standards and the Semantic Web	46
4.2.9.1 RDF (Resource Description Framework).	46
4.2.9.2 OWL (Web Ontology Language).	47
4.3 National bibliography and access	47
4.3.1 Users and uses of the national bibliography: metadata elements.	47
4.4 Level of cataloguing	48
4.4.1 Level of metadata associated with the resource	49
4.4.1.1 Authoritative	50
4.4.1.2 Comprehensive	50
4.4.1.3 Enhanced	50
4.4.1.4 Basic	51
4.4.2 Significance of the electronic resource for the national bibliography	51
4.4.3 Continuous improvement.	52
5. Functionality and Interface.	55
5.1 Introduction	55
5.2 General recommendations	55
5.2.1 Query formulation.	56
5.2.2 Examination of the results	57
5.2.3 Saving or extraction of the results	57
5.2.4 Help	58
5.3 Common requirements.	58
5.4 Access points	58
5.4.1 Subject access	59
5.4.2 Presentation of results	61
5.4.3 Functionality	62
5.5 Interoperability.	63
5.5.1 Cataloguing rules compatibility.	64
5.5.2 International Standard Bibliographic Description (ISBD)	64
5.5.3 International cataloguing principles	65
5.5.4 Functional Requirements for Bibliographic Records (FRBR)	65
5.5.5 Functional Requirements for Authority Data (FRAD)	66
5.5.6 Resource Description and Access (RDA)	66
5.5.7 Bibliographic format compatibility	67
5.5.7.1 MARC formats	67
5.5.7.1.1 UNIMARC	67
5.5.7.1.2 MARC 21	68
5.5.7.2 XML formats	68

5.5.7.2.1 MARCXML	68
5.5.7.2.2 MarcXchange	69
5.5.7.2.3 ONIX (Online Information eXchange)	69
5.5.7.3 Dublin Core	69
5.5.7.3.1 The Dublin Core Metadata Initiative (DCMI).	70
5.5.7.3.2 The DCMI Library Application Profile	70
5.5.8 Character coding compatibility	71
5.5.9 Protocol compatibility	71
5.5.9.1 Z39.50 (ISO 23950)	72
5.5.9.2 SRU/SRW	72
5.5.9.3 OAI-PMH.	73
5.5.9.4 Persistent identifiers.	73
5.5.9.5 Uniform Resource Name (URN)	74
5.5.9.6 The Handle System	74
5.5.9.7 Digital Object Identifier (DOI).	74
5.5.9.8 Persistent URL (PURL)	74
5.5.9.9 Archival Resource Key (ARK)	75
6. Organisation and Management of National Bibliographies.	79
6.1 Introduction	79
6.2 Responsibility for national bibliographic control	79
6.3 Structures for administration of national bibliographic control.	80
6.3.1 National Library as national bibliographic agency	80
6.3.2 National bibliographic agencies in other institutions	81
6.3.3 Collaborative & distributed national bibliographic agencies	81
6.3.4 Independent national bibliographic agencies.	82
6.3.5 National agencies for bibliographic standards	82
6.4 Legal deposit legislation/voluntary deposit	82
6.4.1 Legal deposit	82
6.4.2 Voluntary deposit	84
6.4.3 Mixed deposit	84
6.4.4 Examples of national deposit models	84
6.5 Business model.	86
6.5.1 Purpose and scope of the national bibliography	86
6.5.2 Paying for the national bibliography	87
6.5.3 Examples of different national business models.	89
6.5.4 Intellectual property and rights issues	92
6.5.5 Promotion and marketing.	93
6.6 Organization of national bibliographic data	94
6.6.6.1 Examples	95
6.7 Currency of the national bibliography	96
6.7.1 Overview.	96
6.7.2 Establishing a CIP programme	97
6.7.3 Examples of CIP programmes.	97
6.8 Choice of media for delivery of the national bibliography.	97
6.8.1 Paper.	98
6.8.2 CD-ROM.	98

6.8.3 Online access	98
6.9 Measuring the effectiveness of the national bibliography	99
6.9.1 Coverage	99
6.9.2 Currency	99
6.9.3 Usage of the national bibliography	100
6.10 Learning from others	100
7. Cooperation with publishers: Integration and sharing of metadata	103
7.1 Introduction	103
7.2 Finnish National ONIX centre	105
7.3 A Swedish model	106
8. Glossary of terms and abbreviations	111
9. Bibliography	121
10. Useful links	129
11. Appendix: National Bibliography Number (NBN)	139