

IFLA SECTION  
ON SERIALS PUBLICATIONS WORKING GROUP  
ON NEWSPAPERS

# International Guidelines for the Cataloguing of Newspapers

Prepared for the Working Group on Newspapers  
by Hana Komorous with the assistance of Robert Harriman

July 1988

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## FOREWORD

These *Guidelines for the cataloguing of newspapers* were prepared by the IFLA Section on Serial Publications Working Group on Newspapers. The text was prepared by Hana Komorous with the assistance of Robert Harriman.

In accordance with general IFLA practice, the Working Group and the Section on Serial Publications circulated the draft text of the *Guidelines* worldwide for comment over a period of two years. The draft text was also discussed in depth by the participants of the International Symposium on Newspaper Preservation and Access held on August 12-15, 1987 in London. The comments received were positive and constructive. All suggested changes were incorporated.

The text of the *Guidelines* reflects the decisions resulting from its detailed review by the membership of the Working Group. The following participated in the work of the Group:

Helmut Bergmann	Universitätsbibliothek-Wein
Ian P. Gibb	British Library, London
Robert Harriman	Library of Congress, Washington, D.C.
Willi Hoefig	Staatsbibliothek, Berlin
Eve Johansson	Newspaper Library, British Library, London
Hana Komorous	University of Victoria, Victoria, B.C.
Johan Mannerheim	Kungliga " Bibiotheket, Stockholm
Francoise Perraud	Bibliotheque Nationale, Paris
Wilbert Ubbens	Staats-und Universitatsbibliothek Bremen

## **1. INTRODUCTORY NOTES**

### **1.1 Scope**

These Guidelines specify requirements for item identification, bibliographic description, and location information needed for creation and exchange of newspaper records.

A separate set of data elements is defined for manual and for machine-readable records. Both sets include data needed for the description of newspapers in original and in non-print form.

The Guidelines are intended to identify cataloguing and holdings data necessary for the creation of newspaper records which would fully satisfy needs relating to access and accuracy of description, and which could be used worldwide.

This document does not provide rules and instructions for the creation of newspaper cataloguing records and for coding of UNIMARC records. The original standards from which these Guidelines were developed should be consulted as appropriate.

### **1.2 Purpose**

The purpose of these Guidelines is:

- 1.2.1 To define a set of data elements required for item identification and bibliographic description of newspapers which would facilitate compatible newspaper cataloguing worldwide.
- 1.2.2 To define data elements required for identification of agencies holding newspapers in their collections.
- 1.2.3 To facilitate international exchange of newspaper records in manual and machine-readable form.

### **1.3 Use**

It is anticipated that these Guidelines will be used for:

- 1.3.1 Current and retrospective cataloguing of newspaper collections.
- 1.3.2 Compiling union lists of newspapers.
- 1.3.3 Input of newspaper records into data base facilities.

1.3.4 International exchange of newspaper bibliographic records.

1.3.5 Compiling newspaper bibliographies and specialised listings.

## **1.4 Definition**

The International Organisation for Standardisation (ISO) defines a newspaper as follows:

"Newspaper: Serial Publication which contains news on Current events of special or general interest. The individual parts are listed chronologically or numerically and usually appear at least once a week.

Note – newspapers usually appear without a cover, with a masthead, are normally larger than A3 (297mm x 420mm) in size."

It is recognised that within different national contexts there may be variations to this definition, for example special newspapers may be excluded.

## **1.5 Standards**

The set of newspaper data elements for manual records presented in these guidelines is based on the International Standard Bibliographic Description for Serials (ISBD (S))<sup>1</sup>

The set of newspaper data elements for machine readable records is based on UNIMARC<sup>2</sup>.

## **2. CATALOGUING CRITERIA**

As the primary purpose of these Guidelines is to define a set of data elements required for the creation of newspaper cataloguing records, specific cataloguing rules and their interpretation are not given. The user should consult ISBD (S) and the appropriate cataloguing code.

However, in order to achieve maximum compatibility of newspaper cataloguing records, the following criteria are recommended for the creation of separate bibliographic records:

### **2.1 Editions**

Separate entries should be made for the following types of editions:

- Geographic editions;
- Language editions;
- Special format editions (e.g., large print, airmail, etc.);
- Different frequency editions;
- Various daily editions.

### **2.2. Supplements**

Separate entries should be made only for supplements that are published separately.

### **2.3. Microform reproductions**

Separate entries may be created for newspapers reproduced in microform.

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<sup>1</sup> International Federation of Library Associations and Institutions. *ISBD (S): International Standard Bibliographic Description for Serials*, Revised ed. London: IFLA UBCIM, British Library Bibliographic Services, 1988

<sup>2</sup> *UNIMARC Manual*. London: IFLA UBCIM Programme, 1987.

### 3. LOCATION INFORMATION

For the purposes of these Guidelines, location information should consist of identification of the appropriate national union list (preferably), national library, national bibliography or the information organisation or institution where local holdings and location information relating to the item described is maintained.

This location information should consist of the name of the national union list or information organisation in coded form possible. Otherwise, the full name of the union list or organisation may be used.

Location information should be provided with the bibliographic description reflecting each appropriate edition and each appropriate format (e.g., newsprint original, microfilm, microfiche) held. If this is unknown, the location information should be provided only with the bibliographic description reflecting the original newsprint format.

### 4. NEWSPAPER DATA ELEMENTS - MANUAL RECORDS

Codes: M = Mandatory, MA = Mandatory if applicable or available, 0 = Optional

<b>Description</b>		<b>Req. code</b>
Area 1	Title proper	M
	Parallel title(s)	MA
	Other title information (in specific cases)	0
Area 2	Edition statement	MA
Area 3	Numeric and chronological designations	MA
Area 4	Place of publication	M
	Publisher	MA
Area 5	Extent	0
	Dimensions	0
Area 7	<b>Notes:</b>	
	General note	0
	Frequency	0
	Variant title	0
	Language	MA
	Linking notes*	MA
	Edition note	0
	Reproduction note	0
	No more published note	MA
	Publication details (may include notes on proof numbers, placards, place of publication, publisher)	

	and printer)	0
	Geographic coverage	MA
	Item described	0
	Index availability	0
Area 8	ISSN	MA
	Key title	0
Area 9	Location data	MA

\* (Linking notes may include: continuations, absorptions, mergers, splits, other editions, translations and changes back to original title.)

## 5. NEWSPAPER DATA ELEMENTS - UNIMARC RECORDS

As the primary purpose of these Guidelines is to define the set of data elements needed to describe newspapers, UNIMARC data for the Record Label and the Directory are not specified.

Codes: M = Mandatory, MA = Mandatory if applicable, 0 = Optional Abbreviations, REP = Repeatable, NR = Not repeatable.

### 0 - IDENTIFICATION BLOCK

Field	Ind 1	Ind 2	Data Req.	Sub. Ident	Subfield	Comment
001 Record Identifier			M		Record Identifier	NR
011 ISSN	↳	↳	MA		ISSN	REP
				\$a	Number	NR
				\$z	Erroneous no	REP
100 - GENERAL PROCESSING DATA						
100 General Processing Data			M			NR
	↳	↳				
1. Date Entered on File			M		Char.pos	0 - 7
2. Type of Publication						8
				a -	curr. published	
				b -	no longer published	
				c -	unknown status	
3. Publication Date 1						9 - 12
4. Publication Date 2						13 - 16
7. Modit. rec. code			M			21
				0 -	unmod. record	
				1 -	mod. record	
8. Lang. of Cat.			M		(Codes)	22 - 24
10. Character Set			M			26 - 29

- 01 = ISO 646(IRV)
- 02 = GOST 13052-67
- 03 = ISO ext. Latin
- 04 = ISO ext. Cyrillic
- 05 = ISO Greek

<b>Field</b>	<b>Ind 1</b>	<b>Ind 2</b>	<b>Data Req.</b>	<b>Sub. Ident</b>	<b>Subfield</b>	<b>Comment</b>
101 Language of the item			M			NR
	0				Item is in the orig.	
	1				Item is a transl.	
	2				Item contains transl	
		Ⓟ				
				\$a	Language of text	REP
				\$g	Language of title proper	NR
102 Country of publication			M			NR
	Ⓟ	Ⓟ		\$a	Country of publication	REP
				\$b	Locality of publication	REP
110 Coded data field: Serials			0			NR
	Ⓟ	Ⓟ				
1. Type of serial designator					Char.pos.	0
2. Frequency of issue						1
3. Regularity						2
111 Coded data field: Serials-physical attributes			0			NR
	Ⓟ	Ⓟ				REP
				\$a	Serials-phys. attr.	REP

Char. pos.0: Phys. medium designator  
 Char. pos.1: Form of reproduction code

## 2 DESCRIPTIVE INFORMATION BLOCK

Field	Ind 1	Ind 2	Data Req.	Sub. Ident	Subfield	Comment
200 Title /statement of responsibility			M			NR
	1				Title is significant	
		↳				
				\$a	Title proper	NR
				\$d	Parallel title	REP
				\$e	Other title info	REP
205 Edition statement	↳	↳	MA			NR
				\$a	Edition	REP
207 Material specific area: serials-numbering			MA			
	↳					
		0			Formatted	
		1			Not formatted	
				\$a	Dates/ vol.designations	NR
				\$z	Source of numb. info	NR
215 Publication, distribution, etc	↳	↳	M			NR
				\$a	Place of Publication	REP
				\$c	Name of Publisher	REP
215 Physical description	↳	↳	O			REP
				\$a	Extent of item	NR
				\$c	other physical details	NR
				\$d	Dimensions	NR

### 3 NOTES BLOCK

Field	Ind 1	Ind 2	Data Req.	Sub. Ident	Subfield	Comment
300 General note	Ⓟ	Ⓟ	O			REP
				\$a	Text of note	NR

This field should contain notes on any aspect of the newspaper bibliographic record or a related record which does not fit any category in the Linking Entry Block.

321 Availability of indexes	Ⓟ	Ⓟ	O			REP
				\$a	Text of note	NR

326 Frequency statement note	Ⓟ	Ⓟ	O			REP
				\$a	Frequency	NR
				\$b	Dates of Frequency	NR



#### 4 LINKING ENTRY BLOCK

Ind. 1 = 1

Ind. 2 = 0 Do not print a note

1 Print a note

Data requirement: MA

Fields are repeatable. Formatting of 4XX fields is described in *UNIMARC manual*

Fields to be included:

- 421 Supplement
- 422 Parent of supplement
- 430 Continues
- 431 Continues in part
- 434 Absorbed
- 435 Absorbed in part
- 436 Formed by merger of ... and ...
- 440 Continued by
- 441 Continued in part by
- 444 Absorbed by
- 445 Absorbed in part by
- 446 Split into ... and ...
- 447 Merged with ... and ...
- 448 Changed back to ...
- 451 Other ed. in same medium
- 452 Other ed. in another medium
- 453 Translated as
- 454 Translation of

**5- RELATED TITLE BLOCK**

<b>Field</b>	<b>Ind 1</b>	<b>Ind 2</b>	<b>Data Req.</b>	<b>Sub. Ident</b>	<b>Subfield</b>	<b>Comment</b>
510 Parallel title proper			0			REP
	0				Title is not significant	
	1				Title is significant	
		↳				
				\$a	Title	NR
				\$e	Other title info.	REP
515 Running title			0			REP
	0				Title is not significant	
	1				Title is significant	
		↳				
				\$a	Title	NR
				\$j	Vol. or dates	NR
517 Other variant titles			0			REP
	0				Title is not significant	
	1				Title is significant	
		↳				
				\$a	Title	NR
				\$e	Other Title info	REP
			\$j	Vol. or dates	NR	
			\$n	Miscell. info	NR	

<b>Field</b>	<b>Ind 1</b>	<b>Ind 2</b>	<b>Data Req.</b>	<b>Sub. Ident</b>	<b>Subfield</b>	<b>Comment</b>	
520 Former title	0		MA			REP	
						Title is not significant	
	1					Title is significant	
					↳		
					\$a	Former title proper	NR
					\$e	Other title info	REP
					\$n	Misc. Info	NR
				\$j	Vol.or dates	NR	
				\$x	ISSN	NR	
530 Key-title	0		0			REP	
						Key title is same as title proper	
	1					Key title differs from title proper	
					↳		
					\$a	Key title	NR
				\$b	Qualifier	NR	

**7 INTELLECTUAL RESPONSIBILITY BLOCK**

<b>Field</b>	<b>Ind 1</b>	<b>Ind 2</b>	<b>Data Req.</b>	<b>Sub. Ident</b>	<b>Subfield</b>	<b>Comment</b>
701 Personal name - alternative intellectual responsibility			0			REP
	↳					
		0			Name entered under forename	
		1			Name entered under surname	
				\$a	Entry element	NR
				\$b	Part of name other than entry	NR
				\$c	Addition to name	REP
				\$f	Dates	NR
711 Corporate name - alternative intellectual responsibility			0			REP
	0				Corporate name	
	1				Meeting	
		0			Name in inverted form	
		1			Name entered under place or jurisd.	
		2			Name entered under name in direct order	
				\$a	Entry element	NR
				\$b	Subdivision	REP
				\$c	Addition to name or qualifier	NR

**8 INTERNATIONAL USE BLOCK**

<b>Field</b>	<b>Ind 1</b>	<b>Ind 2</b>	<b>Data Req.</b>	<b>Sub. Ident</b>	<b>Subfield</b>	<b>Comment</b>
801 Originating source			M			REP
	Ⓟ					
		0			Original cat. agency	
		1			Transcribing agency	
		2			Modifying agency	
		3			Issuing agency	
			\$a		Country	NR
			\$b		Agency	NR
			\$c		Date of transaction	REP
805 Holdings data field			MA			REP
	Ⓟ	Ⓟ				
				\$a	Reporting agency	REP
				\$d	Inclusive dates	NR

## MANUAL CATALOGUE RECORDS

### 1. Newsprint

The Houston Chronicle. – Vol 1, no.1 (Oct. 14, 1901) – .  
■ Houston, Tex. : [Houston Chronicle Pub. Co.], 1901 - .  
■ -- v. : ill. ; 58 cm.

Daily.  
ISSN 1234-567X = The Houston chronicle.  
USNP sn84-31354.

The Sun. - Vol. 96, no. 135 (Apr. 11, 1983)- . Vancouver,  
- B.C.: Pacific Press, 1983- . - v. : ill. ; 60 cm.

Daily.  
Continues: Vancouver Sun.  
ISSN 0828-1793 = Sun (Vancouver)  
(CaBVIUCN) 1434.

### 2. Microform

Chicago tribune [microform]. – 116<sup>th</sup> year, no. 48 (Feb. 17, 1963) –  
. – Chicago, Ill. : Chicago Tribune Co., 1963- . -v. :  
ill. ; 59 cm.

Daily.  
Continues: Chicago daily tribune.  
Microfilm. Ann Arbor, Mich.: University Microfilms International.  
microfilm reels; 35 mm.  
ISSN 3456-789X = Chicago Daily Tribune.  
OCLC 7960181.

Victoria Daily Times [microform]. – Vol. 1. No.1 (June 19, 1884) –  
v.88, no.126 (Nov. 6, 1971). – Victoria, B.C. : The Times Publishing Co.,  
1884-1971. – 96v. : ill. ; 60cm.

Daily.  
Continued by: Victoria Times.  
Microfilm. Clagary, Alta. : Commonwealth Microfilm Library.  
496 microfilm reels; 35mm.  
(CaBVIUCN) 1151.

## UNIMARC EXAMPLES

### 1. Newsprint

001           sn84-31354  
011           \$a1234-567X  
100   **bb**     \$a1987010119019999**bbb**0engy0103**bbb**  
101   0b     \$aeng  
102   **bb**     \$aUS\$btx  
110   **bb**     \$sacda  
111   **bb**     \$aey  
200   1b     \$aThe Houston Chronicle  
207   b0     \$aVol. 1, no. 1 (Oct. 14, 1901)-  
210   **bb**     \$aHouston, Tex.\$c[Houston Chronicle Pub. Co. ]\$dOct. 14, 1901-  
215   **bb**     \$av.\$cill.\$d58 cm  
326   **bb**     \$aDaily  
530   0b     \$aThe Houston Chronicle  
801   b0     \$aUS\$bDLC\$c19750907  
805   **bb**     \$a0CoLC

### 2. Microfilm

001           7960181  
011           \$a3456-789X  
100   **bb**     \$a1987010119639999**bbb**0engy0103**bbb**  
101   **bb**     \$a eng  
102   **bb**     \$aUS\$bil  
110   **bb**     \$sacda  
111   **bb**     \$aey  
200   1b     \$aChicago tribune  
204   **bb**     \$samicroform  
207   b0     \$a116th year, w. 48 (Feb. 17, 1963)-  
210   **bb**     \$aChicago, Ill.\$cChicago Tribune Co.\$dFeb. 17, 1963-  
215   **bb**     \$av.\$cill.\$d59 cm  
300   **bb**     \$aMicrofilm. Ann Arbor, Mich. : University Microfilms  
              International, microfilm reels ; 35mm  
326   **bb**     \$aDaily  
430   **bb**     \$aChicago daily tribune  
530   1b     \$aChicago tribune\$b(Chicago, Ill. 1963)  
801   b0     \$aUS\$bDLC\$c19811130  
805   **bb**     \$a0CoLC

## UNIMARC EXAMPLES (continued)

### 1. Newsprint

001 (CaBVIUCN) 1434  
011 \$a08281793  
100 ~~bb~~ \$a19860101a19839999~~bbb~~0engb0103~~bbb~~  
101 ~~bb~~ \$aeng  
102 ~~bb~~ \$aCA\$bbc  
110 ~~bb~~ \$acca  
111 ~~bb~~ \$aey  
200 1b \$aThe Sun  
207 b0 \$aVol.96,no.135 (Apr.11, 1983)-  
210 ~~bb~~ \$aVancouver, B.C.\$cPacific Press\$d1983-  
215 ~~bb~~ \$av. \$cill. \$d60cm  
326 ~~bb~~ \$aDaily  
430 b1 \$12001b\$aVancouver Sun  
530 1b \$aSun\$b(Vancouver)  
801 b0 \$aCA\$bCaOONL\$c19830901  
805 ~~bb~~ \$aCaBVIUCN

### 2. Microfilm

001 (CaBVIUCN) 1151  
100 ~~bb~~ \$a19860101b18841971~~bbb~~0engb0103~~bbb~~  
101 0b \$aeng  
102 ~~bb~~ \$aCA\$bbc  
110 ~~bb~~ \$acaa  
111 ~~bb~~ \$aey  
200 1b \$aVictoria daily times  
204 ~~bb~~ \$amicroform  
207 b0 \$aVol.1, no.1 (June 9, 1884)-v.88, no.126 (Nov.6, 1971)  
210 ~~bb~~ \$aVictoria, B.C.\$bThe Times Publishing Co.\$d1884-1971  
215 ~~bb~~ \$av. \$cill. \$d60cm  
300 ~~bb~~ \$aMicrofilm. Calgary, Alta: Commonwealth Microfilm Library. 496 microfilm reels; 35mm  
326 ~~bb~~ \$aDaily  
440 b1 \$12001b\$aVictoria times  
801 b0 \$aCA\$bCaBVIV\$c19750314  
805 ~~bb~~ \$aCaBVIUCN



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Vereine und Institutionen  
Миждународная Федерация  
Библнотечных Ассоциаций и  
Учреждений

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London W1V 4BE  
UNITED KINGDOM  
Tel.: (1) 323 7171

date your ref.

our ref. subject

**TO:** Members of the Standing Committee  
on Serial Publications

**DATE:** 16 Aug 88

**FROM:** Mary S. Price  
Chairman, Section on Serial Publications

**SUBJECT:** International Guidelines for the Cataloging of Newspapers

Attached is the revised version of the Guidelines which incorporates changes suggested as a result of our review of the draft.

Since the UBCIM Office is somewhat eager to go to press on this document, please send any comments you might have by October 15, 1988 to:

Mr. Robert Harriman  
Chair, IFLA Working Group on Newspapers  
Serial. Record Division  
Library of Congress  
Washington, DC 20540

Thank you for your prompt attention to this matter. I'm sure you will all join me in commending the Working Group - and especially Bob and Hana -- for the excellent job they did on these Guidelines.

Attachment

**IFLA**  
**WORKING GROUP ON NEWSPAPERS**

**To:** Mary S. Price  
Chairman, IFLA Section on Serial Publications  
c/o Processing Services  
The Library of Congress  
Washington, DC 20540

July 19, 1988

**From:** R. B. Harriman, Jr.  
Chairman, IFLA Working Group on Newspapers  
Hana Komorous  
Member, IFLA Working Group on Newspapers

Dear Mary

Enclosed please find the revised version of the *International Guidelines for the Cataloguing of Newspapers*. This revised text reflects the decisions resulting from a review of the draft Guidelines by the membership of the WG. It also incorporates comments received after the circulation of the draft text. Detailed report on the review process is attached for your information.

We wish to take this opportunity to express our thanks to the members of the Standing Committee of the Section on Serial Publications who supported the work on this document.

Enclosures

## **DISTRIBUTION LIST OF THE FIRST DRAFT (MARCH 1986)**

H. J. Aschenborn	State Library, Pretoria
H. Bergmann	Universitätsbibliothek Wien
E. Delaunay	Bibliothèque Nationale, Paris
G. Franzmeier	Staatsbibliothek, Berlin
I.P. Gibb	British Library, London
C. Girard	Bibliothèque Nationale, Paris
S. Green	British Library, London
W. Hoefig	Staatsbibliothek, Berlin
E. Johansson	British Library, London
H.A. Koch	Staats- und Universitätsbibliothek, Bremen
F. Krause	Deutsche Staatsbibliothek, Berlin (DDR)
F. Kroller	University Library, Graz
J. Mannerheim	Kungliga Biblioteket, Stockholm
F. Perraud	Bibliothèque Nationale, Paris
M. Price	Library of Congress, Washington, D.C.
M. Scott	National Library of Canada, Ottawa
P. Scott	National Library, New Zealand
P. Szentirmay	National Library, New Zealand
L. Taylor	State Library, Pretoria
W. Ubbens	Staats- und Universitätsbibliothek, Bremen
J.I. Whiffen	University of Victoria Library, B.C.
A.W. Willemsen	Koninklijke Bibliotheek, Gravenhage

Compatibility with the CCF: Common Communication Format<sup>(1)</sup> was considered at the request of the Standing Committee. Subsequent investigation revealed that records created according to UNIMARC<sup>(2)</sup> specifications are "mappable" to the CCF format. Therefore, cataloging data for newspapers created according to the proposed guidelines can be accommodated in CCF.

This concept was discussed with Peter Simmons, one of the editors of the CCF, who concurred with these conclusions.

Hana Komorous

July 1988

1. *CCF: The Common Communication Format*. Paris: Unesco, 1984.
2. *UNIMARC manual*. London: IFLA UBCIM Programme, 1987.

**REPORT ON THE REVIEW OF THE DRAFT OF THE  
*INTERNATIONAL GUIDELINES FOR THE  
CATALOGUING OF NEWSPAPERS***

**Two drafts were circulated:**

- \*First draft dated March 1986;
- \*Revised draft dated June 1987

**Chronology and distribution:**

\*The first draft was distributed in March 1986 to the members and observers of the Working Group on Newspapers. A copy of the distribution list is attached.

\*The first draft and comments resulting from its review were discussed and analysed by the Group at its meeting in October 1986 in London. The Group charged Hana Komorous with preparation of a revised draft for comment by the IFLA Section on Serial Publications. The revised draft was prepared and dated June 1987.

\*Copies of the June 1987 draft were circulated for comment to the members of the Section on Serial Publications.

\*The June 1987 draft was also distributed to interested participants at the International Symposium on Newspaper Preservation and Access held August 12-15, 1987, in London and was discussed in detail at the Symposium's workshop on "bibliographic aspects".

**Written response was received from:**

Biblioteca medica statale (Giovanna Merola)  
British Library Newspaper Library (Dawn Olney, Graham Cranfield)  
Deutsche Staatsbibliothek, DDR (Friedhilde Kraus)  
Koninklijke Bibliotheek, Gravenhage (A.W. Willemsen)  
NOSP/University of Helsinki (Pirkko Wegelius)  
National Library of Canada (John Stegenga)  
National Library of New Zealand (Ross Harvey)  
Staatsbibliothek Preussischer Kulturbesitz (W. Hoefig)

The *Guidelines* were also discussed at a meeting of the Standing Committee of the IFLA Section on Serial Publications on August 21, 1987. Comments resulting from that discussion were considered in the preparation of the final text.

**Summary of responses:**

In general, the proposed changes included additions and/or deletions of individual fields/data elements, inclusion of examples and minor rewording. All proposed changes were incorporated.