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Documentation — Bibliographic data element directory —

Part 1: Interloan applications

Documentation — Répertoire des éléments de données bibliographiques —

Partie 1: Applications au prêt-inter

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established 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. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

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. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 8459-1 was prepared by Technical Committee ISO/TC 46, *Documentation*.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

Documentation — Bibliographic data element directory —

Part 1: Interloan applications

0 Introduction

Data are interchanged primarily for the purpose of starting or supporting a process. In order to transmit information required to support a process, the various elements of data in the interchanged messages must be fully understandable to the partners concerned.

This part of ISO 8459 describes, in the form of a directory, the data elements used to support bibliographic processes or applications. In addition, it provides illustrations of the relationships between data elements and examples of their practical usage.

The data elements that may occur in an interloan transaction are presented in four main clauses as follows.

- a) A data element directory (clause 4); code values and descriptions for message types (A.1), date types (A.2) and status reports (A.3) are also given in annex A which forms an integral part of this part of ISO 8459.
- b) A data element index (clause 5) which lists the names, keywords and synonyms for data elements, data element groups and data element values, including names assigned to specific messages, date types and status reports.
- c) A structured order (clause 6) which illustrates the hierarchical relationships between data elements.
- d) An interloan message matrix (clause 7) which illustrates the data elements pertaining to specific interloan messages.

Examples showing the usage of this part of ISO 8459 are provided in annex B, which does not form an integral part of this part of ISO 8459.

This International Standard is the first of a series which forms the complete data element directory for bibliographic use. This part of ISO 8459 is intended primarily for new interloan systems.

1 Scope and field of application

This part of ISO 8459 specifies and describes the data elements required in the interchange of data between interlending institutions. It also identifies messages and their data elements which are used in interloan transactions.

It is intended for messages communicated both by preprinted forms having the specified data element names as headings and by automated interchange processes.

The structuring of the data elements into messages falls outside the scope of this part of ISO 8459.

2 References

- ISO 639, *Code for the representation of names of languages*.
- ISO 2108, *Documentation — International standard book numbering (ISBN)*.
- ISO 2709, *Documentation — Format for bibliographic information interchange on magnetic tape*.
- ISO 3297, *Documentation — International standard serial numbering (ISSN)*.

3 Definitions

For the purposes of this part of ISO 8459, the following definitions apply.

3.1 data element: A basic unit of identifiable and definable data. It has a data element name, represented by a tag, and one or more values for expressing a particular fact.

3.2 data element directory: A listing of data elements, with specifications of the data element values as appropriate.

3.3 data element group: A set of related data elements.

3.4 data element group name: One or more words in a natural language which identify a data element group.

3.5 data element name: One or more words in a natural language which identify a data element.

3.6 data element value: A fact expressed by codes, digits or natural language corresponding to the data element description and representation.

3.7 interloan: A loan of a document or documents from one institution to another or the supply of a substitute for the requested document(s).

3.8 message: A structured combination of data elements used in an interloan transaction.

3.9 representation: The way in which a particular data element value is expressed using one or more number(s), letter(s) or symbol(s).

3.10 tag: An identifier allocated for use in place of a data element name or data element group name.

4 Directory

The directory names and defines data elements and data element groups used to support interloan transactions. The information pertaining to each data element or data element group is presented in four separate columns, labelled tag, name, description and representation. A tag is used to identify a data element as well as a data element group. Name is a short form for "data element name or data element group name". Data element group names are printed in bold-face letters to differentiate them from data element names. Description includes a definition for each data element or data element group, followed by a list of corresponding tags for data elements that constitute the group. Representation includes explanatory text about conventions and/or standards used to represent values applicable to a data element or a data element group as well as sample values, if applicable.

Tag	Name	Description	Representation
001	Message identification	Data used to identify a particular message. Group identifier for data elements 002 to 004.	
002	Message type	A phrase or code identifying the function of a message.	Can be communicated as text or as a code. (See A.1.)
003	Date	Year, month and day on which a message concerning an interloan item is sent.	Also used in conjunction with date type (data element 151). See A.2 for the various date types that can be specified in conjunction with date.
004	Time stamp	Time at which a message was sent or received.	Used in automated systems to indicate the precise hour, minute and second that a transaction occurred.
005	Request number	A number identifying all messages associated with a single loan request. Group identifier for data elements 006 to 007.	This number is typically assigned by the institution or client initiating a request using local conventions, although nationally standardized schemes could also be used. Only one number should be used for each interloan request and all the subsequent messages associated with that request; both local and standard request numbers should be used for one interloan request only when absolutely necessary.
006	Local request number	A number, assigned by an individual institution using local conventions, identifying all messages associated with a single loan request.	
007	Standard request number	A number, assigned according to national or international conventions, identifying all messages associated with a single loan request.	
010	Item description	Data used to identify an item, usually consisting of descriptive information and headings. An item may be a component part within a host publication or an independent document. Group identifier for data elements 011 to 038 and 090.	
011	Author	Name of the person or corporate body responsible for the intellectual or artistic content of an item, including composers, creators or originators of an item.	Certain national practices stipulate that the author's name should be in a structured form. The structuring of the name is a practical consideration for file access; however, this International Standard makes no specifications in this regard.
012	Title	Name of an item, consisting of a word or group of words intended to identify it.	

Tag	Name	Description	Representation
013	Series	Name given to a number of separate publications related to one another by the fact that each bears a collective title applying to the group or subgroup as a whole as well as its own title.	
015	Bibliographic level	A word or code used to characterize the bibliographic form in which an item appears.	This data element is needed to identify data elements that describe the host item and data elements that describe the component part in cases where, for example, a request is being placed for an article within a serial or a contribution in a conference publication. Possible bibliographic levels include: <ul style="list-style-type: none"> 0 monograph; 1 serial; 2 component part; 3 host publication.
017	Physical medium	A word or code identifying the medium in which the item has been produced.	Specific media include: <ul style="list-style-type: none"> 0 printed material; 1 roll microfilm; 2 microfiche; 3 sound recording; 4 film and/or videorecording; 5 machine-readable; 6 three-dimensional object; 7 tactile (braille etc.); 8 manuscript; 9 multi-media; 10 other.
018	Form of item (technical specifications)	Technical specifications constraining the use of the item, e.g. the gauge of motion-picture film, the reduction ratio of microfilm, the playing speed and number of sound channels (stereophonic and monophonic) for sound disks, etc.	
021	Edition	All the copies of an item produced from one master copy or substantially the same type image, having the same content, and, in the case of non-book materials, issued by a particular publishing agency or group of such agencies.	
022	Place of publication	Geographical location of the publisher or, failing this, of the printer, distributor or manufacturer.	
023	Publisher	Person(s) or organization(s) responsible for the publication of an item.	
024	Publication date	The year and, if applicable, the month and day of publication of an item.	
025	Pagination	The numbering of the pages of an item which is a component part of another item.	
026	Volume designation	Identifier of a physical unit of a serial or multi-volume monograph.	
027	Issue designation	Number, letter or word identifying a unit of an item which is, or the volumes of which are, published in parts.	
028	Number of volumes	Number of physical volumes, including fiche, reels, sound disks, videocassettes, kits and floppy disks, constituting an item.	
029	Size of item	Physical dimensions of an item, e.g. height of book, height and width of map and diameter of sound disk.	Dimensions which indicate the type of machine required to use an item are specified in data element 018.
030	Value of item	Estimate of the cost of replacing the item or an indication of the value placed on the item.	
031	Physical condition	Description of the physical condition of the item.	
032	Damaged on receipt	Indication that an item has been received in a damaged state or with part(s) missing.	

Tag	Name	Description	Representation
033	Technical defects	Defects noted by the borrowing institution in attempting to use the item.	
034	Item identification number	Alphanumeric codes used to identify an item. Group identifier for data elements 035, 036 and 082.	
035	ISBN	The International Standard Book Number assigned to a monograph.	See ISO 2108.
036	ISSN	The International Standard Serial Number assigned to a serial title.	An ISSN may also be assigned to a monographic series. See ISO 3297.
037	Call number	Notation assigned to an item indicating its physical location in the owner institution.	Includes the accession number when used as a shelf-location device.
038	Copy number	Number(s) and/or letter(s) added to the call number of an item to distinguish different copies of the same item.	
040	Bibliographic verification	Sources used or potentially useful in identifying or locating an item, including comments on the accuracy of the data. Group identifier for data elements 041 to 045 and 076.	
041	Reference source	Any source used to identify or locate an item.	This information is typically provided by the requesting institution. The receiving institution may need to verify the citation (data element 040) and may transmit these data to the requesting institution.
042	Verification source	Authoritative source of bibliographic information used to identify or locate an item.	
043	Sources checked	Listing of the bibliographic sources, including union catalogues, which have been searched in attempting to identify or locate the item requested on loan.	
044	Possible locations	List of institutions which may possess the item requested.	
045	Degree of bibliographic verification	Comments by the recipient institution on the accuracy of data elements used to identify the item, including discrepancies between its description in the request and its description in the verification source (data element 042).	
050	Client identification	Identification of the person for whom an item has been requested. Group identifier for data elements 051 to 055 and 159 to 164.	
051	Client's name	Name of the person for whom the item has been requested.	
052	Client identifier	Number or code used to identify the client uniquely.	
054	Client's affiliation	Name of the institution with which the client is associated.	
055	Client's status	Professional level or position of the client.	
059	Transaction participant	Data which identify each institution associated with an interloan transaction and the role performed by that institution. Group identifier for data elements 061 to 070, 079, 080 and 154 to 164.	
060	Institution identification	Identification of an institution which participates in an interloan transaction. Group identifier for data elements 061 to 063 and 159 to 164.	
061	Name of institution	A word, phrase or abbreviation which identifies an institution or corporation.	

Tag	Name	Description	Representation
062	Official seal of institution	A design, initial or other device placed on the interloan request form and serving to identify an institution in an official manner.	
063	Symbol for institution	Number(s), letter(s) or a code serving to identify an institution uniquely and in an abbreviated manner.	Coded form for institution's name (data element 061) and address (data element 159).
065	Telenetwork address	A number used to identify a device within a communications network. Group identifier for data elements 066 to 070.	
066	Telephone number	Unique number assigned to a telephone.	
067	Telex number	Unique number assigned to a telex.	
068	Electronic mail number	Unique number assigned to an electronic mail box or service.	
069	System user identification	Unique number or code assigned to a participant in a communications network.	
070	Teletex number	Unique number assigned to a teletex receiver within a teletex communications system.	
071	Interloan officer identification	Identification of the person who authorizes that the loan request is valid. Group identifier for data elements 072 to 075.	
072	Name of interloan officer	Name of the person who authorizes that the loan request is valid.	
073	Signature of interloan officer	The name, written in the person's handwriting, of the person who authorizes that the loan request is valid.	
074	Title of interloan officer	Position or title of the person who authorizes that the loan request is valid.	
075	Identification number of interloan officer	Number or code uniquely identifying the person who authorizes that the loan request is valid.	
076	Verifier	Name or identification of the person who verifies the information identifying the item.	
079	Communicator's function	A word or code which identifies a party to a transaction as the sender, the intermediary or the recipient of a message.	This data element is used to identify the following functions or roles: 0 sender; 1 recipient; 2 intermediary.
080	Interloan function	A word or code which specifies the interloan function or role performed by an interlending institution.	This data element is used in conjunction with institution identification (data elements 060 to 063) to indicate that the institution is: 0 a recipient institution; 1 a lending institution; 2 a requesting institution; 3 a borrowing institution; 4 unable to satisfy the request; 5 a possible location or source. It is also used in conjunction with the interloan officer identification (data elements 071 to 075) to indicate that the officer is employed by the lending institution or the borrowing institution. It is used in conjunction with the loan authorization (data element 123) to indicate whether the authorization was made by the lending or the borrowing institution.

Tag	Name	Description	Representation
081	Service required	A word or code for the type of interloan service that is being requested.	Possible types of service include: 0 loan; 1 location; 2 location plus loan; 3 reproduction; 4 loan or reproduction;
082	Type of number	A word or code used to identify the item number scheme.	Possible numbering schemes include: 0 patent number; 1 CODEN; 2 national bibliography; 3 other.
090	Sponsoring body	The corporate body or organization that issued the item or that is associated with its authorship.	
100	Request conditions	Conditions which relate to the request for an item on interloan. Group identifier for data elements 101 to 103, 108 to 113, 124, 125 and 150.	
101	Search type	Specification of the effort to be made in obtaining the item requested.	Includes directives such as: 0 do not refer the request to another institution; 1 forward to national sources, if necessary; 2 forward to international sources, if necessary.
102	Response time	A word or code that indicates the duration of time within which a response is required.	Possible durations include: 0 24 hours; 1 1 week; 2 1 month.
103	Substitution option	Indication that another item may or may not be substituted for the item requested.	Possible instructions include: 0 specific item required; 1 earlier printing or edition; 2 later printing or edition; 3 any printing or edition; 4 other language edition; 5 same subject coverage.
104	Language	Specification by the requesting institution for a particular language edition of the item requested.	Possible specifications include: ar Arabic; be Byelorussian. Letter symbols shall be according to ISO 639.
108	Reproduction restrictions	Conditions under which the requesting institution agrees to accept a reproduction of the item requested.	Instructions include: 0 if reproduction costs less than amount x (amount shall be specified); 1 if loan excluded.
109	Type of reproduction	Physical form in which the item requested is to be produced.	Requirements include: 0 microform positive; 1 microform negative; 2 photocopy positive; 3 photocopy negative; 4 other.
110	Conditions of use	Specification by the requesting institution of certain requirements and conditions under which it agrees to use the requested item.	Requirements include: 0 length of time for which the item is required; 1 home use essential; 2 other.
111	Copyright declaration	Agreement by the client to respect the terms of copyright. Group identifier for data elements 003, 112, 113 and 151.	

Tag	Name	Description	Representation
112	Copyright declaration statement	Statement that the item requested is required only for the purpose of research or private study.	
113	Client's signature	The client's name, written in the client's handwriting.	
114	Delivery conditions	Conditions applying to the delivery of the item requested. Group identifier for data elements 115 to 118 and 124.	
115	Delivery function	A word or code which specifies the function or role performed by an interlending institution.	The delivery responsibility may be assumed by one of the following: 1 lending institution; 2 requesting institution; 3 borrowing institution.
116	Transportation mode	Means of transporting the item.	Values include: 0 book rate/rail freight; 1 express prepaid; 2 airmail/air freight; 3 courier; 4 registered mail; 5 certified mail; 6 taxi; 7 truck; 8 other.
117	Transportation charges	Cost of transporting the requested item from and/or to the lending institution.	The amount should be preceded by a currency symbol if the currency being used is not apparent.
118	Insurance charges	Cost of insuring the borrowed item against loss or damage.	The amount should be preceded by a currency symbol if the currency being used is not apparent.
122	Mode of payment	Means used by the borrowing institution to pay the cost of the interloan transaction.	Examples include: 0 coupons attached to the request form; 1 postage included in the form of stamps or indicia; 2 deposit account; 3 cheque or money order; 4 other.
123	Loan authorization	Statement that the loan has been approved.	See also data elements 071 and 080.
124	Airmail instruction	Instruction by the borrowing or lending institution to send the item by airmail.	This data element belongs to data element groups 114 and 140.
125	Maximum cost	Maximum amount that will be paid to obtain a loan.	
126	Account number	The number of an account to which a credit or debit is made.	
130	Loan conditions	Conditions governing the loan or renewal of an item. Group identifier for data elements 131 to 150.	

Tag	Name	Description	Representation
131	Loan availability	Indication whether the requested item is available for loan and under what conditions it may be borrowed, including reasons for its unavailability.	<p>Sample responses and conditions pertaining to a positive answer:</p> <ul style="list-style-type: none"> 0 home use permitted; 1 use in library only; 2 copying restricted; 3 other. <p>Sample responses and conditions pertaining to a negative answer:</p> <ul style="list-style-type: none"> 4 in use/on loan; 5 non-circulating; 6 not back from bindery; 7 not owned by library; 8 missing; 9 reproduction quality unsatisfactory; 10 in process; 11 other. <p>These data element values may conveniently be divided into four categories: available, available with restrictions, not available and not available for specific reasons.</p>
135	Reproduction cost	Charge for reproducing the item.	
136	Loan charge	Amount asked, taken or billed by the lending institution for the loan of the item itself.	
139	Notice of non-receipt	Statement that the borrowing institution is responsible for notifying the lending institution that the item requested has not been received.	
140	Return instructions	<p>Instructions by the lending institution regarding the means and methods by which the item should be returned.</p> <p>Group identifier for data elements 124 and 141.</p>	
141	Re-use package	An instruction from the lender to the borrower that the same packaging is to be used to return an item as was used to send it.	
150	Remarks	Any pertinent information that is not covered or amplified by a specific data element.	This data element, recorded in natural language, may appear more than once in an interloan message and may enlarge upon or qualify any number of different data elements, as well as introduce information not covered by particular data elements.
151	Date type	A word or code which identifies an activity or condition that will happen or that has happened on a given day.	See A.2.
152	Status	A word or code that identifies the status of an interloan transaction.	See A.3.
153	Representation code	A code used to identify the way in which a given data element is expressed.	<p>Possible specifications include:</p> <ul style="list-style-type: none"> 0 text; 1 coded; 2 pictorial. <p>This code is used to identify the form in which a given data element is recorded, if needed, and when the form is not explicit in the data element tag or name.</p> <p>These coded data may be identified alternatively using a different tag or a qualifier, indicator or sub-field code depending on the record structure used for a message.</p>

Tag	Name	Description	Representation
154	Data modification code	A code used to indicate a modification in the way in which a given data element is expressed.	Possible specifications include: 0 translated; 1 transliterated.
159	Address	A code or phrase which gives the geographic location or place associated with an individual or an institution. Group identifier for data elements 160 to 164.	This element may be used in conjunction with an institution name (data element 061) or a client name (data element 051). For telenetwork addresses see data elements 065 to 070.
160	Street and number	A number and/or phrase used to identify the location of a building within a city or rural area.	
161	City	A phrase used to identify a city.	
162	Country	A phrase used to identify a country.	
163	Postal code	A code which identifies a given area within a city or other geographic area.	
164	Post office box	A box number assigned by the post office.	May be used in conjunction with an institution (data element 060) or a client (data element 050).

5 Index

The index entries include names, keywords and synonyms for data elements, data element groups and data element values (i.e. codes) listed in the directory and names, keywords and synonyms for specific messages, date types and status reports listed in annex A. The entries are arranged in alphabetical order; data element group names are printed in bold-face letters. The right-hand column, labelled Reference, gives the tag or annex subclause and, where applicable, the code, in parentheses for the indexed entity.

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other languages acceptable	103 (4)	restitution specification	A.1 (17)
overdue notice	A.1 (11)	resubmit request	A.1 (07)
overdue status	A.3 (13)	retry notice	A.1 (07)
		retry pending	A.3 (10)
pagination	025	retry status	A.3 (09)
patent number	082 (0)	return instructions	140
payment mode	122	return notice	A.1 (13)
pending status	A.3 (01)	returned	A.3 (17)
physical condition	031	re-use package	141
physical medium	017	roll microfilm indicator	017 (1)
photocopy	109 (2, 3)		
pictorial data	153 (2)	same subject coverage	103 (5)
place of publication	022	seal of institution	062
position title of interloan officer	074	search type	101
possible locations	044, 080	send if costs less than amount <i>x</i>	108 (0)
post office box	164	send if loan excluded	108 (1)
postal code	163	sender of message	079 (0)
postage stamps	122 (1)	serial indicator	015 (1)
printed materials indicator	017 (0)	series	013
publication date	024	service required	081
publisher	023	shipped	A.3 (15)
		signature of client	113
quality of reproduction unsatisfactory	131 (9)	signature of interloan officer	073
		size of item	029
rail freight	116 (0)	sound recordings	017 (3)
reapplication	A.1 (14)	source of item (location)	042, 080 (5)
reapplication date	A.2 (02)	source of reference	041
receipt confirmation	A.1 (12)	source of verification	042
received status	A.3 (14)	sources checked	043
recipient institution	060, 080 (0)	specific item required	103 (0)
recipient institution identifier	079 (1), 080 (0)	specific loan period	A.2 (11)
recipient institution name	061 (0)	sponsoring body	090
recipient, interloan request	060, 080	stamps	122 (1)
recipient of message	079 (1)	standard request number	007
redirection notice	A.1 (04)	status	152

Entry	Reference
status request	A.1 (18)
status report	A.1 (19)
status reports	A.3
street and number	160
subject coverage	103 (5)
subseries	013
substitution option	103
symbol for institution	063
system user identification	069
tactile material indicator	017 (7)
taxi	116 (6)
technical defects	033
technical specifications	018
telenetwork address	065
telephone number	066
teletex number	070
telex number	067
textual data	153 (0)
textual representation	153 (0)
three-dimensional objects	017 (6)
time stamp	004
title	012
title of interloan officer	074
title of series	013
transaction participant	059
transferred status	A.3 (18)
translation code	154 (0)
transliteration code	154 (1)
transportation charges	117
transportation mode	116
truck	116 (7)
turnaround time	102
type of number	082
type of reproduction	109
unable to satisfy request, institution	080 (4)
unfilled	A.3 (05)
use conditions	110
use in library only	131 (1)

Entry	Reference
value of item	030
verification source	042
verifier	076
videorecordings indicator	017 (4)
volume designation	026
volume number	026
volumes, number of	028
will supply response	A.3 (04)

6 Structured order

This clause provides a structured presentation of the data elements and data element groups listed in clause 4.

Data elements which identify information in textual form are given in preference to data elements which identify the same information in another form, e.g. in coded or pictorial form. The various forms of representing a given data value have been noted in clause 4 and are not repeated here.

The logical relationship is presented in a table consisting of three columns: ordering number, name and tag. Name and tag refer to the name and tag of a data element or a data element group as specified in clause 4. The ordering number identifies a level within a hierarchical arrangement. A dash separates each level of a multilevel ordering number as shown in the following example:

01	Level one
01-01	Level two
01-01-01	Level three

The number of levels is not limited.

The structured order gives users of this part of ISO 8459 a better overall understanding of the data elements listed in the directory (clause 4). The structured order is illustrative of relationships between data elements in this directory; it is not prescriptive.

Ordering number	Name	Tag
01	Message identification	001
01-01	Message type	002
01-02	Date	003
01-03	Timestamp	004
01-04	Request number	005
01-04-01	Local request number	006
01-04-02	Standard request number	007
01-05	Service required	081
02	Transaction participant	059
02-01	Communicator's function	079
02-02	Interloan function	080
02-03	Institution identification	060
02-03-01	Name of institution	061
02-03-02	Address	159
02-03-03	Telenetwork address	065
02-03-03-01	Telephone number	066
02-03-03-02	Telex number	067
02-03-03-03	Electronic mail number	068
02-03-03-04	System user identification	069
02-03-03-05	Teletex number	070
02-03-04	Account number	126

Ordering number	Name	Tag
03	Item description	010
03-01	Bibliographic level	015
03-02	Author	011
03-03	Sponsoring body	090
03-04	Title	012
03-05	Edition	021
03-06	Place of publication	022
03-07	Publisher	023
03-08	Publication date	024
03-09	Pagination	025
03-10	Number of volumes	028
03-11	Physical medium	017
03-12	Form of item (technical specifications)	018
03-13	Size of item	029
03-14	Series	013
03-15	Issue designation	027
03-16	Item identification number	034
03-16-01	Type of number	082
03-16-02	ISBN	035
03-16-03	ISSN	036
03-16-04	Call number	037
03-16-05	Copy number	038
03-17	Remarks	150
03-17-01	Value of item	030
03-17-02	Physical condition	031
03-17-03	Damaged on receipt	032
04	Bibliographic verification	040
04-01	Reference source	041
04-02	Verification source	042
04-03	Sources checked	043
04-04	Possible locations	044
04-05	Degree of bibliographic verification	045
04-06	Verifier	076
05	Client identification	050
05-01	Client's name	051
05-02	Client's signature	113
05-03	Client identifier	052
05-04	Address	159
05-05	Client's affiliation	054
05-06	Client's status	055
05-07	Account number	126
05-08	Telephone number	066
06	Interloan officer identification	071
06-01	Name of interloan officer	072
06-02	Title of interloan officer	074
06-03	Signature of interloan officer	073
06-04	Identification number of interloan officer	075
07	Request conditions	100
07-01	Search type	101
07-02	Conditions of use	110
07-03	Reproduction restrictions	108
07-04	Type of reproduction	109
07-05	Substitution option	103
07-06	Copyright declaration	111
07-06-01	Date type	151
07-06-02	Date	003
07-06-03	Copyright declaration statement	112
07-06-04	Client's signature	113
07-07	Airmail instruction	124
07-08	Delivery conditions	114
07-08-01	Transportation mode	116
07-08-02	Transportation charges	117
07-08-03	Insurance charges	118
07-09	Response time	102
07-10	Maximum cost	125
07-11	Remarks	150

Ordering number	Name	Tag
08	Loan conditions	130
08-01	Loan availability	131
08-02	Reproduction cost	135
08-03	Loan charge	136
08-04	Notice of non-receipt	139
08-05	Return instructions	140
08-05-01	Re-use package	141
08-05-02	Airmail instruction	124
08-06	Delivery conditions	114
08-06-01	Transportation mode	116
08-06-02	Transportation charges	117
08-06-03	Insurance charges	118
08-07	Remarks	150

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7 Interloan message matrix

Interloan messages, comprising specific data elements, are interchanged by interlending institutions to support the interloan process or application. Each message has a name and a tag by which it may be identified (see clause A.1).

The matrix shown overleaf identifies the data elements that are essential in each message to ensure that all the information required to support a given transaction is available. The individual messages are listed at the top of the matrix; the numerals 01 to 24 correspond to the codes given in clause A.1.

Data elements that may be used for each message are listed in the left-hand column. They correspond to the data elements in clause 4.

The following symbols, grouped below into three categories, define whether a data element is required to be specified within a message. Interlending institutions may find it necessary to modify the recommendations in order to meet their specific needs for the provision of certain data elements.

- a) Mandatory under all conditions:
 - m mandatory.
- b) Mandatory under certain conditions:
 - C1 mandatory if the message is mailed;
 - C2 mandatory if the message is teletransmitted;
 - C3 mandatory if applicable;
 - C4 mandatory depending on the type of item.
- c) Optional:
 - z optional, subject to agreement between interlending institutions, or if known.

In any case where codes (00 to 99) are given within an interloan message, the instructions which they convey are mandatory.

Example (see the matrix)

The first four interloan request messages, coded 01, illustrate requests for loans of four different types of item. The different types of item that are being requested are indicated by the

values associated with data elements 015 and 017 within the **Item description**, as follows:

- codes 0, 1 and 2 in the first three columns of the data element 015 line indicate interloan requests for a monograph, a serial and a component part respectively; these code values correspond to those in the Representation column under 015 Bibliography level in the data element directory (see clause 4);
- the fourth interloan request message is for a film or a videorecording, which is indicated by code 4 in the fourth column of the data element 017 line (see clause 4, data element 017).

The fifth interloan request message is a request for location information, as indicated by code 1 in the fifth column of the data element 081 line (see clause 4, data element 081).

NOTES

- 1 The interloan function (i.e. requesting, lending, borrowing, etc.) performed by an interloan participant is shown by the code value for data element 080 which appears in conjunction with a value for communicator's function to indicate whether this interloan participant is the sender, recipient or intermediary. Any message would identify at least two participants in every interloan transaction. The codes used for data element 080 correspond to those given in the Representation column of the directory.
- 2 Not all data elements from the directory have been included in the message matrix since the inclusion of all the data elements would not contribute substantially to the understanding of the messages.

It is recognized that a given item of information can be transmitted by specifying a data element group or alternatively the individual data elements constituting that group. The preferred level of precision to be used for identifying data constituting the message will be specified in other International Standards which take into account the medium of communication (i.e. manual or mechanized) and operational requirements of the systems (i.e. paper forms, form-filling devices, communicating word processors, on-line computer-based systems, etc.) used by institutions interchanging these messages.

	01	01	01	01	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
001 Message identification	01	01	01	01	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
002 Message type	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m
003 Date	C2																											
004 Time stamp	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m
005 Request number	0	0	0	0	1																							
081 Service required																												
059 Transaction participant	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m
079 Communicator's function	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m
080 Interloan function	2	2	2	2	2	0	1	0	0	0	0	0	3	1	1	3	3	2	2	3	1	m	m	2	1	2	1	m
060 Institution identification	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m
065 Telenetwork address	C2																											
010 Item description					C4					C4		C4																
015 Bibliographic level	0	1	2																									
017 Physical medium	C4	C4	C4	4																								
011 Author	C4	C4	C4	C4	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z
090 Sponsoring body	C4	C4	C4	C4																								
012 Title	m	m	m	m	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z	z
013 Series	C4	C4	C4	C4																								
021 Edition	C4	C4	C4	C4																								
022 Place of publication	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m
023 Publisher	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m
024 Publication date	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m	m
025 Pagination			m																									
028 Number of volumes	C4																											
029 Size of item																												
027 Issue designation		m																										
082 Type of number	C4	C4		C4																								
034 Item identification number																												
035 ISBN	C4		C4	C4																								
036 ISSN		C4	C4																									
037 Call number					C4																							
038 Copy number						m																						
150 Remarks	C3	C3	C3	C3																								
030 Value of item																			m	m								
031 Physical condition																												
032 Damaged on receipt																												
033 Technical defects																C3												
040 Bibliographic verification																												
041 Reference source	C3	C3	C3	C3	C3																							
042 Verification source	C3	C3	C3	C3	C3																							
043 Sources checked																												
044 Possible locations																												
045 Degree of bibliographic verification																												
076 Verifier																												
Reproduction cost request																												
Reproduction cost response																												
Interloan message																												

