AGARDograph No.235 (Addendum)

List of Standards to Accompany Manual of Documentation Practices Applicable to Defence-Aerospace Scientific and Technical Information

(Liste des Normes à Placer en Annexe au Manuel Concernant les Techniques Documentaires Applicables à l'Information Scientifique et Technique de la Défense et du Secteur Aérospatial)

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NORTH ATLANTIC TREATY ORGANIZATION
AGARD-AG-235 (Addendum)

NORTH ATLANTIC TREATY ORGANIZATION
ADVISORY GROUP FOR AEROSPACE RESEARCH AND DEVELOPMENT
(ORGANISATION DU TRAITE DE L'ATLANTIQUE NORD)

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(Liste des Normes à Placer en Annexe au Manuel Concernant les Techniques Documentaires Applicables à l'Information Scientifique et Technique de la Défense et du Secteur Aérospatial)

by

The Standards Sub-Committee of the Technical Information Panel of AGARD

This AGARDograph has been prepared at the request of the Technical Information Panel of AGARD.
The Mission of AGARD

According to its Charter, the mission of AGARD is to bring together the leading personalities of the NATO nations in the fields of science and technology relating to aerospace for the following purposes:

- Recommending effective ways for the member nations to use their research and development capabilities for the common benefit of the NATO community;
- Providing scientific and technical advice and assistance to the Military Committee in the field of aerospace research and development (with particular regard to its military application);
- Continuously stimulating advances in the aerospace sciences relevant to strengthening the common defence posture;
- Improving the cooperation among member nations in aerospace research and development;
- Exchange of scientific and technical information;
- Providing assistance to member nations for the purpose of increasing their scientific and technical potential;
- Rendering scientific and technical assistance, as requested, to other NATO bodies and to member nations in connection with research and development problems in the aerospace field.

The highest authority within AGARD is the National Delegates Board consisting of officially appointed senior representatives from each member nation. The mission of AGARD is carried out through the Panels which are composed of experts appointed by the National Delegates, the Consultative and Exchange Programme and the Aerospace Applications Studies Programme. The results of AGARD work are reported to the member nations and the NATO Authorities through the AGARD series of publications of which this is one.

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Foreword

The purpose of this Manual is to describe in a series of separately-published Volumes the basic documentation practices which are involved in the initial setting up, and subsequent operation of an Information-Library Organisation to provide defence-aerospace scientific and technical information services.

The manual has been planned by the AGARD Technical Information Panel and consists of:

- four volumes comprising twelve sections in all, each prepared by a well-known expert in the field.
- a fifth volume containing a comprehensive index.
- an addendum comprising a reference list of International, NATO, European and National Information Standards.

The publication layout is given on the following pages.

Avant-Propos

Les différents volumes de ce manuel, qui sont édités séparément, fournisont la description des procédures documentaires de base demandées pour la création et l'exploitation d'une informatique, prestataire de services d'information techniques et scientifiques auprès de la communauté aérospatiale militaire.

Ce manuel a été réalisé par le Panel AGARD de l'Information Technique. Il consiste en:

- quatre volumes comprenant douze fascicules en tout, chacune rédigée par un spécialiste éminent
- un cinquième volume contenant un index général
- un addendum comprenant la liste officielle des normes Internationales, OTAN, Européennes et Nationales relatives aux activités de l'information.

Le plan de la publication est donné à la verso.

Col Piero Marconi
Chairman, Standards Sub-Committee,
AGARD Technical Information Panel
Condensed Contents
Detailed Contents of all Volumes follow

Section

VOLUME I

1 Acquisition & Sources, by P.F.Eckert
   Types of material, selecting, evaluation, sources in Governments and other countries, information on current research.

2 Descriptive Cataloguing, by B.P.Gladd, O.G.Luchaka and J.C.Wade
   Functions, standardisation, corporate authors and other compatibility factors, document process sheets, manual and computer translations.

3 Abstracting & Subject Analysis, by T.C.Bearman
   Abstracting standards, descriptor allocation, thesaurus, computer-aided indexing.

VOLUME II

4 Data Recording & Storage, by J.H.Petrie
   Data preparation rules, handling chemical compounds and scientific symbols, etc, card systems, tape typewriters, introduction to computerised operations.

5 Mechanisation Systems & Operations, by V.J.Rogers
   Basic mechanisation, in-house computer, minicomputers, bureau working.

6 Announcement Services & Publications, by E.H.Ridley
   Selective dissemination of information, bulletin production, newsletters and digests, bibliographies.

VOLUME III

7 Information Retrieval, by L.Norton
   Manual systems, searching by computer, inverted files, KWE/KWOC, online systems, batch working, packaging of computer output.

8 Dissemination Practices, by T.S.Dyer
   Register of users, initial distribution, specific requests, recording and recall, guidelines on sensitive aspects, data, art reviews, translations, survey of dissemination practices in various countries.

9 Microform Systems and Reprography, by P.Rollins
   Preparation and re-production of technical publications, microfiche, preparation and duplication, OMICOM, readers and printers, photocopying, printing processes.

VOLUME IV

10 Security Storage & Control, by M.G.Sims
    Security gradings, access to sensitive documents, physical security, control of document movements.

11 Organisation & Management, by D.M.Leitch
    Aims and objectives, staffing, promotional activities, identifying users.

12 Networks & External Sources of Information, by P.F.Eckert, H.G.Wynne, W.A.Martin and A.Bodini
    National and international networks, telecommunication equipment, fire techniques, data bases available, costs involved.
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Introduction to List of Standards

The application of suitable standards is essential for effective information work, particularly when setting up information services or expanding them. Whenever possible, existing standards should be adopted to reduce individual effort and to guarantee maximum compatibility.

This list of standards has been grouped according to the field of application for easy reference. It is recommended that the standards be considered as having the following priority:

- International
- NATO
- European
- National

The list is not exhaustive and will receive regular updates. Any proposals for alterations and additions should be addressed to:

TIP Executive
Advisory Group for Aerospace Research and Development
7 rue Ancelle – 92200 Neuilly-sur-Seine
France

Introduction à la Liste des Normes

La mise en application de normes adéquates est d’une importance vitale pour l’industrie de l’information, et en particulier lors de la création ou de l’expansion de centres serveurs. Dans la mesure où des normes existent, elles doivent être adoptées afin de minimiser la charge de travail et de garantir le maximum de compatibilité.

La liste des normes a été établie par domaine d’application pour faciliter les recherches. Les différentes normes doivent être consultées selon l’ordre de priorité suivante:

- Normes Internationales
- Normes OTAN
- Normes Européennes
- Normes Nationales

Cette liste n’est pas exhaustive. Elle sera mise à jour régulièrement. Veuillez adresser toute proposition de modification ou de rajout à:

TIP Exécutif
Groupe Consultatif la Recherche et les Réalisations Aérospatiales
7 rue Ancelle – 92200 Neuilly sur Seine
France
### INTERNATIONAL INFORMATION AND DOCUMENTATION STANDARDS

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| ISO 0233 1984 DOCUMENTATION - TRANSLITERATION OF ARABIC CHARACTERS INTO LATIN CHARACTERS |
| ISO 0389 1984 DOCUMENTATION - TRANSLITERATION OF SlAVIC CHARACTERS INTO LATIN CHARACTERS |
| ISO 3600 1979 DOCUMENTATION - ROMANIZATION OF JAPANESE (KANA SCRIPT) |
| ISO 7040 1982 DOCUMENTATION - ROMANIZATION OF CHINESE |
| ISO/R 0868 1968 INTERNATIONAL SYSTEM FOR TRANSLITERATION OF GREEK CHARACTERS TO LATIN CHARACTERS |

### INT 1.3 TERMINOLOGY & THEAURAI

| ISO 0439 1986 CODE FOR THE REPRESENTATION OF NAMES OF LANGUAGES BILINGUAL EDITION |
| ISO 0724 1987 PRINCIPLES AND METHODS OF TERMINOLOGY |
| ISO 1951 1973 LEISOCRAPHICAL SYMBOLS PARTICULARLY FOR USE IN CLASSIFIED VOCIARIES |
| ISO 2768 1986 DOCUMENTATION-GUIDELINES FOR ESTABLISHMENT & DEVELOPMENT OF MONOLINGUAL THESAURUS |
| ISO 3185 1987 CODES FOR THE REPRESENTATION OF NAMES OF COUNTRIES |
| ISO 5127/1 1983 DOCUMENTATION & INFO-VOCAB-F71: BASIC CONCEPTS (BILINGUAL EDITION) |
| ISO 5127/2 1983 DOCUMENTATION & INFO-VOCAB-F72: TRADITIONAL DOCUMENT (BILINGUAL EDITION) |
| ISO 5127/3 1983 DOCUMENTATION & INFO-VOCAB-F73: TECHNICAL DOCUMENTATION (BILINGUAL EDITION) |
| ISO 5127/4 1983 DOCUMENTATION & INFO-VOCAB-F74: DOCUMENTARY LANGUAGES (BILINGUAL EDITION) |
| ISO 5127/11 1987 DOCUMENTATION & INFO-VOCAB-F11: AUDIO-VISUAL DOCUMENTS (BILINGUAL EDITION) |
| ISO 5127/8 1983 DOCUMENTATION-METHODS FOR EXAMINING DOCUMENTS, DETERMINING THEIR SUBJECTS, AND SELECTING INDEXING TERMS |
| ISO 5994 1985 DOCUMENTATION - GUIDELINES FOR THE ESTABLISHMENT & DEVELOPMENT OF MULTILINGUAL THESAURUS |
| ISO/R 0860 1968 INTERNATIONAAL UNIFICATION OF CONCEPTS AND TERMS |
| ISO/R 1067/1 1968 GUIDE FOR THE PREPARATION OF CLASSIFIED VOCABULARIES (EXAMPLE OF METHOD) |
| ISO/R 1087 1969 VOCABULARY OF TERMINOLOGY |
| ISO/R 1149 1969 LAYOUT OF MULTILINGUAL CLASSIFIED VOCABULARIES |

### INT 1.4 ELECTRONIC PUBLISHING

| ISO 8873 1988 INFORMATION PROCESSING, TEXT AND OFFICE SYSTEMS, STANDARD GENERALIZED MARKUP LANGUAGE (SGML) |
| ISO 8879-1 1988 INFORMATION PROCESSING, TEXT AND OFFICE SYSTEMS, STANDARD GENERALIZED MARKUP LANGUAGE (SGML) AMENDMENT 1 |
| ISO 9049 1988 INFORMATION PROCESSING, SGML SUPPORT FACILITIES, SGML DOCUMENT INTERCHANGE FORMAT (SDF) |
| ISO/TC 9564 1988 INFORMATION PROCESSING, COMPUTER-ASSISTED PUBLISHING, VOCABULARY |
| ISO/TC 9571 1988 INFORMATION PROCESSING, SGML SUPPORT FACILITIES, TECHNIQUES FOR USING SGML |
INFORMATION AND DOCUMENTATION STANDARDS

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INT 2. STORAGE, PROCESSING AND RETRIEVAL

INT 2.1 MASS STORAGE

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ISO 2146 1988 DOCUMENTATION - DIRECTORIES OF LIBRARIES, ARCHIVES, INFORMATION & DOCUMENTATION CENTRES, AND THEIR DATA BASES
ISO 7154 1983 DOCUMENTATION - BIBLIOGRAPHIC FILING PRINCIPLES
ISO/TR 8393 1985 DOCUMENTATION - ISO BIBLIOGRAPHIC FILING RULES

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INT 2.2 CHARACTER SETS

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ISO 646 1983 INFORMATION PROCESSING, ISO 7-BIT CODED CHARACTER SET FOR INFORMATION INTERCHANGE
ISO 5472 1984 EXTENSION OF LATIN ALPHABET CODED CHARACTER SET FOR BIBLIO INFO EXCHANGE
ISO 5427 1984 EXTENSION OF CYRILLIC ALPHABET CODED CHARACTER SET FOR BIBLIO INFO EXCHANGE
ISO 5428 1984 GREEK ALPHABET CODED CHARACTER SET FOR BIBLIO INFO INTERCHANGE
ISO 6450 1984 DOCUMENTATION - BIBLIOGRAPHIC CONTROL CHARACTERS
ISO 6438 1984 DOCUMENTATION - AFRICAN CODED CHARACTER SET FOR BIBLIO INFO INTERCHANGE

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INT 2.3 PROCESSING

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INFORMATION AND DOCUMENTATION STANDARDS

INT 3. DISSEMINATION AND COMMUNICATION

INT 3.1 PAPER

ISO 690 1987 DOCUMENTATION, BIBLIOGRAPHIC REFS - CONTENT, FORM AND STRUCTURE
ISO 5428 1984 GREEK ALPHABET CODED CHARACTER SET FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE

INT 3.2 MICROFORM

ISO 5423 1984 DOCUMENTATION - HEADERS FOR MICROFICHE OF MONOGRAPHS & SERIALS

INT 3.3 ELECTRONIC

ISO 2709 1981 DOCUMENTATION - FORMAT FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE ON MAGNETIC TAPE
ISO 2789 1974 INTERNATIONAL LIBRARY STATISTICS
ISO 3729 1984 DOCUMENTATION - INTERNATIONAL STANDARD SERIAL NUMBERING (ISSN)
ISO 7011 1986 DOCUMENTATION - INTERNATIONAL STANDARD RECORDING CODE (ISRC)
ISO 4156 1987 MAGNETIC TAPE EXCHANGE FORMAT FOR TERMINOLOGICAL/BIBLIOGRAPHICAL RECORDS (MATB)
ISO 7372 1986 TRADE DATA INTERCHANGE - TRADE DATA ELEMENTS DIRECTORY
ISO 8422 1981 LOCATION OF CODES IN TRADE DOCUMENTS
ISO 4549-1 1998 DOCUMENTATION - BIBLIOGRAPHIC DATA ELEMENT DIRECTORY - PART 1: INTERLOAN APPLICATIONS
ISO 9120 1988 DATA ELEMENTS AND INTERCHANGE FORMATS - INFORMATION INTERCHANGE - REPRESENTATION OF DATES AND TIMES
ISO 9113 1987 DOCUMENTATION - BIBLIOGRAPHIC IDENTIFICATION (BIBLID) OF CONTRIBUTIONS IN SERIALS AND BOOKS
ISO 9735 1988 ELECTRONIC DATA INTERCHANGE FOR ADMINISTRATION, COMMERCE AND TRANSPORT (EDIFACT), APPLICATION LEVEL SYNTAX RULES
NATO 1.1 PRESENTATION

AAP-19 DEVELOPMENT, PREPARATION, PRODUCTION AND UPDATING OF STANDARDS AND ADS
SECRETARIAT HANDBOOK (1987)

E5389/98 (GRAP) NATO COMMITTEES AND SUBORDINATE GROUPS - POLICY REGARDING THEIR ESTABLISHMENT, MEETINGS OUTSIDE BRUSSELS, AND METHOD OF WORK (INCLUDES PRESENTATION GUIDELINE FOR CERTAIN TYPES OF DOCUMENTS)

NATO 1.2 TRANSLITERATION AND ROMANIZATION

NATO 1.3 TERMINOLOGY AND THESAURUS

AAP-6 NATO GLOSSARY OF TERMS AND DEFINITIONS
AAP-15 NATO GLOSSARY OF ABBREVIATIONS
AAP-17 NATO GLOSSARY OF ENGINEER TERMS AND DEFINITIONS
AAP-21 NATO GLOSSARY OF NBC TERMS AND DEFINITIONS
AAP-23 MATERIALS HANDLING GLOSSARY OF TERMS AND DEFINITIONS
AAP-25 NATO COMMON INFORMATION EXCHANGE GLOSSARY OF TERMS AND DEFINITIONS
AAP-27 ADP NATO GLOSSARY
AC385-1 NATO MANUAL FOR CODIFICATION

NATO 1.4 ELECTRONIC PUBLISHING

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UNFORMATION AND DOCUMENTATION STANDARDS

NATO 2. STORAGE, PROCESSING AND RETRIEVAL

NATO 2.1 NASS STORAGE

NATO 2.2 CHARACTER SETS

NATO 2.3 PROCESSING

NATO REGISTRY SYSTEM. USER GUIDE FOR CENTRAL INDEX (DRAFT) (11 JANUARY 1989, BY ISB, CITCB, NATO HQ)
REGISTRY MANUAL (TO BE REVISED). THE REGISTRY GUIDE GIVES DIRECTIONS FOR A WIDE RANGE OF ISSUES, INCLUDING ORGANIZATION OF THE REGISTRY, HANDLING OF DOCUMENTS, DIRECTIVES FOR MICROFORM UNIT, BUT IN GENERAL IT IS AN ADMINISTRATIVE GUIDE, DETAILING RESPONSIBILITIES AND DUTIES. IT IS NOT A GUIDE SPECIFYING TECHNICAL DETAILS.
INFORMATION AND DOCUMENTATION STANDARDS

EUROPE

EU 2.  STORAGE, PROCESSING AND RETRIEVAL

EU 2.1  MASS STORAGE

EU 2.1  CHARACTER SETS

EU 2.1  PROCESSING
EU 3. DISSEMINATION AND COMMUNICATION

EU 3.1. PAPER

EU 3.2. MICROFILM

EN 2547 FILMING OF DOCUMENTS - MICROFILM 105MM (MICROFICHE A4)

EU 3.3. ELECTRONIC
INFORMATION AND DOCUMENTATION STANDARDS

FRANCE

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FR 1. ORGANISATION, PREPARATION AND PRODUCTION

-----------------------------------------------

FR 1.1 PRESENTATION

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NP Q 31-002 LIST OF PAPERS AND BOARDS CLASSIFIED ACCORDING TO USE
NP Q 31-001 PAPERS AND BOARD, CHARACTERISTICS OF PAPER FOR TYPING (ORIGINALS)
NP Q 31-003 PAPERS AND BOARD, SIZES OF INK CARDS
NP Q 67-002 PREPARATION OF WORK FOR PRINTING

FR 1.2 TRANSLITERATION AND NOMENCLATURE

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NP Q 66-002 DOCUMENTATION - TRANSLITERATION OF ARABIC CHARACTERS INTO LATIN
NP Q 66-003 DOCUMENTATION - TRANSLITERATION OF ARABIC CHARACTERS IN LATIN CHARACTERS
NP Q 66-000 TRANSLITERATION - TRANSLITERATION OF HEBREW IN LATIN CHARACTERS

FR 1.3 TERMINOLOGY AND THESAURUS

-----------------------------------------------
NP Q 63-001 GLOSSARY OF DOCUMENTATION TERMS - 2TH EDITION (COLLECTION LES DOSSIERS DE LA NORMALISATION)
NP Q 63-002 VOCABULAIRE DES ARCHIVES - ARCHIVISTIQUE ET DIPLOMATIQUE CONTEMPORAINE (COLLECTION LES DOSSIERS DE LA NORMALISATION)
NP 63-002 CODE FOR THE REPRESENTATION OF NAMES OF LANGUAGES (ISO 639)
NP 64-000 CODES FOR THE REPRESENTATION OF NAMES OF COUNTRIES (ISO 3166)
NP Q 47-003 RULES FOR THE ESTABLISHMENT OF THESAURUS LANGUAGE
NP Q 47-001 RULES FOR THE ESTABLISHMENT OF MULTILINGUAL THESAURUS
NP Q 47-002 GENERAL METHODS FOR ANALYZING DOCUMENTS AND DETERMINING THEIR SUBJECTS
NP Q 47-000 DOCUMENTATION - NOMENCLATURE AND MULTILINGUAL THESAURUS, SYNONYMIZATION OF RELATIONS
NP Q 47-005 DOCUMENTATION - SUBJECT AUTHORITY LIST - STRUCTURE AND DIRECTIONS FOR USE

FR 2.1 ELECTRONIC PUBLISHING

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NP ISO 2955 1988 INFORMATION PROCESSING, REPRESENTATION OF SI AND OTHER UNITS IN SYSTEMS WITH LIMITED CHARACTER SETS
NP ISO 8401 1988 DATA ELEMENTS AND INTERCHANGE FORMATS, INFORMATION INTERCHANGE, REPRESENTATION OF DATES AND TIMES
NP 69-201 1983 STANDARDIZATION OF HUMAN BLOOD GROUPS
NP 69-202 1983 DATA PROCESSING CHECK CHARACTER SYSTEMS
NP 69-203 1983 DATA INTERCHANGE - IDENTIFICATION OF ORGANIZATIONS
NP 69-204 1983 STANDARD REPRESENTATION OF LATITUDE, LONGITUDE AND ALTITUDE FOR GEOGRAPHIC POINT LOCATIONS
NP 69-205 1975 REPRESENTATION OF POSTAL ADDRESS FOR INTERCHANGE IN DATA PROCESSING SYSTEMS
NP 69-200 1980 REPORTING SYSTEMS FOR TECHNICAL INFORMATION - CONFIDENTIAL LIBRARY - DATA FORMAT AND STRUCTURE
NP 69-199 1980 REPORTING SYSTEMS FOR TECHNICAL INFORMATION - CONFIDENTIAL LIBRARY - PROCEDURE FOR REGISTRATION AND IDENTIFICATION OF DATA PRODUCERS AND INTERLOCUTORS
NP 69-198 1980 REPORTING SYSTEMS FOR TECHNICAL INFORMATION - CONFIDENTIAL LIBRARY - PROCESSING INTERFACE FOR COMPUTER AIDED DESIGN
INFORMATION AND DOCUMENTATION STANDARDS

FRANCE

FR 3. STORAGE, PROCESSING AND RETRIEVAL

FR 3.1 MASSES STORAGE

NF X 44-001 1969 DOCUMENTATION - ALPHABETIC FILING OF DENOMINATIONS

NF X 44-082 1966 DOCUMENTATION - BIBLIOGRAPHIC FILING RULES

NF X 64 1966 MAGNETIC TAPE AND DISKS, PAPER TAPE AND CARDS

FR 3.2 CHARACTER SETS

NF X 62 1967 CHARACTER Sets, CODED CHARACTERS, GRAPHICS, LABELLING

NF X 63 1967 CHARACTER Sets, OPTICAL CHARACTER RECOGNITION, BAR CODES

FR 3.3 PROCESSING

NF X 67 1973 RECOMMENDATIONS FOR SOFTWARE QUALITY ASSURANCE, SOFTWARE DOCUMENTATION

NF X 73 1966 COMPUTER GRAPHICS
INFORMATION AND DOCUMENTATION STANDARDS
FRANCE

FR 3. DISSEMINATION AND COMMUNICATION

FR 3.1 PAPER

Z 45.005 1983 DOCUMENT REQUEST FORM

FR 3.2 MICROFORM

Z 43 COLOUR MICROFORMS, APERTURE CARDS, READERS LEGIBILITY TESTS, ARCHIVAL RECORDS

FR 3.3 ELECTRONIC

Z 48-300 1985 DATA EXCHANGE AND TRANSFER

Z 46 INFORMATION SYSTEMS INTERCONNECTION

Z 44 INTERWORKING IN AN OSI ENVIRONMENT

Z 42 DOCUMENTATION - FORMAT FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE ON MAGNETIC TAPE

Z 40 ISO 2709 1987
INFORMATION AND DOCUMENTATION STANDARDS  

GE 1. ORGANISATION, PREPARATION AND PRODUCTION

GE 1.1 PRESENTATION

- DIN 198
- DIN 476
- DIN 1555 PT1
- DIN 1422 PT1
- DIN 1422 PT2
- DIN 1422 PT3
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GE 1.2 TRANSLITERATION AND ROMANIZATION

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GE 1.3 TERMINOLOGY AND THESAURI

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GE 2. STORAGE, PROCESSING AND RETRIEVAL

GE 2.1 MASS STORAGE

DIN 1506 FORMAT FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE
DIN 31 624 INFORMATION PROCESSING; BIBLIOGRAPHIC CONTROL CHARACTERS

GE 2.2 CHARACTER SETS

DIN 31 624 EXTENDED LATIN ALPHABET CHARACTER SET FOR BIBLIOGRAPHIC USE
DIN 31 627 CHARACTER SETS FOR BIBLIOGRAPHIC USE; LEVELS AND UNIFORM SUBSTITUTIONS FOR OUTPUT
DIN 31 628 CHARACTER SETS FOR BIBLIOGRAPHIC USE; LEVELS OF CHARACTER SETS FOR INPUT
DIN 31 629 GREEN ALPHABET CODED CHARACTER SET FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE
DIN 31 631 DATA ELEMENT CATALOGUE FOR BIBLIOGRAPHIC DATA; CONCEPTS AND PRESENTATION
DIN 44 300 INFORMATION PROCESSING; SYNONYMS OF TERMS FOR DATA MEDIA
DIN 44 300 B INFORMATION PROCESSING; HANDLING OF THE DIGIT 9 AND OF THE UPPER CASE LETTER O
DIN 44 300 C INFORMATION PROCESSING SYSTEMS OPERATION, CONCEPTS; JOB PROCESSING
DIN 66 233 PTI DATA PROCESSING SYSTEMS OPERATION, CONCEPTS; JOB PROCESSING
DIN 66 234 PTI DATA PROCESSING SYSTEMS OPERATION, CONCEPTS; JOB PROCESSING

GE 2.3 PROCESSING

DIN 6711 PT 1 PAPERS FOR DATA PROCESSING
DIN 6712 PT 1 PAPERS FOR DATA PROCESSING
DIN 6713 PT 1 PAPERS FOR DATA PROCESSING
DIN 1505 5218 INFORMATION PROCESSING, INFORMATION INTERCHANGE
DIN 1505 7644 DATA PROCESSING, CODE CHARACTER SYSTEMS
GE 3. DISSEMINATION AND COMMUNICATION

GE 3.1 PAPER

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GE 3.2 MICROFORM

DIN 15 558 SAFETY FILM, RAW STOCK; RECOMMENDED CLIMATIC CONDITIONS FOR STORAGE, PROCESSING AND HANDLING

DIN 19 051 PT1 TESTS FOR REPROGRAPHIC USE; ISO-CHARACTERS NO. 1 AND NO. 2

DIN 19 051 PT2 TESTS FOR REPROGRAPHIC USE; FUNDAMENTAL ASSEMBLY OF TYPOGRAPHICAL CHARACTERS FOR LEGIBILITY TESTS AND TEST CHART FOR ESTIMATION OF RESOLVING POWER

DIN 19 054 PT1 TRANSPARENT MICRORIPICS; USE IN PRACTICE, GENERAL DATA, MICROFILMING METHODS, TABULAR SUMMARY OF IMAGE ARRANGEMENTS

DIN 19 054 PT2 TRANSPARENT MICRORIPICS; RISE A6, 5 LINES; DIMENSIONS, CONTENT OF INFORMATION, REDUCTION RATIO

DIN 19 054 PT3 TRANSPARENT MICRORIPICS; SIZE A6, 7 LINES; DIMENSIONS, CONTENT OF INFORMATION, REDUCTION RATIO

DIN 19 054 PT4 TRANSPARENT MICRORIPICS; SIZE A6, 10 LINES; DIMENSIONS, CONTENT OF INFORMATION, REDUCTION RATIO

DIN 19 054 PT5 TRANSPARENT MICRORIPICS; SIZE A6, 15 LINES; DIMENSIONS, CONTENT OF INFORMATION, REDUCTION RATIO

DIN 19 055 PT1 MICROFILM; GRAPHICAL SYMBOLS FOR MICROFILMING FOR USE IN PRACTICE, APPLICATION AND SUMMARY

DIN 19 063 PT1 MICROFILM JACKET; CONTENT OF INFORMATION, GENERAL DATA

DIN 19 063 PT2 MICROFILM JACKET; DIMENSIONS

DIN 19 065 PT1 COMPUTER-OUTPUT-MICROFILM CON, TERMS, GENERAL DATA

DIN 19 065 PT2 CON SIZE A6, 13 LINES; DIMENSIONS, CONTENT OF INFORMATION, REDUCTION RATIO

DIN 19 065 PT3 CON SIZE A6, 7 AND 15 LINES; DIMENSIONS, CONTENT OF INFORMATION, REDUCTION RATIO

DIN 19 070 PT3 STORAGE QUALITY OF PROCESSED PHOTOPHOTOSENSITIVE MATERIALS; PRESERVATION OF PROCESSED PHOTOPHOTOSENSITIVE FILMS

DIN 19 078 PT4 MICROFILMTECHNICS; MICROFILM READERS, MINIMUM INFORMATIONS IN DATA SHEETS

GE 3.3 ELECTRONIC

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DIN 2341 MAGNETIC TAPE EXCHANGE FORMAT FOR TERMINOLOGICAL/LEXICOGRAPHICAL RECORDS (MATER)

DIN V ENV41101 INFORMATION SYSTEMS INTERCONNECTION

DIN V ENV41102 INFORMATION SYSTEMS INTERCONNECTION

DIN V ENV41103 PRIVATE MESSAGES HANDLING SYSTEM

DIN V ENV41901 INTERFACES TO PACKET SWITCHED DATA NETWORK
INFORMATION AND DOCUMENTATION STANDARDS

GREECE

******************************************************************************

1. ORGANISATION, PREPARATION AND PRODUCTION

******************************************************************************

1.1 PRESENTATION

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ELOT 387 1979 LIBRARY CATALOGUE CARDS - DIMENSIONS
ELOT 676 1981 DOCUMENTATION - INTERNATIONAL STANDARD BOOK NUMBERING
ELOT 719 1981 DOCUMENTATION: OUTLINE AND ABBREVIATION OF INTRNL STD FOR MONOGRAPHIC PUBL.
ELOT 720 1981 DOCUMENTATION - ABSTRACT SHEETS IN SERIAL PUBLICATIONS

GR 1.2 TRANSLITERATION AND ROMANIZATION

******************************************************************************

ELOT 742 1981 CONVERSION OF GREEK CHARACTERS INTO LATIN CHARACTERS

GR 1.3 TERMINOLOGY AND THESAURUS

******************************************************************************

GR 1.4 ELECTRONIC PUBLISHING

******************************************************************************
### GR 2.2 CHARACTER SETS

| ELOT 924 | Info processing: 7 bit char set for use in 7 & 8 bit environment in Videotelex |
| ELOT 927 | 1986 | Info processing: graphic char set for representation of Gr & Latin alphabet |
| ELOT 928 | 1986 | Info processing: graphic char set for representation of Gr & Latin alphabet |

### GR 2.3 PROCESSING

---
INFORMATION AND DOCUMENTATION STANDARDS

GREECE

1. DISSEMINATION AND COMMUNICATION

2. PAPER

3. MICROFORM

4. ELECTRONIC

ELOT 613 DOCUMENTATION - FORMAT FOR BIBLIOGRAPHIC INFORMATION ON MAGNETIC TAPE
INFORMATION AND DOCUMENTATION STANDARDS

NETHERLANDS

1. ORGANISATION, PREPARATION AND PRODUCTION

1.1. PRESENTATION

- ISO 637 1982 LITERATUURVERWIJZINGEN
- ISO 1452 1960 BIBLIOGRAFISCHE KANTEN, FICHER EN GROEPEN
- ISO 1522 1982 DOCUMENTATIE, INTERNATIONAAL STANDAARDNUMMER VOOR SERIELE PUBLIKAATIES, ISSN
- ISO 782 1982 AFWERKING VAN TIJDSCHRIFTTITELS
- ISO 783 1982 BETITELING VAN TIJDSCHRIFTEN
- ISO 3308 1967 UITVOERING VAN TIJDSCHRIFTEN
- ISO 1523 1982 DOCUMENTATIE, INTERNATIONAAL STANDAARDNUMMER VOOR SERIELE PUBLIKAATIES, ISSN

1.2. TRANSLITERATION AND ROMANISATION

1.3. TERMINOLOGY AND THESAURUS

1.4. ELECTRONIC PUBLISHING
INFORMATION AND DOCUMENTATION STANDARDS

NETHERLANDS

2. STORAGE, PROCESSING AND RETRIEVAL

2.1 MASS STORAGE

2.2 CHARACTER SETS

2.3 PROCESSING
INFORMATION AND DOCUMENTATION STANDARDS

NETHERLANDS

3. DISSEMINATION AND COMMUNICATION

3.1 PAPER

3.2 MICROFORM

3.3 ELECTRONIC
### Information and Documentation Standards

#### Portugal

#### 1. Organization, Preparation and Production

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<td>Portuguese Standards. Designation and Numbering</td>
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<td>Standards Sheet. Proportions and Disposition. First Page</td>
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<td>Envelopes and Pouches. Designations and Formats (STD in REVN ETC)</td>
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#### 2. Transliteration and Romanization

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#### 3. Terminology and Thesauri

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PORTUGAL

NO 2. STORAGE, PROCESSING AND RETRIEVAL

NO 2.1 MASS STORAGE

NO 2.2 CHARACTER SETS

\[\text{ISO 2031} \quad \text{INFORMATION PROCESSING. 7-BIT CODED CHARACTER SET FOR INFO TRANSFER (PROJECTED STD)}\]

NO 2.3 PROCESSING

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INFORMATION AND DOCUMENTATION STANDARDS

PORTUGAL

PO 3. DISSEMINATION AND COMMUNICATION

PO 3.1 PAPER

WP 712 1986 PUBLISHING STATISTICS

PO 3.2 MICROFORM

PO 3.3 ELECTRONIC
INFORMATION AND DOCUMENTATION STANDARDS

SPAIN

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SP 3. STORAGE, PROCESSING AND RETRIEVAL

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SP 3.1 MARK STORAGE

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UNI 1 087 79 SISTEMA INTERNACIONAL PARA LA NUMERACIÓN DE LOS LIBROS (ISSN)
UNI 1 088 74 HOJAS DE TÍTULO DE UN LIBRO
UNI 90 120 TÍTULOS EN LOS LIBROS Y OTRAS PUBLICACIONES

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SP 3.3 CARACTER ARTE

******************************************************************************

UNI 1 091 77 SÍMBOLOS UTILIZADOS PARA IDIOMAS, PAÍSES Y AUTORIDADES
UNI 1 127 84 REPRODUCCION DE DOCUMENTOS. CARACTER TIPOGRAFICO CONVENCIONAL PARA ENSAYOS DE LEGIBILIDAD. (CARACTER ISO)

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HE 2.3 PROCESSING

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### TN 1. ORGANISATION, PREPARATION AND PRODUCTION

**1.1 PRESENTATION**

- **TS 191** Rules for the abbreviation of title words and titles of publications
- **TS 193** Content list of periodicals
- **TS 194** Bibliographic strip
- **TS 195** Bibliographic references: content, form and structure
- **TS 596** Documentation: abstracts for publications and documentation
- **TS 197** Presentation of periodical articles
- **TS 1060** Index of a publication
- **TS 1100** Numbering of divisions and subdivisions in written documents
- **TS 1297** Abbreviation of generic names in titles of periodicals
- **TS 2164** International standard book numbering
- **TS 2764** Documentation: international standard serial numbering (ISSN)
- **TS 2762** Documentation: bibliographical references: essential and supplementary elements
- **TS 2760** Documentation: bibliographical references: abbreviations on typical words

**1.2 TRANSLITERATION AND ROMANISATION**

**1.3 TERMINOLOGY & THEAURUS**

- **TS 1199** Vocabulary of terminology
- **TS 1172** Naming principles

**1.4 ELECTRONIC PUBLISHING**
INFORMATION AND DOCUMENTATION STANDARDS

TU 2. STORAGE, PROCESSING AND RETRIEVAL

TU 2.1 MASS STORAGE

TU 2.2 DIRECTORIES OF LIBRARIES, INFORMATION AND DOCUMENTATION CENTRES

TU 2.3 CHARACTER SETS

TU 2.4 PROCESSING
INFORMATION AND DOCUMENTATION STANDARDS

TU 3.1 PAPER

TU 3.2 MICROFORM

TU 3.3 ELECTRONIC

TU 2733 DOCUMENTATION: FORMAT FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE ON MAGNETIC TAPE
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<td>BS 1478 1976 RECOMMENDATIONS, BIBLIOGRAPHICAL REFERENCES</td>
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<td>BS 5305 1978 RECOMMENDATIONS FOR CITATION OF PUBLISHED DOCUMENTS</td>
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<td>BS 6250 1978[1983] TRANSLITERATION OF ARABIC CHARACTERS</td>
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<td>BS 5908 1978 GLOSSARY OF DOCUMENTATION TERMS</td>
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<td>BS 5792 1987 GUIDE TO ESTABLISHMENT &amp; DEVELOPMENT OF MONOLINGUAL THESAURUSES</td>
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2. STORAGE, PROCESSING AND RETRIEVAL

2.1. MASS STORAGE

2.2. CHARACTER SETS

BG 6474 PT1 1984 SPECIF FOR EXTENSION OF LATIN ALPHABET CODED CHARACTER SET
BG 6474 PT2 1985 SPECIF OF GREEK ALPHABET CODED CHARACTER SET
BG 6474 PT3 1984 SPECIF FOR AFRICAN CODED CHARACTER SET
BG 6474 PT4 1984 SPECIF FOR EXTENSION OF THE CYLINDRICAL ALPHABET CODED CHARACTER SET
BG 6541 1985 SPEC FOR CHECK CHAR SYST FOR USE IN INFO INTERCH & CODEC OR CODER
BG 6492 PT1 1986 CODED CHARACTER SETS FOR TEXT COMMUNICATION
BG 6492 PT2 1986 SPEC FOR LATIN ALPHABETIC CHARACT & NON-ALPHABETIC GRAPHIC CHARACT.
BG 6721 1987 SPEC FOR REPORT OF NUMERICAL VALUES IN CHAR STRINGS FOR INFO INDEX

2.3. INFORMATION PROCESSING

BG 4505 DIGITAL DATA TRANSMISSION PARTS 1,2,3,4,5,6,7
BG 4730 SPECIFICATION OF 8-BIT CODED CHARACTER SET
BG 4731 SPEC FOR MAG TAPE LABELLING & FILE STRUCT FOR DATA INTERCH PT 1:4774
BG 5748 1982 SPEC FOR FORMAT FOR BIBLIOGRAPHIC INFO EXCHANGE ON MAGNETIC TAPE
BG 5073 1982 SPEC FOR INFO INTERCH ON 3,618MM MAG TAPE CASSETTE AT 4CPM
BG 5332 1982 SPEC FOR DATA ELEMENTS FOR THE CREATION & EXCHANGE OF SERIAL RECORDS
BG 5397 HIGH LEVEL DATA LINK CONTROL. (HDLC) PROCEDURES (PTS 1,2,5,6,7,8)
BG 5464 OPTICAL CHARACTER RECOGNITION (OCR 1,2,3)
BG 5515 CODE OF PRACTICE FOR DOCUMENTATION OF COMPUTER-BASED SYSTEMS
BG 5595 INTERCHchg MAG TWELVE-DISK PACK FOR INFO INTERCH (PTS 1,2)
BG 5729 SPEC FOR MAG TAPE CASES & CODED SIGL & FILE STRUCT FOR INFO EXCHANGE (PTS 1,2)
BG 6023 SPEC FOR MICRO & RULES FOR INVENTRY OF 8-BIT CODED CHAR SET
BG 6439 RULES FOR CUNY 180 7-BIT CODED CHAR SET & CITT INTNL TELEG ALPHA 2
BG 6542 SPEC FOR FILE STRUCT & LABEL FOR MAGNETIC TAPE FOR INFO INTERCH
BG 6543 SPEC FOR FILE STRUCT & LABEL FOR MAGNETIC TAPE FOR INFO INTERCH
BG 6544 SPEC FOR FILE STRUCT & LABEL FOR MAGNETIC TAPE FOR INFO INTERCH
BG 6545 SPEC FOR FILE STRUCT & LABEL FOR MAGNETIC TAPE FOR INFO INTERCH
BG 6546 SPEC FOR DATA DESCRIPTIVE FILE FOR INFORMATION INTERCHANGE
BG 6692 CODED CHARACTER SET FOR TEXT COMMUNICATION: PARTS 1,2
BG 6723 SPEC FOR CODE OF NUMERICAL VALUES IN CHAR STRINGS FOR INFO INTERCH
BG 6656 SPEC FOR CODE SET TECHNIQUES FOR 7-BIT & 8-BIT CODED CHAR SETS
UK 3. DISSEMINATION AND COMMUNICATION

UK 3.1 PAPER

UK 3.2 MICROFORM

UK 3.3 ELECTRONIC
INFORMATION AND DOCUMENTATION STANDARDS UNITED STATES

US 1. ORGANIZATION, PREPARATION AND PRODUCTION

US 1.1 PRESENTATION

NISO Z39.10 1983 PREPARATION OF SCIENTIFIC PAPERS FOR WRITTEN OR ORAL PRESENTATION
NISO Z39.4 1984 PERIODICALS: FORMAT & ARRANGEMENT
NISO Z39.5 1984 ASSOCIATION OF TITLES OF PERIODICALS
NISO Z39.7 1983 COMPILED BOOK PUBLISHING STATISTICS/LIBRARY STISTIC
NISO Z39.14 1979 WRITING ABSTRACTS
NISO Z39.15 1980 TITLE LEAVES OF A BOOK
NISO Z39.18 1978 GUIDELINES FOR FORMAT AND PRODUCTION OF SCIENTIFIC AND TECHNICAL REPORTS
NISO Z39.24 1976 GUIDELINES FOR REPTN OF NAMES CITIES, DEPARTMENTS A AREAS OF SPEC SVGNTY FOR INFO INTCHTY
ISO 216 1975 WRITING PAPER AND CERTAIN CLASSES OF PRINTED MATTER TRIMMED SIZES
ANSI X3.30 1971 (BG1977) IDENTIFICATION OF STATES OF THE UNITED STATES

US 1.2 TRANSLITERATION AND ROMANIZATION

ANSI Z19.24 1976 SYSTEM FOR THE ROMANIZATION OF SLAVIC CYRILLIC CHARACTERS

US 1.1 TERMINOLOGY AND THESAURI

NISO Z39.19 1980 GUIDELINES FOR THESAURUS STRUCTURES, CONSTRUCTION & USE

US 1.4 ELECTRONIC PUBLISHING

ANSI X3.20 1971 REPRESENTATION FOR CALENDAR DATE AND ORDINAL DATE
ANSI X3.42 1975 REPRESENTATION OF NUMERIC VALUES IN CHARACTER STRING
ANSI X3.43 1977 REPRESENTATION OF LOCAL TIME OF DAY
ANSI X3.45 1978 REPRESENTATION OF GEOGRAPHIC POINT LOCATIONS
ANSI X3.122 COMPUTER GRAPHICS METAFILE (CGM)
ANSI X3.20 DIGITAL REPRESENTATION FOR COMMUNICATION OF PRODUCT DEFINITION DATA
ISO 216 1975 SYMBOLS FOR LANGUAGES, COUNTRIES AND AUTHORITIES
ISO 20 1975 ISO DOCUMENT INTERCHANGE FORMAT (DIF)
ISO/IEC 6879 STANDARD GENERALIZED MARKUP LANGUAGE (SGML)
ISO 8641 DOCUMENT STRUCTURES
INFORMATION AND DOCUMENTATION STANDARDS

UNITED STATES

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US 2. STORAGE, PROCESSING AND RETRIEVAL
******************************************************************************
US 2.1 MASS STORAGE

*************************************
ANSI X3.36 1973  RECORDED MAGNETIC TAPE (800 CPI, NRZI)
ANSI X3.37 1978  MAGNETIC TAPE LABELS AND FILE STRUCTURE
ANSI X3.38 1973  RECORDED MAGNETIC TAPE (1600 CPI, F1)
ANSI X3.56 1976  RECORDED MAGNETIC TAPE (2250 CPI, GROUP CODED RECORDING
ANSI X3.84 1981  UNFORMATTED TWELVE-DIGIT PACK (450 REGISTERS) GENERAL
ANSI X3.122 1984  14-INCH (356MM) DIAMETER AND LOW SURFACE FRICTION MAGNETIC TAPE
EIA RS-152-A 1970  ONE HALF-INCH (12.7MM) MAGNETIC TAPE REEL FOR COMPUTER USE
FIPS PUB 50 1971  RECORDED MAG TAPE FOR INFO INTERCHANGE (2150 CPR, GROUP-CODED RECORDING) (ANSI X3.56)
E39.10 1971  (R1977) DIRECTORIES OF LIBRARIES INFORMATION CENTERS

US 2.2 CHARACTER SETS

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ANSI X3.4 1977  AMERICAN STANDARD CODE FOR INFORMATION EXCHANGE (ASCII)
ANSI X3.32 1978  GRAPHIC REPRESENTATION OF THE CONTROL CHARACTERS OF ASCII
ISO 5987 1965  EXTENDED LATIN ALPHABET CODED CHARACTER SET FOR BIBLIOGRAPHIC USE
ISO 5428 1980  GREEK ALPHABET CODED CHARACTER SET FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE

US 2.3 PROCESSING

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US 3. DISSEMINATION AND COMMUNICATION

US 3.1 PAPER

US 3.2 MICROFORM
NISO Z39.32 1981 INFORMATION ON MICROFICHE HEADINGS

US 3.3 ELECTRONIC

ANSI X3.1 1976 SYNCHRONOUS SIGNALING RATES FOR DATA TRANSMISSION
ANSI X3.15 1976 BIT SEQUENCING OF ASCII IN SERIAL-BY-BIT DATA TRANSMISSION
ANSI X3.15-1978 CSARAC STRUCTURE & CSARAC PARITY SENSE FOR SERIAL-BY-BIT DATA COMM IN ASCII
ANSI X3.74 1988 SIGNAL GILY AT INTERFACE FROM DATA PROC TERMINAL EQUIP & SYNCHRONIZED DATA COMM EQUIP FOR SERIAL DATA TRANSMISSION
ANSI X3.35 1976 CSARAC STRUCTURE & CSARAC PARITY SENSE FOR PARALLEL-BY-BIT DATA COMM IN ASCII
ANSI X4.13 1982 OFFICE MACHINES & SUPPLIES - ALPHABETIC/MONOMIC MACHERES - KEYSBOARD ARRANGEMENT
EIA RS-232-C-69 1969 INTERFACE FROM DATA TERMINAL EQUIP & DATA COMM EQUIP EMPLOYING SIGNAL DATA INTERFACE SYNCHRONOUS SIGNALING RATES FOR DATA TRANSMISSION
EIA RS-334-A-81 1969 SIGNAL GILY AT INTERFACE FROM DATA COMM EQUIP & SYNCHRONIZED DATA COMM INTERFACE EQUIP ETC
EIA-TEPAC 092 1975 CATHODE RAY TUBES, GLOSSARY OF TERMS & PRACTICES
EIA-TEPAC 093.A 1981 REMARK PROCEDURE NOTE X-RAY FILM RASTER-SCANNED DIRECT-VIEW DATA DISPLAY CRT TUBES
NISO Z39.2 1976 BIBLIOGRAPHIC INFORMATION INTERCHANGE
NISO Z39.50 1988 IS IN DRAFT AND HAS BEEN BALLOTED BY NISO VOTING MEMBERS
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