INTERNATIONAL CONGRESS ON NATIONAL BIBLIOGRAPHIES

organized by Unesco, within the framework of its General Information Programme in collaboration with IFLA

Paris
12-15 September 1977

Final Report

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INTERNATIONAL CONGRESS ON NATIONAL BIBLIOGRAPHIES

Paris, 12-15 September 1977

FINAL REPORT

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PART I
GENERAL REPORT

1. The International Congress on National Bibliographies was held at Unesco House in Paris, from 12 to 15 September 1977. Organized by Unesco, in collaboration with the International Federation of Library Associations and Institutions (IFLA), the convening of this Congress was approved by the General Conference at its nineteenth session in Nairobi, 1976.

The Agenda of the Congress is given in Annex A.

2. Participants from 72 Member States attended the Congress. Eleven intergovernmental and international non-governmental organizations were also represented. The Congress was attended in all by 145 participants and 18 Observers. (The list of participants is given in Annex B).

3. The aims of the Congress were:

   (a) to reach agreement on minimum standards and/or acceptable practices for the coverage, content and form of national bibliographic records, taking into account the requirements for their international exchange;

   (b) to reach agreement on acceptable guidelines for the presentation, arrangement and frequency of the printed national bibliography;

   (c) to discuss and make proposals for the sharing of resources to assist countries in achieving national bibliographic control, using either manual or computerized methods of producing national bibliographies.

4. To inform participants on the most recent developments of national bibliographies and current bibliographic standards, background documents together with appropriate publications issued by other organizations (see Annex F) were distributed during the Congress.

5. The sessions of the Congress were organized according to the sections of the working document: The national bibliography: present role and future developments (PGI-77/UBC/2), prepared by the IFLA International Office for UBC and taking into account the conclusions and recommendations provided in the background documents.

The contents of the working document are reproduced below:

PART I THE NATIONAL BIBLIOGRAPHY: BASIS AND OBJECTIVES

1. Universal bibliographic control and national bibliographic control

2. The national bibliography and the national bibliographic agency: objectives and functions

3. The national imprint and the national collection

PART II THE NATIONAL BIBLIOGRAPHY: REQUIREMENTS AND SPECIFICATIONS

4. Access to the materials to be recorded: legal deposit

5. The selection of materials to be recorded
PART III THE NATIONAL BIBLIOGRAPHY: EXPANSION AND DEVELOPMENTS

9. Other aspects to consider

10. Resource sharing

11. Recommendations

PART IV THE NATIONAL BIBLIOGRAPHY OF THE FUTURE

PART V SOURCES AND REFERENCES

6. The Congress was opened by the Deputy Director-General of Unesco, Mr. John E. Fobes, who welcomed the participants. The text of Mr. Fobes' address is given in Annex B. He stressed the importance of a more national and equitable availability of information as an essential basis for social, economic and cultural development and the role of librarians to achieve it. He explained the Universal Bibliographic Control (UBC) programme, which was endorsed by Unesco and recalled the participants that it was for the Congress to identify similarities and to suggest standard practices for those elements which are common to all national bibliographies. He proposed, after consultation with IFLA and in agreement with the Planning Committee of the Congress, the officers of the meeting which were elected by acclamation:

   President:          Mr. S. Aje (Nigeria)

   Vice-Presidents:   Mrs. L. Ovishiani (USSR)
                      Mrs. S. Honoré (France)
                      Mr. D. Wijasuriya (Malaysia)
                      Mr. J. Arias Ordonez (Colombia)
                      Mr. W.J. Welsh (U.S.A.)
                      Mr. M. El-Sheniti (Egypt)

   Rapporteur:        Mr. I. Page (Australia)

7. Mr. P. Kirkegaard, President of IFLA, stressed in his address the significance of the continuing co-operation of the non-governmental organizations (NGOs) with Unesco in supporting common activities and the importance of national bibliographies with the UBC programme, which was launched by IFLA and endorsed by Unesco. The text of Mr. Kirkegaard's address is given in Annex C.

8. Mr. A. Wysocki, Director of the Division of the General Information Programme described to the participants Unesco's information activities, the structure and programme of the General Information Programme. The text of Mr. Wysocki's address is given in Annex D.
9. After the adoption of the Agenda, Mrs. D. Anderson (IFLA) introduced the Congress Working Document The national bibliography: present role and future developments, emphasizing that the Working Document had been designed to serve the Congress participants so as to reach agreements of a practical nature in relation to the Congress objectives; and that in so doing, the Working Document concentrated on elements common to all national bibliographies, irrespective of the size of the country or the size of its publication output. The six plenary sessions of the Congress, as set out in the Agenda, would each cover subjects dealt with in sections of the Working Document: session 2, the national bibliography: basis and objectives; session 3, the national bibliography: access to materials; session 4, physical forms of the national bibliography: printed issues, catalogue cards, machine-readable tapes; session 5, the content of the bibliographic record; session 6, the national bibliography: expansion and developments; session 7, adoption of report including recommendations.  

10. Session 2, under the chairmanship of Mr. El-Sheniti, discussed Part I, sections 1-3 of the Working Document, the national bibliography: basis and objectives.

11. The Working Document in sections 1 and 2 considers the relationship of national bibliographic control to UBC, the objectives of the national bibliography, and the primary and secondary functions of the national bibliographic agency. Section 3 deals with the relationship between the national imprint and the national collection and describes changing patterns in publishing which are affecting the work of the national bibliographic agency and the compilation of the national bibliography. For example, new forms of "information containers" are appearing and traditional publications are also being issued in new forms. These are part of the national imprint, as are the publications produced in different languages and scripts by minority groups in many countries. Legal deposit may, however, be deficient in covering new forms of publications. The national bibliographic agency, therefore, requires professional skills and linguistic expertise to be able to record new forms of material and the increasing multilingual imprint.

12. Several participants, in supporting the list of functions of the national bibliography, called for even stronger statements concerning its primary functions. This was especially pertinent for participants from developing countries who noted the usefulness of a statement, of its role and functions when convincing government officials about the need to support the national bibliography. For example, being able to show the role of the national bibliography in assisting some government policies, such as showing a rise in book production urged by the government as part of a development plan.

13. Participants also agreed with the view expressed that the widening role of the national bibliographic agency should not overshadow or hinder the primary function of issuing the national bibliography regularly and with a minimum of delay.

14. The dilemma of the small developing country was highlighted by a participant who called for greater national book production before promoting a national bibliography. The reading habit, too, would not be well established if illiteracy were high. Therefore, book promotion schemes, as supported by Unesco, for example, would need to make an impact before support was given to a national bibliography.

(1) Because of the close relationship of the Working Document to the Congress plenary session, the discussion of each session is preceded by a brief summary of the relevant sections of the Working Document. The Working Documents, with its text revised in accordance with the proposals of the Congress participants, and including Parts II and III of the Final Report, will be issued by Unesco in 1978.
15. Session 3, under the chairmanship of Mr. D.E.K. Wijasurija, discussed Part II, sections 4-5 of the Working Document. The national bibliography: access to materials, legal deposit, selection of materials, coverage.

16. The Working Document in section 4 describes the principal objectives of legal deposit, as: the collection and preservation of the national imprint, and, the creation of the authoritative bibliographic records of the items that make up the national imprint. One hundred countries have legal deposit laws and of these 90 compile national bibliographies. In spite of this general acceptance of legal deposit and issuing of a national bibliography, there remain considerable problems in making legal deposit, and hence the national bibliography, effective. The Working Document covered many of the problems involved, such as enforcement, period for deposit, extension to cover new forms of materials.

17. The Working Document in section 5 discusses the problems of the selection of material for inclusion in the national bibliography. Some 21 national bibliographies already record material of national interest or by national authors but published elsewhere. This leads to a duplication of records which appear in other national bibliographies, and the Working Document proposes that such inclusions be distinguished clearly. It is accepted that not all material received under legal deposit will necessarily be recorded in the national bibliography for both quantitative and qualitative reasons. Categories for inclusion and factors for exclusion should be determined by the national bibliography, and the Working Document suggests, as a minimum, all monographs and first issues (including title changes) of serials should be included.

18. Discussion in this session was very vigorous and was largely concerned with relating legal deposit provisions to the needs of the national bibliographic agency. Some participants supported the view that legal deposit laws should be "open-ended" or have regulations attached to them which make it possible to amend requirements to take account of new forms of material. Participants discussed a recommendation, to be agreed at the final session, that Unesco draft a model deposit law. Another participant urged that all such laws should remove exemptions as far as possible.

19. The question of legal deposit versus, or linked to, copyright laws was also a major topic of discussion. In the United States of America and Spain, for example, copyright is dependent upon deposit of work in the national library. Even this is not always an inducement and one participant noted, therefore, that some encouragement to publishers might elicit prompt deposit, e.g. tax exemptions. Enforcement (or encouragement) of deposit was difficult whether legal deposit or copyright legislation was utilized and therefore cataloguing-in-publication schemes were being initiated both to improve contacts with publishers and to ensure earlier recording. A final word of warning was sounded by a participant from a developing country who spoke of legal deposit not being a way of building up the national library's collection at no cost: funding for acquisitions was still essential.

20. Discussion on section 5 highlighted the problems of selecting types of material which the national bibliographic agency considered essential for inclusion, and emphasized terminological problems which arise in trying to define categories of material and hence establish priorities. There was general agreement that official publications should be recorded as they were basically either monographs or serials. The special problems of publications appearing in a language common to several countries were described, with the related difficulties of identifying in some cases in which country the publication had first appeared, and hence in which national bibliography it should be recorded. Speed in recording publications and in producing the national bibliography was considered essential if it is to serve its primary objectives.
21. Session 4, under the chairmanship of Mr. William J. Welsh, discussed Part II, sections 6-7 of the Working Document: Physical forms of the national bibliography: printed issues, catalogue cards, machine-readable tapes.

22. The Working Document in section 6 considers various aspects of printed issues of the national bibliography, noting that they are likely to remain the most common form in which the bibliography is issued and also the most popular and versatile. Standardization of some aspects of printed issues would, therefore, assist the international user, and the Working Document makes a number of proposals concerning size, layout, frequency, and arrangement.

23. The Working Document in section 7 describes other physical forms of the national bibliography. The availability of records included in the national bibliography as ready-made catalogue cards or in machine-readable form on magnetic tapes offer in the former the traditional, and in the latter, the new extensions of the services of the national bibliography. Card catalogues are likely to continue in many countries for some time. Yet the future of the card catalogue is at present under examination in some countries, coinciding with a general decline in the card services offered by some larger national bibliographic agencies, the widening application of flexible mechanized systems in libraries and national bibliographic agencies, and the new forms in which catalogues can be produced.

24. Participants in accepting the universality of the printed national bibliography, noted the advantages of its appearance in microform editions, and suggested that endeavours should be made to standardize such editions.

25. There was general agreement that standardization of editorial and physical features of printed issues was both desirable and practically possible, irrespective of how the printed issues were produced, and editorial details which would promote such standardization were considered and approved.

26. Discussion then concentrated on the optimum arrangement of the contents of the printed issues of the national bibliography. A participant pointed out that to some extent this was dictated by its intended use. If, for example, the primary use was thought to be for selection, then a classified arrangement would be best, but if its use was primarily for reference then an alphabetical arrangement would be appropriate. Participants agreed that a classified arrangement should be recommended for current issues, and an alphabetical arrangement or an index/register form for cumulations, if desired.

27. The progress of MARC (machine-readable cataloguing) since 1968 in many countries has led, in 1976, to the development of an international MARC network. A report on progress was given during this session by Mr. R.E. Coward, Chairman of the international MARC Network Study Steering Committee. His report pointed out that MARC records would dominate all cataloguing activities in a short space of time and that many librarians were already unknowingly handling MARC records every day, for example in the MARC-based printed issues of the British national bibliography. The telecommunications and computer capacities now existed to effect a truly international network. This presented national bibliographic agencies with many problems requiring their urgent consideration in such matters as, for instance, the copyright in bibliographic records, and whether records for other than the national imprint would be available through the network.

28. Session 5, under the chairmanship of Mme Suzanne Honoré, discussed Part II, section 8 of the Working Document, the content of the bibliographic record.
29. The Working Document describes various standards and codes available for the creation of bibliographic records, considering first the comprehensive bibliographic record produced by the national bibliographic agency, and then international uniformity of the bibliographic record, subject indication in the bibliographic record, and finally, transliteration. The conclusions to section 8 point to the importance of: authority control systems to ensure the consistency and exchange possibilities of all types of headings; ISBDs as the basis for descriptive cataloguing; standard numbering systems; and internationally-used classification systems.

30. Discussion in this session was preceded by a report on progress in the revision of the Anglo-American cataloguing rules due to be published in the second half of 1978. Its improved arrangement, full application of ISBD provisions, treatment of non-book material, and consideration of its international use were described by Mr. T.C. Downing, member of the Joint Steering Committee for Revision of AACR.

31. In the discussion there was general acceptance of the need to reach international standard practices in making the bibliographic description for all types of materials recorded in national bibliographies. In this context the advantages of the ISBDs, which were comprehensive and covered various materials, were considered and their application recommended. Some dissatisfaction was expressed at the incompatibility which exists between records created for national bibliographies and those for abstracting and indexing services, particularly for journal articles. It was agreed that a merging of bibliographic practices was essential if exchanges between national bibliographies and abstracting and indexing services were to take place and that further endeavours should be made to find a basis for such compatibility.

32. The following part of the discussion was devoted to authority control systems and the new IFLA project in this area was described, its ultimate objective being to reach internationally acceptable principles and guidelines for the creation and exchange of authority data. In this way it was expected many of the existing, and seemingly irreconcilable, differences between national cataloguing codes, subject and transliteration systems, could be accommodated.

33. Some internationally-used classification systems were discussed, and their inadequate provision for some countries, e.g. the treatment of some cultures and religions, was described. Library associations and national bibliographic agencies were urged to improve the treatment of their country's geography, history and literature in classification schemes by creating local expansions which could be assessed by such classification systems' editorial committees. With the wide use of the Dewey Decimal Classification (DDC) and the Universal Decimal Classification (UDC), the suggestion was made by one participant that tables of equivalents are needed to switch between major schemes.

34. Finally, the discussion ranged over the problems of transliteration: the plethora of schemes for some languages and lack of schemes for others. The absence of sufficient international standards for transliteration posed a major hindrance to international exchange. Participants, while agreeing that bibliographic records should appear in national bibliographies in the original scripts whenever possible, also urged the acceptance of internationally approved transliteration schemes. In the absence of such schemes it was suggested that national bibliographic agencies undertake the creation of national schemes as a preliminary to international acceptance.

35. Session 6 under the chairmanship of Mr. Simeon B. Aje, discussed Part III, sections 9-10, 13 of the Working Document, the national bibliography: expansion and developments.
36. The Working Document in these sections describes cataloguing-in-publication schemes (CIP), the publications of intergovernmental organizations, the national bibliography in relation to international information systems and the International Serials Data System (ISDS), resource sharing, and likely future developments.

37. The recording of publications issued by intergovernmental organizations received considerable attention, and participants supported the suggestion by one participant that such organizations co-operate to produce one bibliography of all their current publications. This ideal could be achieved by one of those organizations receiving records from all the others and producing the combined bibliography.

38. Finally, the value of training was emphasized as an important factor in furthering the implementation of CIP schemes, in the establishment of national ISDS centres, and in co-operation with international information systems. The need for training schemes in introducing new bibliographic practices had also been noted in the discussion in the previous session.

39. The final plenary session took place under the chairmanship of the President of the Congress. He called upon Mr. William J. Welsh to lead discussion on the draft Recommendations which, based on section 11 of the Working Document, had been revised with additions in accordance with the proposals of the Congress participants. The Recommendations with some textual amendments were then approved by the Congress (see Part II).

40. The President then called upon Mme Suzanne Honoré to lead discussion on section 12 of the Working Document, the national bibliographic agency: the draft of an international framework. With some changes in wording to reflect the Recommendations, the Congress accepted the draft. The framework embodies the functions of a national bibliographic agency and gives guidelines for the production of the national bibliography (see Part III).

41. The general outline of the final report of the Congress was presented and approved by acclamation.

42. The President, Mr. S.B. Aje, thanked Unesco for its organization of the Congress and its services during the sessions.

43. On behalf of the Director-General of Unesco, the Director of the Division of the General Information Programme thanked the President, for the excellent way he had conducted the work of the Congress, and IFLA for both its initial proposals which led to the Congress being organized as a joint effort and its contribution to the Congress in the form of the Working Document. He assured participants that the Report including Recommendations would be sent to all Member States and that their ideas, and action which had been urged, would have a decisive influence on the future development of national bibliographies.

44. A participant from Trinidad and Tobago, Mrs. Lynette Hutchinson, speaking on behalf of all who attended, thanked Unesco and IFLA for organizing the Congress and stressed its impact on participants, particularly those from developing countries.

45. The President declared the Congress ended.
The International Congress on National Bibliographies, held at Unesco from 12 to 15 September 1977,

Endorsing the concept of Universal Bibliographic Control (UBC) as a long-term programme for the development of a world-wide system for the control and exchange of bibliographic information,

Emphasizing the need to strengthen national bibliographic control as a prerequisite for universal bibliographic control,

Recognizing the importance of the national bibliography as a major instrument in ensuring national bibliographic control,

Makes the following recommendations:

Legal deposit

1. Member States should examine existing deposit legislation and consider their provisions in relation to present and future requirements in order to develop and maintain national bibliographic control; and, where necessary, existing legislation should be revised;

2. Member States currently without legal deposit should examine the possibilities of its introduction as a means of strengthening national bibliographic control;

3. New deposit laws, or regulations pursuant to such laws, should state the objective of legal deposit in relation to the national bibliography; should ensure that the deposit of copies is relevant to the requirements of the national library system; should be comprehensive in terminology and wording to include existing types of materials with information content and others which may be developed; and should include measures for enforcement of the laws;

4. Unesco should draft model legislation which would serve as a basis for Member States in attaining national bibliographic control, and which would take into account the relationship between copyright and legal deposit;

The selection of materials for the national bibliography

5. National bibliographies, as a minimum, should include the records for monographs and first issues and title changes of serials, including official publications, of the national imprint; and other categories of materials should be included as rapidly as possible to meet the requirements of the national library community and the resources of the national bibliographic agency. When national bibliographic agencies for linguistic, cultural or other reasons include records for publications clearly not part of the national imprint, such records should be identified as not belonging to the national imprint;

6. The national bibliography should include records for materials in all the languages and/or scripts in which publications are produced within a country; and wherever possible these records should be in the languages and/or scripts in which the publications originally appeared;
7. Further study should be undertaken to define additional categories of materials and to suggest priorities for their inclusion in the national bibliography;

The presentation and frequency of the printed national bibliography

8. The printed national bibliography should appear as a minimum quarterly with at least annual cumulations;

9. Each printed issue should conform to the following:

   use of an international paper size (recommended A4);

   clear and unambiguous layout and typography of cover and/or title page to include: title of the bibliography;
   the period which the issue covers;
   place of publication;
   name of publisher;
   date of publication;
   ISSN in top right-hand corner;

   verso of title page to include:
   copyright information;
   cataloguing-in-publication entry;
   details of availability, price, details of printing;

   introduction (in each quarterly issue at least);

   main body of text;

   indices (cumulated annually) covering complementary arrangements to that of main text;

10. In the introduction should be included details stating:

   the basis for the records, for example, records made from copies deposited in the national library in accordance with legal deposit stipulations;

   coverage, including exceptions;

   frequency;

   arrangement;

   bibliographic and cataloguing tools used;

   list of special terms used, with definitions and abbreviations;

   outline of classified arrangement (if used);

   outline of transliteration schemes (if used);

   description of filing system;
11. The current issues of the printed national bibliography should be arranged in a classified order in accordance with a stated internationally-used classification scheme and the arrangement of cumulations should be decided at the discretion of the national bibliographic agency;

Catalogue cards

12. A study should be undertaken of the extent of production of catalogue cards by national bibliographic agencies and their use internationally; and an examination should be made of the desirability of establishing an international standard for the physical form of the card;

Contents of the bibliographic record

13. The national bibliographic agency should undertake responsibility for preparing the comprehensive bibliographic records of its national imprint and in so doing follow international cataloguing principles and adopt international bibliographic standards, specifically the ISBDs; and international numbering systems such as ISSN or ISBN; should maintain an authority control system for national names, personal and corporate, and uniform titles, in accordance with international guidelines; and should consider the adoption of an internationally-used classification scheme for the records;

14. The national bibliographic agency, in anticipation of the introduction of new cataloguing rules, descriptive practices, or subject approaches, should ensure that training courses are provided within the country to familiarize the national library community with the new practices;

15. Specific projects to promote international bibliographic standards and guidelines should be undertaken for authority control applicable to both manual and mechanized systems; abbreviated and minimum records as required, e.g. for CIP;

Publications of intergovernmental and international non-governmental organizations

16. Intergovernmental and international non-governmental organizations should introduce cataloguing-in-publication schemes in accordance with international bibliographic standards;

17. Intergovernmental organizations should co-operate in a joint effort to produce a current bibliography of all their publications;

Information systems

18. Studies should be made of the utilization of records produced for national bibliographies as national input to information systems, and vice versa;

19. Greater efforts at national and international levels should be made to ensure compatibility between the bibliographic exchange formats of the library and information communities;

The International Serials Data System (ISDS)

20. Member States should establish national and/or regional centres for ISDS, if possible within the national bibliographic agency;

21. A study should be made of the interrelationship of the ISDS register and the serial records of national bibliographies and the results should be taken into account in the revision of the ISDS Guidelines;
Resource sharing

22. Studies should be made into issuing multinational bibliographies in areas where for any reason it is not feasible at present to publish national bibliographies and/or where there are some geographical, linguistic or cultural links;

23. Unesco and other appropriate institutions should be asked to assist in the establishment of pilot schemes for national bibliographic agencies, or in the production of national bibliographies, and in the organization of national, regional or international seminars and training workshops for these.
PART III

AN INTERNATIONAL FRAMEWORK FOR THE NATIONAL BIBLIOGRAPHIC AGENCY: AGREED OBJECTIVES, FUNCTIONS, BASIS

Accepted by the International Congress on National Bibliographies, 12-15 September 1977, taking account of the Recommendations of the Congress.

1. Preamble

The concept of UBC - a long-term programme for the development of a world-wide system for the control and exchange of bibliographic information - presupposes the creation of a network made up of component national parts, integrated at the international level to form the UBC system.

In developing UBC it is anticipated that the "component national part" may be the national library, or another institution, receiving in accordance with national deposit stipulations, all types of materials with information content. When the "component national part" is the national library, the functions related to national bibliographic control are undertaken by an organizational unit which acts as the national bibliographic agency.

2. Objectives

2.1 The major objectives of the national bibliographic agency are to:

collect and preserve the national imprint; and

create the authoritative bibliographic records of the items that make up the national imprint.

2.2 In order to fulfil these objectives, it is essential that national deposit stipulations are constituted which:

are comprehensive in terminology and wording so as to include existing types of materials with information content and others which may be developed;

state the objective of legal deposit in relation to the national bibliography and the preparation of national bibliographic records;

ensure that the deposit of copies is relevant to the requirements of the national library system;

are specific in recognizing the national library, or other institution, for the receipt of a minimum of two copies of all items of materials deposited;

include measures for the enforcement of the deposit stipulations.

3. Functions

3.1 The national bibliographic agency has, as its primary function, the production of the national bibliography.
3.1.2 In undertaking this function, the agency accepts the responsibility:

to prepare the authoritative bibliographic records of the items received under national deposit stipulations;

to produce those records in a national bibliography as printed issues which appear regularly and frequently, as a minimum quarterly, with annual cumulations;

to produce the national bibliography in other physical forms (e.g. as catalogue cards, machine-readable records, etc.) as the agency may decide;

to include in the national bibliography as a minimum records for monographs, first issues and title changes of serials (including official publications);

to include the authoritative bibliographic records in all the languages and/or scripts of the national imprint in the original languages and/or scripts;

to include other types of materials and to exclude particular categories of materials (e.g. because of limited size, etc.) as the agency may decide;

to include in printed issues at least quarterly information describing the contents and the arrangement.

3.1.3 In preparing the authoritative bibliographic records noted above, the agency accepts and implements:

international bibliographic standards and codes and internationally accepted bibliographic practices, such as:

  International Standard Bibliographic Description (ISBD)
  International Standard Book Number (ISBN)
  International Standard Serial Number (ISSN);

and other international standards are developed for the creation and content of the bibliographic record.

3.1.4 In producing the national bibliography, the agency accepts and implements:

the international standards which are currently available, and such others as may be prepared, for the production as printed issues, as catalogue cards, in machine-readable form, etc.

3.2 The national bibliographic agency, as a corollary to its primary function, undertakes:

  to maintain an authority control system, in accordance with internationally-agreed guidelines, for national names (personal and corporate) and uniform titles;

  to establish authoritative forms of names of its national authors;
to assist, in co-operation with other national bodies, in the compilation of national rules for determining the entry word for national names.

3.3 The national bibliographic agency, in addition to and in support of its primary function, undertakes other functions which relate to both its international and national role.

3.3.1 Internationally its priority function is:

to act as the depository and/or exchange centre for the dispatch and receipt of bibliographic records to and from other national bibliographic agencies;

and in undertaking this function, the agency agrees:

to accept these records as the authoritative bibliographic records of other national imprints; that is, accepts that the records received are made in accordance with internationally accepted standards and practices as stated by the originating agency.

3.3.2 Some of the other functions which the agency may undertake are:

to maintain the office or collection point for items received under legal deposit stipulations;

to maintain the national serial centre for the registration of serials in the International Serials Data System (ISDS) in co-operation with the International Serials Centre, Paris;

to maintain the national unit to allocate International Standard Book Numbers (ISBN) when such a unit is not maintained already by the national publishers' association;

to operate, in co-operation with national publishers, a national cataloguing-in-publication scheme;

to act as a national cataloguing co-ordinating agency through the preparation and production of bibliographic records as catalogue cards, machine-readable tapes, etc.;

to participate in the work of national and international bibliographic organizations concerned with the preparation of bibliographic standards, cataloguing rules, etc.;

to assist, in co-operation with other national bodies, in the provision of training courses, seminars, etc., in anticipation of the introduction of new cataloguing rules, descriptive practices, etc.

The acceptance of all or some of these additional functions, or of such other functions as may be identified, is the decision of the agency. Such a decision may relate to the provision of adequate resources within the agency.

4. Basis

In order to undertake the functions outlined in paragraph 3 and to perform its national and international roles, it is essential that the national bibliographic agency be:
established by statutory provisions at governmental level, with its objectives and functions defined;

assured of the technical and professional resources required for the preparation of the national bibliography in accordance with the stipulations set out in paragraph 3.1 that is, professional staff to prepare the authoritative bibliographic records and the facilities to produce the national bibliography.
AGENDA

1. Opening of the Congress

2. Election of the President, Vice-Presidents and Rapporteur

3. Organization of the work of the Congress

4. Introduction of and discussion on the Working Document - the national bibliography: present role and future developments
   4.1 The national bibliography: basis and objectives
   4.2 The national bibliography: access to materials; legal deposit; selection of materials: coverage
   4.3 Physical forms of the national bibliography: printed issues, catalogue cards, machine-readable tapes
   4.4 The content of the bibliographic record
   4.5 The national bibliography: expansion and developments

5. Adoption of the report and final recommendations

6. Closure of the Congress
Address delivered by Mr. J.E. Fobes, Deputy Director-General of Unesco, at the opening session of the Congress, on 12 September 1977

Ladies and Gentlemen,

It is my pleasant duty to welcome you to the opening of the International Congress on National Bibliographies, which, as you know, is organized and convened by Unesco in the framework of its General Information Programme.

This Congress, the holding of which was approved by the General Conference at its nineteenth session, is designed to be a working and technical meeting at which a general consensus of opinion should be reached on specific bibliographic problems.

Before entering into details, I should like to express my very special gratitude to the International Federation of Library Associations and Institutions (IFLA), the distinguished partner of Unesco in this undertaking, for the valuable assistance it has afforded the Secretariat in connection with the preparations for the Congress, enabling us in many ways to profit from its experience and advice. I should like also to express my gratitude to the members of the Planning Committee of the Congress for their two years of meticulous preparatory work.

The importance of a more national and equitable availability of information as an essential basis for social, economic and cultural development has highlighted in recent years the role of libraries as important instruments. Libraries are now considered as a vital community and national service. Moreover, each institution is no longer limited to exploitation of its own collection; each is building links with others in order to expand the scope of services.

To perform this public service speedily and efficiently, librarians need to know how to obtain information on all subjects that may be relevant to the nation's needs: what has been written, where published, in what form, and how it can be obtained. Yet you are the first to recognize that the application of modern techniques to printing, the establishment of new book industries in many developing countries, the publication of information in a variety of new forms—from records and films to microforms and computer tapes—have rendered the task of finding relevant information more and more complex. Catalogues become larger and larger, their maintenance and production more and more complex and costly. The situation is aggravated by the lack of universally applied standards, leading to needless duplication of efforts.

In order to find a solution to these problems, IFLA has, already some time ago, launched a project on the control of bibliographic information which is known to you all under the acronym UBC (Universal Bibliographic Control). This is a long-term programme towards the creation of a world-wide system for the nationalization, control and exchange of bibliographic information. Its purpose is to make universally and promptly available, in a form which is internationally acceptable, basic bibliographic data on all publications issued in all countries.
The idea of Universal Bibliographic Control is not new for those who work in the information field. In the past 25 years much work has been undertaken by Unesco and other organizations in promoting projects directly related to universal bibliographic control.

The UBC programme was endorsed by Unesco taking into consideration the recommendations of the Intergovernmental Conference on the Planning of National Documentation, Library and Archives Infrastructures, held in 1974. Following that endorsement, a Meeting of Experts to design a plan of action for UBC recommended the organization of this International Congress on National Bibliographies.

Since Universal Bibliographic Control presupposes national bibliographic control, this suggests the need for a national bibliographic agency in each country responsible for producing the comprehensive bibliographic record of each publication issued in that country in conformity with international standards.

This brings us back to the fundamental objectives of this Congress.

In planning it and in setting out its terms of reference there has been full recognition that national imprints vary in size and complexity and that there are many aspects of national bibliographies which cannot be standardized internationally. But whatever the size of the national publishing output and the dimensions of resources, the objectives of national bibliographic control remains the same. It is for the Congress to identify similarities and to suggest standard practices for those elements which are common to all national bibliographies.

To help you in your task to reach agreement on minimum standards and/or acceptable practices, the Secretariat presents to you the working document The national bibliography: present role and future developments, which was prepared by the IFLA/UBC Office, and five background documents related to the different chapters of the Working Document. It contains suggestions for actions which would improve national bibliographic control and standardize aspects of national bibliographies, such as presentation, arrangement and frequency of the national bibliographic record. It proposes methods for the sharing of resources to assist countries to achieve national bibliographic control.

You are invited, now, to discuss and review critically all these proposals and adopt by consensus the appropriate recommendations.

I wish you a successful congress.
Mr. President,
Mr. Deputy Director-General,
Ladies and Gentlemen,

It is a great pleasure and honour for me to be here today to give an opening address on behalf of IFLA. I am most grateful for the invitation to meet all participants at this forum, many of you being actively involved in the compilation, editing and publication of national bibliographies.

Within IFLA we highly appreciate the effort put into the planning and organization of this joint event by Unesco and IFLA, and we are glad that Unesco has undertaken to act as host to this Congress. I am pleased to note that the event has attracted so many participants representing a large number of countries, since the themes to be dealt with are of the greatest importance to libraries and information work in all countries.

Needless to say, national bibliographies constitute a crucial and key issue in relation to the professional programme of IFLA, especially the programme of Universal Bibliographic Control. National bibliographic control is the basis and a prerequisite of UBC which is conceived as a network composed of a series of efficient and effective national units which link up at the international level. The national bibliography plays a key role in the UBC system.

This Congress represents an important landmark in the long-term programme of UBC as first promulgated by IFLA in Grenoble in 1973 and later included in Unesco's NATIS programme. The Congress provides the opportunity to discuss common problems and, it is hoped, will give an impetus for further activity.

In addition, the Congress has public relations value in making governments aware of the importance of the national bibliography as a means of ensuring the accurate and current recording of a country's intellectual output and of providing access to bibliographic information.

The national bibliography of a small country with a limited national imprint is of equal value in the UBC programme with that of a larger country and requires just as much effort. Many countries face similar problems: ineffective legal deposit laws, lack of trained personnel, lack of financial resources etc. In national bibliographies, therefore, there may be variation in size and resources but not in professional standards.

UBC is accepted as an integral part of Unesco's NATIS programme, and Unesco and IFLA are therefore working towards a common goal. This Congress is a good example of fruitful co-operation between international organizations active in the same field, and it is hoped that the co-operative efforts of Unesco, IFLA and other international organizations in this field such as ISO, FID and ICSU AB may continue and progress further.
As previously mentioned, IFLA appreciates Unesco's contribution to the organization of this Congress which is both an end and, at the same time, a beginning, since it represents the culmination of many years' work: the proposal for such a congress was first discussed at the UBC Steering and Advisory Committee meeting in London in September 1974; a planning committee was then established in May 1975 after a meeting of experts in Paris; this was followed by the preparation of background and working documents and the organization of various regional conferences. In addition, further work has since been done on improving national, and hence international, bibliographic control such as the establishment of new and the improvement of existing national bibliographies and the organization of follow-up seminars.

I am aware that decisive steps will be taken at this Congress since you will undoubtedly wish to reach agreement on the formulation of standards and guidelines relating to national bibliographic records and the printed national bibliography. Resource-sharing measures facilitating national or regional bibliographic control will also be focused on.

It is, therefore, my sincere hope that your work and deliberations during the forthcoming days will be fruitful and lead to further progress in the development of national bibliographies. I wish you a successful congress.
Address delivered by Mr. A. Wysocki, 
Director of the Division of the General Information 
Programme of Unesco, at the opening session 
of the Congress, on 12 September 1977

Mr. President, 
Ladies and Gentlemen,

The purpose of this report is to provide concise information on the General Information Programme in the light of the decisions taken by the nineteenth General Conference of Unesco, and on the characteristics of the organizational structure and work plan of the new Division.

I. DECISIONS OF THE NINETEENTH GENERAL CONFERENCE

The nineteenth General Conference, after examination of the report of the Director-General on the overall information programme (document 19 C/42) and after long and wide-ranging debate voted resolution 5.1, which "approved the principles and lines of the General Information Programme as set forth by the Director-General in document 19 C/42 and decided that the General Programme shall cover basically the activities of the Organization in the fields of scientific and technological information and of documentation, libraries and archives".

The nineteenth General Conference also approved the Statutes of the Intergovernmental Council for the General Information Programme and elected 30 Member States to be members of this Council for 1977-1978. This Council, according to its Statutes, and to the instructions given by the General Conference shall be responsible, amongst other things, for:

(a) guiding the conception and planning of the General Information Programme of Unesco, in particular by putting forward recommendations on the Medium-Term Plan and its revision and on the content of future programmes and budgets to be submitted to the General Conference;

(b) recommending priorities among the various activities or groups of activities constituting that Programme;

(c) reviewing the results achieved and defining the basic areas requiring international co-operation; and

(d) encouraging and assisting Member States to participate in the General Information Programme of Unesco and to co-ordinate their activities to that end.

The General Conference instructed the Council to ensure continuity in the development of the activities undertaken in the context of the UNISIST Programme, recommending inter alia that this title be appropriately used, and to promote the concept of the overall planning of National Information Systems (NATIS), paying special attention to increasing the special contributions of libraries to the development of education, science and culture, and promoting the development of archives services.
We are expecting that the first session of the Council, which will take place in November this year, will provide the Unesco Secretariat with appropriate instructions concerning the items mentioned above.

The nineteenth General Conference also gave clear instructions to the Director-General on the development of the General Information Programme, asking him to integrate information activities with a view to:

(a) promoting the formulation of policies and plans;
(b) promoting the establishment and application of methods and norms;
(c) contributing to the development of information infrastructures and to the application of modern techniques of data collection, processing, transfer and reproduction;
(d) promoting the training and education of information specialists and information users, with particular attention to the needs of the developing countries, especially the problems of transfer of information and data from the technologically advanced countries to the developing nations.

The General Conference recommended that the General Information Programme should form a separate chapter within the Unesco Programme and Budget, and instructed the Director-General to take the necessary measures to ensure that the General Information Programme would provide a conceptual framework for the information systems devised by the agencies of the United Nations, and in particular for Unesco information activities as a whole.

Finally, the nineteenth General Conference authorized the Director-General to set up an Advisory Committee of experts and specialists in the disciplines and professions concerned. The Advisory Committee set up by the Director-General is composed of 18 members selected in their personal capacity.

The first session of this Committee will take place from 11 to 14 October. The Committee will examine selected projects of the General Information Programme and sectoral information activities, as well as the proposals for the 1979-1980 programme.

II. IMPLEMENTATION OF THE DECISIONS OF THE NINETEENTH GENERAL CONFERENCE

As a follow-up of resolution 5.1, the Director-General created, on 24 February 1977, the Division of the General Information Programme, which regrouped most of the activities formerly executed by the Division of Scientific and Technological Documentation and Information (STI) and the Division of Documentation, Libraries and Archives (DBA).

The new Division PGI is placed outside the sectoral structure of Unesco, directly subordinated to Unesco's Directorate and under the authority of the Director of the Bureau of Studies and Programming. It is divided into five sections, as follows:

Section 1: Promotion of national information policies and regional co-operation;
Section 2: Promotion of information policies - research, studies and publications;
Section 3: Promotion of methods, norms and standards of information;
Section 4: Development of information infrastructures;
Section 5: Training of information professionals and users.

The Division has its own administrative and operational units. Its personnel is composed of 21 professional and 24 general service staff.

Unesco submitted for 1977-1978 two separate work plans prepared respectively by the two former divisions STI and DBA. Both plans were approved in Nairobi. At the time, the Division of the General Information Programme was created, it was necessary to combine those two work plans into one, which was subsequently published as Chapter V of the Unesco Programme and Budget for 1977-1978.

The combination of the two work plans for 1977-1978 has been made in the pattern of Objective 10.1 of the Medium-Term Plan and divided into four subobjectives.

III. CHARACTERISTICS OF THE WORK PLAN

As I mentioned earlier the approved work plan for this biennium is a combination of two groups of activities which were developed over a period of many years in two divisions. It is therefore a juxtaposition of the activities of these two divisions, rather than an intellectual merging and homogeneous integration of these activities. To a great extent, it is the continuation of previous efforts with the elimination of duplications and a better co-ordination. In the presentation of this work plan, equal attention is paid to information activities, libraries and archives.

Considerable efforts also have been made to harmonize the divisional publications programme. Several guidelines and documents have been combined. A single newsletter on the General Information Programme is published.

The creation of the General Information Programme brought about many advantages. First of all, the unnecessary competition between two units within Unesco has been eliminated, to the general satisfaction of Member States and international organizations.

Nevertheless, we must also note some temporary inconveniences as a result of the combination of programmes. The merging of the two work plans increased the number of small projects, which has resulted in a dispersion of efforts. The demarcation line between general and sectoral information activities is not sufficiently clear.

I shall now review briefly the four subobjectives of the General Information Programme:

1. Promotion of the formulation of information policies and plans

The purpose here is to achieve a high level of awareness of the value of information as a national and international resource, to increase co-operation among Member States in the framework of the General Information Programme, to improve the planning of organization and the functioning of national information infrastructures, to reach a better understanding of the process of transfer of information, in order to harmonize information policies and decrease obstacles in information exchanges.
2. The promotion, establishment and application of information methods, norms and standards, constitutes our second subobjective. Its main goal is the improvement of international standards, particularly in the field of bibliographic descriptions and presentation of publications, in order to facilitate information systems interconnection and compatibility, and to contribute to the creation of a conceptual framework for information transfer.

3. The development of information infrastructures, at national, as well as regional levels, should serve the socio-economic growth of Member States and facilitate transfer of information. This work consists in the preparation and distribution of guidelines, consultations and meetings, pilot projects, advice on the establishment and improvement of technical services and assistance through consultants and staff missions. This group of activities represents the main part of the operational programme of the Division. It comprises small- and large-scale projects financed by the United Nations Development Programme and other extra-budgetary financial resources, for strengthening or establishing institutions and networks for information transfer.

4. The training and education of information professionals and users is our fourth subobjective, which encompasses documentalists, librarians and archivists. The goals of this objective are the development of long-range policy and plans in the field of education and training of information personnel; the organization of courses, especially for teachers of professional training programmes and managers of information systems; the harmonizing and co-ordinating of education and training programmes and relevant activities of other organizations and the promotion of users' training and education in Member States.

As you can see from the above description, three types of activities form the basis of the General Information Programme, namely: conceptual (studies, policy matters); normative (guidelines, manuals) and operational (training courses, assistance to Member States for the development of their infrastructures).

Mr. President,

This programme is necessarily one of transition, and we hope that the first homogeneous programme of the new Division will be that which is now in the first stages of preparation for the period 1979-1980.

It will be characterized by a greater concentration of activities; a better integration of programme elements pertaining to information, library and archival work; greater attention to the less developed countries and to the development of endogenous capabilities; a better harmonization of international efforts in this field and a more effective provision of conceptual framework for information systems and services devised by the United Nations and for Unesco's information work as a whole.
ANNEX E

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   - Survey of existing legal deposit laws, by G. Pomassl
   - Resource sharing for national bibliographic services, by S. Massil
   - Survey on the present state of bibliographic recording in freely available printed form of government publications and those of intergovernmental organizations, by F. Sinnassamy
   - Standardization activities of concern to libraries and national bibliographies: an outline of current practices, projects and publications, by IFLA International Office for UBC

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