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FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO Member Bodies). The work of developing International Standards is carried out through ISO Technical Committees. Every Member Body interested in a subject for which a Technical Committee has been set up 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.

Draft International Standards adopted by the Technical Committees are circulated to the Member Bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 3297 was drawn up by Technical Committee ISO/TC 46, *Documentation*, and circulated to the Member Bodies in October 1973.

It has been approved by the Member Bodies of the following countries :

Australia	Iran	South Africa, Rep. of
Belgium	Israel	Spain
Canada	Italy	Sweden
Czechoslovakia	Japan	Switzerland
Egypt, Arab Rep. of	Mexico	Thailand
Finland	Netherlands	Turkey
France	New Zealand	United Kingdom
Germany	Poland	U.S.A.
Hungary	Portugal	U.S.S.R.
India	Romania	Yugoslavia

The Member Body of the following country expressed disapproval of the document on technical grounds :

Ireland

Documentation — International standard serial numbering (ISSN)

0 INTRODUCTION

It has long been recognized that there is a need for a brief, unique and unambiguous identification code for serial publications.

Future developments will clearly involve the exchange of information about serials between the computer systems of different organizations such as consumers (libraries, abstracting services and other users), suppliers or distributors, and publishers or producers. This imposes the requirement for a standard code.

Communication between the different organizations transcends national boundaries and therefore requires an international code which should be numeric, since no single alphabet is used by the majority of producers and consumers of serials.

Careful and thorough investigation has revealed that the International Standard Serial Number (ISSN) should not attempt to incorporate any significance other than the unique identification of a serial title; thus, it should not seek to reflect characteristics of a title so identified.¹⁾

ISSN should be applicable to the entire population of serials, whether past, present or to be published in the foreseeable future. An eight-digit number (including one check digit) will be sufficient as the basis for numbering all serials.

For specific purposes, the ISSN may be accompanied by related codes, for example for the identification of the country of publication or of sub-units of a serial such as volume and part.

An international organization is necessary for the implementation of ISSN. Work is necessary at an international level to co-ordinate the implementation of ISSN and at national or regional levels where the serials collections are actually held.

Thus, a two-level system is required, and the use of ISSN should be promoted at both international and national (or regional) levels. The International Serials Data System (ISDS) being designed and implemented within the framework of the UNISIST Program meets this requirement.

The ISDS includes an International Centre in Paris, and national centres located as desired by the countries concerned.

Some countries may elect to join together to form regional centres based on a common language, or on geographical or other considerations. Where no national or regional centre has been designated, or until such arrangements can be made, the International Centre will perform the necessary functions of title registration and ISSN assignment. The ISDS International Centre is also responsible for the allocation of blocks of ISSN to national or regional centres, for the overall system design and co-ordination (including the definition of necessary data elements for the exchange format), and for the provision of an international register of ISSN.

1 SCOPE AND FIELD OF APPLICATION

The purpose of this International Standard is to define and promote the use of a standard code (ISSN) for the unique identification of serial publications.

2 DEFINITION

For the purposes of this International Standard, the following definition applies:

serial: A publication, in printed form or not, issued in successive parts usually having numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, directories, etc.), the journals, memoirs, proceedings, transactions, etc. of societies, and monographic series.

NOTE — This definition does not include works produced in parts for a period predetermined as finite.

3 CONSTRUCTION OF ISSN

An ISSN consists of eight digits; these are the arabic numerals 0 to 9, except that in the case of the last or check digit an X can sometimes occur. Since the ISSN are likely to be used in the same context as codes designed for other

1) The abbreviation "ISSN" will be taken as denoting singular or plural forms, according to context.

purposes, such as the International Standard Book Number (ISBN) or local control numbers, a distinction must be preserved in the form of presentation when written or printed. An ISSN shall therefore be preceded by these letters, and appear as two groups of four digits, separated by a hyphen as in the following example :

ISSN 1234-5679

The check digit is always located in the extreme right (low order) position, and is calculated on a modulus 11 basis using weights 8 to 2, in accordance with the detailed instructions in annex B.

4 COPYRIGHT

No fees will be charged for the assignment of ISSN to serial publications. No copyright shall subsist in the assignment of ISSN or in their use in association with, or in place of, the publications they represent.

5 PRINTING ON SERIAL ISSUES

The ISSN shall be printed in a prominent position on or in each serial issue (front cover, back cover, title leaf or imprint). On a periodical, the ISSN should, whenever possible, appear in the top right-hand corner of the front cover. When an international standard bibliographical identification strip is used, the ISSN shall be printed as part of that strip on each serial issue. If a serial issue bears an ISBN as well as an ISSN (for example, a volume of a monographic series intended to be continued indefinitely, or a yearbook, etc.), the two numbers shall appear together, each with its own prefix ISBN or ISSN.

6 RELATIONSHIP BETWEEN AN ISSN AND A SERIAL PUBLICATION

6.1 Only one ISSN may be assigned to a serial publication. This ISSN is inseparably linked with a standardized form of title called the "key title". When a serial carries several titles or forms of the same title, one of these must be identified as the key title (see clause 7).

6.2 When a distinct serial exists within another serial, the two shall receive their own individual key title and ISSN and the letter shall be printed in an appropriate location as specified in clause 5.

6.3 In cases where the key title changes, a new ISSN shall be assigned to the new key title.

6.4 Once assigned, an ISSN shall not be reassigned. If it is necessary to cancel an ISSN assignment, that ISSN shall be permanently retired.

7 KEY TITLE

7.1 The key title shall be derived from the title information appearing in the serial.

7.2 If the title as it appears in the serial is distinctive, it shall be used as the key title.

7.3 If the title as it appears in the serial begins with or contains the name of the issuing body and the name of the issuing body is grammatically inseparable from the rest of the title, then the title, beginning with or including the name of the issuing body, shall be the key title.

7.4 If the title information in the serial contains a generic word and that word is not grammatically linked to the name of the issuing body, the key title shall begin with the generic word followed by the name of the issuing body.¹⁾

8 ISDS DATA ELEMENTS

The ISDS basic files, in both international and national centres, contain a common set of data elements considered sufficient for the identification of a serial. Certain elements are considered essential for input in every case (even if the centres have to search for and identify them).

It is recognized that any of the other data elements may not be available and therefore may be left blank initially. They should, however, be provided as soon as possible.

The exchange of serials data among the centres of ISDS will utilize the international standard format dealt with in ISO 2709, *Documentation – Format for bibliographic information interchange on magnetic tape*. Full specifications of the data elements are given in *Guidelines for ISDS*.

The list of data elements may be augmented with additional fields if needed for national purposes.

1) More specific rules for the derivation of key titles and for the determination of changes affecting key titles appear in *Guidelines for ISDS*, Paris, UNESCO, 1973, available from ISDS International Centre, Bibliothèque Nationale, 20 rue Bachaumont, 75002 Paris, or UNESCO, Division of Scientific and Technological Documentation and Information, place de Fontenoy, 75700 Paris.

ANNEX A

LIST OF ISDS DATA ELEMENTS

The ISDS basic files, in both international and national centres, contain a common set of data elements, enumerated in the following list. Those elements which are considered essential for input in every case (even if the national centres have to search for and identify them) are marked by an asterisk.

- *1 Date of entry or of most recent amendment
- *2 Centre code
- *3 ISSN
- 4 Coden¹⁾
- 5 Publication status (currently published, discontinued, unknown)
- 6 Type of publication
- *7 Start date
- 8 End date
- 9 Frequency¹⁾
- *10 Country of publication
- *11 Alphabet of original title
- 12 Language of publication¹⁾
- 13 UDC, DC, or LC Classification²⁾
- *14 Key title
- 15 Abbreviated title³⁾
- *16 Variant title (Any other form of title appearing on the piece)
- 17 Former title(s)⁴⁾
- 18 Successor title(s)⁴⁾
- 19 Other language edition of⁴⁾
- 20 Has other language edition⁴⁾
- 21 Inset in or supplement to⁴⁾
- 22 Has inset or supplement⁴⁾
- 23 Related title⁴⁾
- 24 Publisher
- 25 Coverage by abstracting services¹⁾

1) To be supplied when readily available.

2) UDC or DC are preferable. LC Classification may be provided if UDC or DC are not available.

3) Journal title abbreviation based on ISO 833, *Documentation — International list of periodical title word abbreviations*.

4) Elements 17 to 23 should be represented by their respective ISSN.

ANNEX B

PROCEDURE FOR CALCULATING THE CHECK DIGIT FOR ISSN

The purpose of a check digit is to guard against errors caused by the incorrect transcription of an ISSN.

The check digit for ISSN is calculated on a modulus 11 basis using the weighting factors 8 to 2. It is one of the most efficient systems for detecting transcription errors.

The procedure for calculating the check digit, which is automatically carried out in a computer, is as follows :

1	Take the digits of the base number :	1	2	3	4	5	6	7
2	Take the weighting factors associated with each digit :	8	7	6	5	4	3	2
3	Multiply each digit in turn by its weighing factor :	8	14	18	20	20	18	14
4	Sum these products :	$8 + 14 + 18 + 20 + 20 + 18 + 14 = 112$						
5	Divide this sum by the modulus 11 :	$112 : 11 = 10 \text{ remainder } 2$						
6	Subtract the remainder from 11 :	$11 - 2 = 9$						
7	Add the remainder to the extreme right (low order) position of the base number :	1234-567 <u>9</u>						

If the remainder is 10, substitute an X in the check digit position.¹⁾ If there is no remainder, put a zero in the check digit position.

It should be noted that the check digit is regarded as an essential and inseparable part of the ISSN.

1) The use of modulus 11 can sometimes result in the number 10. If this were used, the ISSN would exceed the permitted eight digits. To avoid this, an X is used in place of 10 when this occurs as a check digit.