

## Contents

<b>Introduction . . . . .</b>
<b>Members of the IFLA Working Group on Guidelines for National Bibliographies . . . . .</b>
<b>1. History and Background . . . . .</b>
1.1 National bibliographies . . . . .
1.2 Legal deposit . . . . .
1.3 International recommendations . . . . .
1.4 New recommendations/guidelines . . . . .
1.5 Conclusion . . . . .
<b>2. Value of National Bibliographies: Use and Users . . . . .</b>
2.1 What is the mission of the national bibliography? . . . . .
2.2 Who are the users? . . . . .
2.3 What are the information needs and requirements? . . . . .
2.4 Common searching requirements . . . . .
2.5 Conclusion . . . . .
<b>3. Selection Principles . . . . .</b>
3.1 Introduction . . . . .
3.2 General selection criteria . . . . .
3.3 Electronic resources selection criteria . . . . .
3.3.1 Specific aspects of electronic resources for consideration . . . . .
3.3.2 Examples of electronic resources that are sometimes not selected . . . . .
3.4 Other issues related to selection . . . . .
3.5 Conclusion . . . . .
3.6 Selection criteria for inclusion in national bibliographies (including Web resources) . . . . .
<b>4. Cataloguing . . . . .</b>
4.1 Introduction . . . . .
4.2 Responsibilities of the national bibliographic agency . . . . .
4.2.1 Scope of cataloguing for the national bibliography . . . . .
4.2.2 Relationship of the national bibliography to the national library catalogue . . . . .
4.2.3 Changing context of the national bibliography . . . . .
4.2.4 Extensive bibliographic records . . . . .
4.2.5 Bibliographic control and bibliographic standards . . . . .
4.2.6 Content standards . . . . .
4.2.6.1 Descriptive standards . . . . .
4.2.6.2 Subject standards . . . . .
4.2.7 Standards for identification . . . . .
4.2.7.1 Linking ISSN (ISSN-L) . . . . .
4.2.7.2 ISTC or International Standard Text Code . . . . .
4.2.7.3 ISAN or International Standard Audiovisual Number . . . . .
4.2.7.4 ISWC or International Standard Musical Work Code . . . . .
4.2.7.5 ISRC or International Standard Recording Code . . . . .
4.2.7.6 ISNI/ISPI or International Standard Name/Party Identifier . . . . .
4.2.7.7 NBN or National Bibliography Number . . . . .
4.2.8 Authority control . . . . .
4.2.9 Bibliographic standards and the Semantic Web . . . . .
4.2.9.1 RDF (Resource Description Framework) . . . . .
4.2.9.2 OWL (Web Ontology Language) . . . . .

4.3	National bibliography and access . . . . .
4.3.1	Users and uses of the national bibliography: metadata elements. .
4.4	Level of cataloguing . . . . .
4.4.1	Level of metadata associated with the resource . . . . .
4.4.1.1	Authoritative . . . . .
4.4.1.2	Comprehensive . . . . .
4.4.1.3	Enhanced . . . . .
4.4.1.4	Basic . . . . .
4.4.2	Significance of the electronic resource for the national bibliography
4.4.3	Continuous improvement . . . . .
<b>5.</b>	<b>Functionality and Interface . . . . .</b>
5.1	Introduction . . . . .
5.2	General recommendations . . . . .
5.2.1	Query formulation . . . . .
5.2.2	Examination of the results . . . . .
5.2.3	Saving or extraction of the results . . . . .
5.2.4	Help . . . . .
5.3	Common requirements . . . . .
5.4	Access points . . . . .
5.4.1	Subject access . . . . .
5.4.2	Presentation of results . . . . .
5.4.3	Functionality . . . . .
5.5	Interoperability . . . . .
5.5.1	Cataloguing rules compatibility . . . . .
5.5.2	International Standard Bibliographic Description (ISBD) . . . . .
5.5.3	International cataloguing principles . . . . .
5.5.4	Functional Requirements for Bibliographic Records (FRBR) . . . . .
5.5.5	Functional Requirements for Authority Data (FRAD) . . . . .
5.5.6	Resource Description and Access (RDA) . . . . .
5.5.7	Bibliographic format compatibility . . . . .
5.5.7.1	MARC formats . . . . .
5.5.7.1.1	UNIMARC . . . . .
5.5.7.1.2	MARC 21 . . . . .
5.5.7.2	XML formats . . . . .
5.5.7.2.1	MARCXML . . . . .
5.5.7.2.2	MarcXchange . . . . .
5.5.7.2.3	ONIX (Online Information eXchange) . . . . .
5.5.7.3	Dublin Core . . . . .
5.5.7.3.1	The Dublin Core Metadata Initiative (DCMI) . . . . .
5.5.7.3.2	The DCMI Library Application Profile . . . . .
5.5.8	Character coding compatibility . . . . .
5.5.9	Protocol compatibility . . . . .
5.5.9.1	Z39.50 (ISO 23950) . . . . .
5.5.9.2	SRU/SRW . . . . .
5.5.9.3	OAI-PMH . . . . .
5.5.9.4	Persistent identifiers . . . . .
5.5.9.5	Uniform Resource Name (URN) . . . . .
5.5.9.6	The Handle System . . . . .
5.5.9.7	Digital Object Identifier (DOI) . . . . .
5.5.9.8	Persistent URL (PURL) . . . . .
5.5.9.9	Archival Resource Key (ARK) . . . . .

**6. Organisation and Management of National Bibliographies**

6.1	Introduction . . . . .
6.2	Responsibility for national bibliographic control . . . . .
6.3	Structures for administration of national bibliographic control . . . . .
6.3.1	National Library as national bibliographic agency . . . . .
6.3.2	National bibliographic agencies in other institutions . . . . .
6.3.3	Collaborative & distributed national bibliographic agencies . . . . .
6.3.4	Independent national bibliographic agencies . . . . .
6.3.5	National agencies for bibliographic standards . . . . .
6.4	Legal deposit legislation/voluntary deposit . . . . .
6.4.1	Legal deposit . . . . .
6.4.2	Voluntary deposit . . . . .
6.4.3	Mixed deposit . . . . .
6.4.4	Examples of national deposit models . . . . .
6.5	Business model . . . . .
6.5.1	Purpose and scope of the national bibliography . . . . .
6.5.2	Paying for the national bibliography . . . . .
6.5.3	Examples of different national business models . . . . .
6.5.4	Intellectual property and rights issues . . . . .
6.5.5	Promotion and marketing . . . . .
6.6	Organization of national bibliographic data . . . . .
6.6.6.1	Examples . . . . .
6.7	Currency of the national bibliography . . . . .
6.7.1	Overview . . . . .
6.7.2	Establishing a CIP programme . . . . .
6.7.3	Examples of CIP programmes . . . . .
6.8	Choice of media for delivery of the national bibliography . . . . .
6.8.1	Paper . . . . .
6.8.2	CD-ROM . . . . .
6.8.3	Online access . . . . .
6.9	Measuring the effectiveness of the national bibliography . . . . .
6.9.1	Coverage . . . . .
6.9.2	Currency . . . . .
6.9.3	Usage of the national bibliography . . . . .
6.10	Learning from others . . . . .
<b>7.</b>	<b>Cooperation with publishers: Integration and sharing of metadata . . . . .</b>
7.1	Introduction . . . . .
7.2	Finnish National ONIX centre . . . . .
7.3	A Swedish model . . . . .
<b>8.</b>	<b>Glossary of terms and abbreviations . . . . .</b>
<b>9.</b>	<b>Bibliography . . . . .</b>
<b>10.</b>	<b>Useful links . . . . .</b>
<b>11.</b>	<b>Appendix: National Bibliography Number (NBN) . . . . .</b>