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**ISO/TC 46/SC 9 N 276**  
2000-04-26

To: Members of ISO/TC 46/SC 9  
Organizations in liaison

cc. ISO Central Secretariat

**Subject: Proposed survey on use of ISO/TC 46/SC 9 standards for the presentation and description of documents**

**ACTION REQUESTED:**

- **For immediate distribution to participants in the ISO/TC 46/SC 9 meeting on May 10, 2000**

As part of the review and reorganization of TC46/SC9's activities (see N 277), the Secretariat proposes to conduct a survey on the use and viability of SC 9's standards for bibliographic description, subject description, and the presentation of documents.

The results of the survey would be used to determine whether any of the standards in these three subject areas should be withdrawn for lack of use. Under the terms of the Secretariat's reorganization proposal, the remaining standards would be transferred to the TC 46 level as completed items of work.

The proposed survey will be discussed during the ISO/TC 46/SC 9 meeting on May 10 in Berlin.

With regards,

*[original signed by]*

Jane Thacker  
Secretary, ISO/TC 46/SC 9

<p><b>PROPOSED SURVEY ON USE OF ISO/TC 46/SC 9 STANDARDS</b></p>
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The proposed method for conducting this survey is as follows:

1. The survey will be divided into three groups of standards, one group for each of the three subject areas under review.
2. Within each group there will be a separate sheet for each specific standard.
3. These groups can be rearranged and/or tailored for distribution to specific respondents but the section on the respondent's profile must be included with each group that is distributed.
4. The same questions will be asked for each standard.
5. The number of questions will be kept to a minimum and will focus on actual use, awareness of and need for the standards in question.
6. A separate section of the survey will collect information on the respondents to the survey, indicating whether a response is from an organization or an individual, the country of origin, a respondents' area of professional activity, and (optionally) the contact information for a respondent.
7. The survey will be sent to SC 9's member bodies and liaison organizations for subsequent distribution within their areas of jurisdiction or interest.
8. A copy of the full survey will also be posted on the SC 9 Web site.
9. Each member body or liaison organization will forward each of the responses they collect, attached to the appropriate respondent's profile sheet, to the SC 9 Secretariat.
10. Member bodies and liaison organizations will also be asked to prepare a corporate response representing their own points of view.
11. The survey will be conducted for a three month period to be completed before the end of this year.
12. Responses to the survey will be compiled and analyzed by project leaders for each of the three categories, assisted by the SC 9 Secretariat.
13. Any standards which show only marginal levels of use in the survey results will then undergo ISO's formal procedures for withdrawal of an International Standard.

**EXAMPLE OF THE PROPOSED SURVEY**

**Section 1: Respondent Profile**

*The purpose of this section of the proposed survey is to collect information on the respondents so that the survey results can be analyzed according to specific areas of activity.*

*The following questions are proposed:*

**1. Choose either a) or b) below:**

a) ☐ **This is a response prepared on behalf of [give name of the organization or association]:** \_\_\_\_\_

Country in which the headquarters are located: \_\_\_\_\_

b) ☐ **This is an individual response.**

Country where professional activities are principally located: \_\_\_\_\_

**2. Which of the following best describes your area(s) of professional activity?**

☐ Publisher

☐ Librarian

☐ Editor

☐ Indexer

☐ Researcher

☐ Archivist

☐ Standards organization

☐ Other [specify]: \_\_\_\_\_

**CONTACT INFORMATION (optional):**

**Please attach a business card or provide the following information.**

*Note: All contact information will be treated as confidential and no personal data will be exchanged with any other organization.*

Name:

Mailing address:

Country:

Fax:

E-mail:

## **Section 2: Questions on specific standards**

*The purpose of this section of the proposed survey is to collect information on the use and awareness of specific ISO/TC 46/SC 9 standards for bibliographic data and description, for subject data and description, and for the presentation of documents.*

### **Group A:           STANDARDS FOR THE DESCRIPTION OF DOCUMENTS**

*The standards in this subject area are listed below. The questions that will be asked for each standard in this group are shown in the example on the next page.*

- ISO 4:1997, Documentation -- Rules for the abbreviation of title words and titles of publications. 11 pages
- ISO 690:1987, Documentation -- Bibliographic references -- Content, form and structure. 11 pages.
- ISO 690-2:1997, Information and documentation -- Bibliographic references -- Part 2: Electronic documents or parts thereof. 18 pages
- ISO 832:1994, Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms. 5 pages
- ISO 7154:1983, Documentation -- Bibliographic filing principles. 8 pages
- ISO/TR 8393:1985, Documentation -- ISO bibliographic filing rules (International Standard Bibliographic Filing Rules) -- Exemplification of Bibliographic filing principles in a model set of rules. 26 pages
- ISO 10324:1997, Information and documentation -- Holdings statements -- Summary level. 31 pages
- ISO/DTR 11015, Information and documentation - Abbreviations of typical bibliographic words [*currently being developed as a Web-accessible database*]

## EXAMPLE ONLY

### ISO 10324:1997, *Information and documentation -- Holdings statements -- Summary level*

**1. Please indicate your type of use for this International Standard:**

- ☐ Use as an official standard    ☐ Use as a de facto standard    ☐ Use as a reference document
- ☐ Aware of its existence but do not use    ☐ Was unaware of its existence

In the above question:

- “used as an official standard” means that the International Standard is formally adopted (in its entirety or the majority of its content) for use by your country, association, or organization.
- “used as a de facto standard” means that the International Standard is the definitive guideline on this subject for your country, association or organization, without having been formally adopted as a national standard.
- “used as a reference document” means that the International Standard is informally used for occasional consultation or guidance in this subject area.

*For each of the following statements please indicate your response by circling the appropriate number on the scale of 1 to 5.*

**2. There is a need for an international standard on this subject.**

1 -----	---- 2 -----	---- 3 -----	---- 4 ----	----- 5	<input type="checkbox"/>
Strongly agree	Agree	Undecided	Disagree	Strongly disagree	Don't know

**3. We/I have no practical use for a standard on this subject.**

1 -----	---- 2 -----	---- 3 -----	---- 4 ----	----- 5	<input type="checkbox"/>
Strongly agree	Agree	Undecided	Disagree	Strongly disagree	Don't know

**4. This ISO standard satisfies our/my national and/or professional requirements.**

1 -----	---- 2 -----	---- 3 -----	---- 4 ----	----- 5	<input type="checkbox"/>
Strongly agree	Agree	Undecided	Disagree	Strongly disagree	Don't know

**ADDITIONAL COMMENTS (optional):**

**Group B:            STANDARDS    FOR    INDEXING    AND    SUBJECT  
DESCRIPTION**

*The standards in this subject area are listed below. The questions that will be asked for each standard in this group are shown in the example on the next page.*

- ISO 999:1996, Information and documentation -- Guidelines for the content, organization and presentation of indexes. 47 pages
- ISO 2788:1986, Documentation -- Guidelines for the establishment and development of monolingual thesauri. 32 pages
- ISO 5963:1985, Documentation -- Methods for examining documents, determining their subjects, and selecting indexing terms. 5 pages
- ISO 5964:1985, Documentation -- Guidelines for the establishment and development of multilingual thesauri. 61 pages

**EXAMPLE ONLY**

**ISO 999:1996, *Information and documentation -- Guidelines for the content, organization and presentation of indexes***

**1. Please indicate your type of use for this International Standard:**

- ☐ Use as an official standard    ☐ Use as a de facto standard    ☐ Use as a reference document  
☐ Aware of its existence but do not use    ☐ Was unaware of its existence

In the above question:

- “used as an official standard” means that the International Standard is formally adopted (in its entirety or the majority of its content) for use by your country, association, or organization.
- “used as a de facto standard” means that the International Standard is the definitive guideline on this subject for your country, association or organization, without having been formally adopted as a national standard.
- “used as a reference document” means that the International Standard is informally used for occasional consultation or guidance in this subject area.

*For each of the following statements please indicate your response by circling the appropriate number on the scale of 1 to 5.*

**2. There is a need for an international standard on this subject.**

1 ----- 2 ----- 3 ----- 4 ---- 5    ☐  
Strongly agree    Agree    Undecided    Disagree    Strongly disagree    Don't know

**3. We/I have no practical use for a standard on this subject.**

1 ----- 2 ----- 3 ----- 4 ---- 5    ☐  
Strongly agree    Agree    Undecided    Disagree    Strongly disagree    Don't know

**4. This ISO standard satisfies our/my national and/or professional requirements.**

1 ----- 2 ----- 3 ----- 4 ---- 5    ☐  
Strongly agree    Agree    Undecided    Disagree    Strongly disagree    Don't know

**ADDITIONAL COMMENTS (optional):**

## **Group C:            STANDARDS    FOR    THE    PRESENTATION    OF DOCUMENTS**

*The standards in this subject area are listed below. The questions that will be asked for each standard in this group are shown in the example on the next page.*

- ISO 8, Documentation -- Presentation of periodicals. 4 pages
- ISO 18:1981, Documentation -- Contents list of periodicals. 2 pages
- ISO 214:1976, Documentation -- Abstracts for publications and documentation. 6 pages
- ISO 215:1986, Documentation -- Presentation of contributions to periodicals and other serials. 5 pages
- ISO 1086:1991, Information and documentation -- Title leaves of books. 5 pages
- ISO 2145:1978, Documentation -- Numbering of divisions and subdivisions in written documents. 2 pages
- ISO 2384:1977, Documentation -- Presentation of translations. 4 pages
- ISO 5122:1979, Documentation -- Abstract sheets in serial publications. 5 pages
- ISO 5123:1984, Documentation -- Headers for microfiche of monographs and serials. 6 pages
- ISO CD 5966, Information and documentation -- Guidelines for the presentation of technical reports [*revision of ISO 5966:1982 (22 pages)*]
- ISO 6357:1985, Documentation -- Spine titles on books and other publications. 3 pages
- ISO 7144:1986, Documentation -- Presentation of theses and similar documents. 10 pages
- ISO 7220:1996, Information and documentation -- Presentation of catalogues of standards. 17 pages
- ISO 7275:1985, Documentation -- Presentation of title information of series. 2 pages



**EXAMPLE ONLY****ISO 8:1977, *Documentation -- Presentation of periodicals*****1. Please indicate your type of use for this International Standard:**

- ☐ Use as an official standard    ☐ Use as a de facto standard    ☐ Use as a reference document  
☐ Aware of its existence but do not use    ☐ Was unaware of its existence

In the above question:

- “used as an official standard” means that the International Standard is formally adopted (in its entirety or the majority of its content) for use by your country, association, or organization.
- “used as a de facto standard” means that the International Standard is the definitive guideline on this subject for your country, association or organization, without having been formally adopted as a national standard.
- “used as a reference document” means that the International Standard is informally used for occasional consultation or guidance in this subject area.

*For each of the following statements please indicate your response by circling the appropriate number on the scale of 1 to 5.*

**2. There is a need for an international standard on this subject.**

1 -----    ---- 2 -----    ---- 3 -----    ---- 4 ----    ----- 5    ☐  
 Strongly agree    Agree    Undecided    Disagree    Strongly disagree    Don't know

**3. We/I have no practical use for a standard on this subject.**

1 -----    ---- 2 -----    ---- 3 -----    ---- 4 ----    ----- 5    ☐  
 Strongly agree    Agree    Undecided    Disagree    Strongly disagree    Don't know

**4. This ISO standard satisfies our/my national and/or professional requirements.**

1 -----    ---- 2 -----    ---- 3 -----    ---- 4 ----    ----- 5    ☐  
 Strongly agree    Agree    Undecided    Disagree    Strongly disagree    Don't know

**ADDITIONAL COMMENTS (optional):**