



**The AGRIS Application Profile for the International Information System on Agricultural Sciences and Technology**  
**Guidelines on Best Practices for Information Object Description**

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**by GILW, Library and Documentation Systems Division**

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## 1. Introduction

The first **COAIM** (Consultation on Agricultural Information Management), held in June 2000 recognized that AGRIS should become “a key enabler and catalyst to establish a new model of agricultural information management”. Furthermore, it was agreed that FAO [1] should develop AGRIS into a capacity building initiative as well as an information system. The AGRIS network now has 201 Resource Centres, which vary in their resources and level of participation in the network, and opportunities exist to improve the effectiveness of the initiative through enhanced collaboration.

A proposal for a new metadata standard for AGRIS reference was presented at COAIM 2002. This paper is a result of the evaluations made during COAIM 2002. It defines a set of high quality metadata on scientific and technical papers, and is directed at improving accessibility of materials on the Web. The standard also covers the necessary metadata for retrieving publications that are available only in paper format or that have restricted access.

The AGRIS Application Profile (AGRIS AP) is a metadata standard created specifically to enhance the description, exchange and subsequent retrieval of agricultural Document-Like Information Objects (DLIOs). It is a metadata schema which draws elements from well known Metadata standards such as Dublin Core (DC), Australian Government Locator Service Metadata (AGLS) and Agricultural Metadata Element Set (AgMES) namespaces. It allows sharing of information across dispersed bibliographic systems and provides guidelines on recommended best practices for cataloguing and subject indexing. The AGRIS AP is a major step towards exchanging high-quality and medium-complex metadata in an application independent format. The AGRIS AP is based on the Dublin Core Elements and Qualifiers [2], the Agricultural Metadata Element Set [3], and the Australian Government Locator Service Metadata Set [4].

This document provides the best practices on the description of the AGRIS AP elements.

### 1.1 Goals and Objectives

The goal of the AGRIS Application Profile (AGRIS AP) is to facilitate interoperability of metadata formats currently in use to enable linking of various types of agricultural information, therefore allowing users to perform cross-searches and other value added services. This approach would also facilitate the harvesting of data from participating countries; with the application of the AGRIS AP model, this harvesting process could be automated.

The expected benefits of AGRIS AP are:

- a common format for exchange and description of information resources within the current AGRIS network;
- a standard data model for bibliographic description of resources in the domain of agriculture, covering publications in different areas of the domain such as Fishery, Forestry, etc.;
- different communities being able to access and re-use existing application profile schema and to establish a common format for homogenizing results on a search interface derived from parallel searching of heterogeneous archives, i.e. the AGRIS Multi-host Server;
- harvesting of metadata from data sources within and beyond the domain of agriculture; and
- a common approach to sharing information between applications and standards makers, while promoting interoperability between systems.

### 1.2 Methodology

The strategy and methodology adopted to formulate the AGRIS AP involved the following:

- Development of a conceptual map of the different types of information resources used in the AGRIS application.
- Remodelling of the AGRIS data model to meet current information needs (such as description of Web pages and databases).
- Evaluation of standards and common resource description practices, mainly using the Dublin Core Metadata Element set (DCMES) and the Agricultural Metadata Element Set (AgMES).
- Mapping of currently used elements to the available element pool from DCMES and AgMES.
- Proposing the unavailable elements and schemes to be included in the AgMES.
- Coding of the application profile schema into XML DTD, and studying of implementation results and problems for further enhancements and/or amendments.

## 2. What are the resources?

### **2.1 What are the resources?**

The importance of a collaborative network like AGRIS & CARIS and of the centres that participate in it globally, lies in the documentation to which they alone have access. National centres are the storehouse of what is commonly referred to as traditional knowledge, the legacy of experience over time in agriculture and the sciences, in the fight to achieve and maintain acceptable standards of living.

We should always remind ourselves of why we are maintaining a network of information collection, conservation and dissemination. The knowledge contained in the resources that are indexed and inputted to the national and central AGRIS database empower the policy and decision-makers, the agriculturalists, extension workers, researchers and scientists to strengthen their efforts towards food security and sustainable development. Good quality information can and does improve the quality of life itself.

Resources covered by the AGRIS centres – illustrations, reports, theses, manuals etc. – have been produced locally over time, and are often unavailable nowadays. Even if they were printed at some point, they are more than likely to be out of print now. Financial and human resources are everywhere at a minimum and many institutions in the developed and developing world hold the last copy in existence of numerous subject-specific publications.

Electronic publishing has brought both new opportunities and new problems to users, but in the field of rare or limited publications it represents the gateway to accessibility. These documents can be scanned and reproduced on-line for everyone to consult. Even when they are in such a physical state that reprinting would do more harm than good, a document can be scanned and published on-line. These are the unique resources which the AGRIS resource centres are in a position to offer to the agricultural community in the world: printed references for the researcher, extension worker, scientist and student. Making them available on line wherever possible perpetuates man's knowledge of agricultural systems in any given area, through access to a wealth of invaluable information derived from generations of practical experience.

The continuing transmission of this knowledge will empower the users of this information in their efforts to achieve sustainable development. It will also, albeit much more slowly, help to narrow the "digital divide", because although many countries will not be able to benefit from the advantages of technological progress for a long time to come, they will nevertheless be able to access printouts of the publications which are added to the AGRIS database, just by visiting or even writing to the national AGRIS centre.

The selection process is of primary importance for all AGRIS resource centres. The centres are responsible for collecting all relevant material published within their territory in the field of agriculture.

### **2.2 Usefulness and availability**

The contents of a documentary unit are, and should be, of general interest and the publications it holds should be obtainable. Therefore the following items should be **excluded**:

- ephemeral material (short-lived information)
- restricted or confidential material (unless de-restriction is obtained from the creators)
- news on local events (interviews without technical value, announcements of awards, calls for vaccination against diseases, etc.)
- legislation on local subjects of short duration (decrees establishing prices of agricultural products in a province, resolutions naming officers, etc.)
- comments on agricultural exhibitions
- inter-institutional agreements
- book reviews
- calendars of research and training centres and their programmes, given only superficial treatment
- textbooks for secondary education and, in general, texts on the basic sciences, treated superficially
- articles to promote sales of agricultural equipment and supplies (advertisements) which do not provide in-depth information
- multilingual simultaneous editions
- preprints of conference papers (especially if it is expected that the conference proceedings will be published within approximately 6 months)
- non-original or repetitive material published in popular journals



- reprints of journal articles (the original article should be described instead); **but include** preprints of important articles or copies of manuscripts, when available, as they are generally circulated long before the original article appears in print
- short note-type articles or those of insubstantial content **but include:**
  - a very short article on original taxonomic description
  - a case study in veterinary medicine
  - notes on projects in progress
  - summaries of theses or conference papers if full length work is not available
  - obituaries of outstanding scholars especially when they include a bibliography on a subject about which little has been published

In some cases, when the contents of a document are treated seriously and in depth, also **include:**

- editorials, letters to editors or material which appears in regular columns
- bibliographic units without creators (anonymous)
- opening speeches in meetings, conferences. etc.

With reference to **extension literature** the following general criteria are suggested:

- include literature produced **for** the extension worker
- exclude literature produced **by** the extension worker, unless widely applicable.

Since it is difficult to apply uniform selection criteria for extension literature on a worldwide scale, always apply the same criteria of usefulness, date limits, etc., described in the previous and following paragraphs, i.e. **include:**

- summaries or translations of extension documents in a language in which little has been published on that subject
- textbooks or extension manuals that may be used by other extension workers in similar agricultural situations.

### **2.3 Scope of these specifications**

The **scope of AGRIS** has been extended to include all forms of electronic publishing: databases, Web pages, national portals on scientific and technical information on Agriculture. To recapitulate: the **breadth** of input to AGRIS is increasing to cover specialized and relevant *local* information, pertinent to agricultural sciences and technology, but without losing sight of its focus. This increase of scope would allow for more technical and scientific coverage.

The new specifications are proposed in the light of many pressing issues, some of which are: a greater need for sending data in XML format; less willingness to send data in ISO2709 format; and rapid developments in technologies which allow for the searching of multiple databases.

The changes are made with the users in mind: what are they searching for? It became clear that some of the entries in the AGRIS data entry form are created for cross-checking, some are created principally with non-electronic resources in mind and the data structure was mainly flat and could not immediately be applied to the more popular and practical relational databases.

The current format of the specifications can be used for storing information in XML, RDF as well as for storing in relational databases.

### 3. AGRIS Application Profile

#### 3.1 What is an application profile?

With the current trend for promoting reuse instead of reinvention, the AGRIS AP has been created taking elements and refinements that are already in existence.

The concept of the application profile is not new and therefore several definitions have been provided by different communities. An article published in the Journal of Digital Information, recounts several such definitions from communities such as Z39.50, IEEE standardization, FGDC etc. [6]

With their experience in the European DESIRE project, Heery and Patel introduce 'application profile' as a type of metadata schema.

Their definition:

*An **application profile** is a type of metadata schema which consists of data elements drawn from one or more namespaces, combined together by implementors, and optimised for a particular local application. [7]*

In the context of the AgMES initiative, an application profile has the above definition. The elements in every application profile will consist of elements, refinements and schemes drawn from the DCMES, AgMES or any other namespace from which a term might be reused to meet the needs of the FAO applications.

For example:

The AGRIS application profile does the following:

- It draws elements from existing namespaces, namely DCMES and AgMES;
- It introduces no new data elements;
- It specifies the cardinality and data-typing information;
- It specifies the application-specific schemes and controlled list values; and
- It slightly refines standards definitions of some of the elements.

#### 3.2 Foreseen Advantages

The new AGRIS AP requirements are designed to replace the current practice with a more robust one that foresees the trend towards more and more resources being made available electronically. By adhering to the AGRIS AP requirements, it is hoped that we can see long-term benefits which will only be possible through a high level of commitment and effort.

The new requirements are expected to provide several benefits, including:

- providing the AGRIS audience with information of high quality with medium complexity;
- providing a standardized format for the exchange of bibliographic information;
- allowing AGRIS Resource Centres to provide their information in XML/RDF formats or to be easily exposed for multi-host searches.

#### 3.3 Essential Definitions

The three most commonly used terms in this document are described below for the sake of clarification.

- **Element** – An element is described as a unit of data or metadata. The element allows us to give more information about the described information.
- **Element Refinement** – An element qualifier makes the meaning of an element either narrower or more specific. Additionally, element refinement shares the meaning of the unqualified element, but with a more restricted scope. When a client does not understand the element refinement, it can be ignored and the value is used as content of the unqualified element.
- **Encoding Scheme** – An encoding scheme aids in the interpretation of the value of an element. Encoding schemes may either be controlled vocabularies or formal notations. A value drawn from an encoding scheme can be taken from a controlled list of vocabulary (e.g. a term from a classification such as ASC (AGRIS Subject Categories) or a term from a thesaurus such as AGROVOC). Formal notations

are used to format a value of an element (e.g., date expressed the “YYYY-MM-DD” format). When a client does not understand the encoding scheme, it can be still useful for human readers.

e.g.

Element	Qualifier Element Refinement(s)	Encoding Schemes/ Controlled List
<b>Subject</b>	Subject Classification	ASC CABC DDC LCC UDC
	SubjectThesaurus	AGROVOC CABT ASFAT NALT MeSH LCSH

More information on technical issues regarding XML encoding using the AGRIS AP are available in the **AGRIS AP Technical Guidelines** at <http://www.fao.org/docrep/008/ae908e/ae908e00.htm>.

## 4. Elements in AGRIS AP

### 4.1 General Issues

The new AGRIS AP requirements are designed to replace the current practice with a more robust one that foresees the trend towards more and more resources being made available electronically. The use of application profiles allows implementers to share information about the data-model of their applications.

Many changes have been incorporated into the new AP that were not in the previous AGRIS Guidelines and like wise many rules are not included into the new guidelines. It is important to note that the AGRIS AP takes the role of an exchange format to enable for the collection of bibliographic references from various partners. This explains its generic but robust form. It also provides best recommended practices on cataloguing, however its emphasis is more on metadata exchange of agricultural information within the AGRIS Network.

#### 4.1.1 Resource Number (ARN): Unique IDs for resources

This element corresponds to the previous AGRIS tag of Temporary Record Number (TRN). The ARN provides a unique numbering system to differentiate between resources from the different AGRIS Resources Centres in the AGRIS central database.

This element is **mandatory for all records** submitted to AGRIS. **No record can be submitted without this information.**

The ARN consists of twelve characters which may be derived from the following four parts:

Part	Description
IC	the two-letter ISO country code of the country where the AGRIS Resource centre is located for the code of the multinational or international institution submitting input. This list can be found in the ISO3166-1 <sup>1</sup> for geographic codes. AGRIS codes that are currently being used by the centres are provided in <a href="#">Appendix C</a> .
Year	In which the input record is created. This must be in four digits and is <b>not</b> the year of publication of the resource.
S	the sub-centre code assigned by the Resource Centre, one character only, to be used in countries with more than one resource centre. It may be a letter or a digit. In countries where there are more than nine sub-centres the sub-centre code may be a letter. For countries with one resource centre a zero (0) should be entered in this tag.
Serial Number	assigned by the Resource Centre in ascending sequence (5 character, usually digits). Numbers are assigned on an annual basis, starting the year with 00001 to 99999.

e.g.

Part	Description
ARN for 697 <sup>th</sup> record submitted by Philippines AGRIS centre in 1998 with one resource centre	PH1998000697

For AGRIS centres operating with more than one AGRIS sub-centre's the sub-centre ARN should be used to allow each sub-centre to control its range of ARN numbers.

<sup>1</sup> Country names (official short names in English) in alphabetical order as given in ISO 3166-1 and the corresponding ISO 3166-1-alpha-2 code elements.

<http://www.iso.ch/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html>

e.g.

An Indonesian AGRIS centre that cooperates with 3 sub-centres:

Examples
ID199800001-09999 is used by the <b>main AGRIS centre</b> ,
ID199810001-19999 is used by the <b>subcentre 1</b> ,
ID199820001-29999 is used by the <b>subcentre 2</b> , etc

If a centre would like to provide access to AGRIS resources using their own **local numbering**, they may do so.

#### 4.1.2 The AGRIS AP Element Set

Element	Qualifier Element Refinement(s)	Encoding Schemes/ Controlled List
<b>(DC) title</b>	(DCTERMS) alternative	-
<b>(DC) creator</b>	(AGS) creatorPersonal	-
	(AGS) creatorCorporate	
	(AGS) creatorConference	
<b>(DC) publisher</b>	(AGS) publisherName	-
	(AGS) publisherPlace	
<b>(DC) date</b>	(DCTERMS) dateIssued	(DCTERMS) W3CDTF
<b>(DC) subject</b>	(AGS) subjectClassification	(AGS) ASC (AGS) CABC (DCTERMS) DDC (DCTERMS) LCC (DCTERMS) UDC
	(AGS) subjectThesaurus	(AGS) AGROVOC (AGS) CABT (AGS) ASFAT (AGS) NALT (DCTERMS) MeSH (DCTERMS) LCSH
<b>(DC) description</b>	(AGS) descriptionNotes	-
	(AGS) descriptionEdition	
	(DCTERMS) abstract	
<b>(DC) identifier</b>		(DCTERMS) URI (AGS) ISBN (AGS) RN (AGS) JN (AGS) PN (AGS) IPC (AGS) DOI
<b>(DC) type</b>	-	(DCTERMS) DCMIType
<b>(DC) format</b>	(DCTERMS) extent	-
	(DCTERMS) medium	(DCTERMS) IMT

<b>(DC) language</b>	-	(DCTERMS) ISO639-2 (AGS) ISO639-1
<b>(DC) relation</b>	(DCTERMS) is Version Of (DCTERMS) has Version (DCTERMS) is Replaced By (DCTERMS) replaces (DCTERMS) is Required By (DCTERMS) requires (DCTERMS) is Part Of (DCTERMS) has Part (DCTERMS) is Referenced By (DCTERMS) references (DCTERMS) is Format Of (DCTERMS) has Format (AGS) is Translation Of (AGS) has Translation	(DCTERMS) URI (AGS) ISBN (AGS) RN (AGS) JN (AGS) PN (AGS) IPC (AGS) DOI
<b>(AGLS) availability</b>	(AGS) availabilityLocation	-
	(AGS) availabilityNumber	
<b>(DC) source</b>	-	-
<b>(DC) Rights</b>	(AGS) rightsStatement (AGS) TermsOfUse	-
<b>(DC) Coverage</b>	(DCTERMS) spatial	(DCTERMS) POINT (DCTERMS) ISO3166 (DCTERMS) TGN (DCTERMS) Box
	(DCTERMS) temporal	(DCTERMS) Period (DCTERMS) W3CDTF
<b>(AGS) citation</b>	(AGS) citationTitle	-
	(AGS) citationIdentifier	(AGS) ISSN (AGS) CODEN
	(AGS) citationNumber	-
	(AGS) citationChronology	-

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## **4.2 Titles: Title, Alternative Title**

---

### **Summary**

#### **4.2.1 Title**

Definition

Purpose

Rules for encoding Title

- Selecting the Title

- Language of the Title

- Punctuation in the Title

- Sub-Titles and Other secondary elements

- Additional Titles

- Title Enrichment

- Chemical Terms

- Biographical articles

- Abbreviated names

- No Title

#### **4.2.2 Alternative Title**

Definition

Purpose

Rules for encoding Alternative Title

## 4.2.1 Title

---

Enter the main title of the document. If possible indicate the language of each title. Add additional titles if necessary

### Definition

A name given to the resource.

### Purpose

This field is used to indicate the name by which the resource is formally known.

### Rules for encoding Title

#### Selecting the Title

Enter in the Title field the **main title** of the resource you are describing, e.g. the title of a monograph, of a chapter of a book or a journal article.

The title **should be selected from** (listed in preferential order):

- the title page
- the front matter (e.g. the half title page, title page verso) or the colophon (back matter)
- prefaces, forewords, etc. cover or spine
- for journal articles, books, chapters, etc. use the title given at the beginning of the article, chapter, etc.

Copy the title in full, including the sub-title and any other secondary information. Use the exact wordings of the title, but not necessarily its capitalization and punctuation. Correct obvious typographical errors. Capitalize only the initial letter of the first word of the title and of proper names (personal, corporate, geographic, etc.) appearing in it.

e.g.

Title in original	Title for input
Solar Radiation Energy and its Utilization by Lucerne (Medicagosativa L.)	Solar radiation energy and its utilization by Lucerne (Medicagosativa L.)

Serial Titles should be placed in the citation field ([See 4.15.1](#)).

#### Language of the Title

Indicate the language of the title using the xml:lang attribute. The language should be selected from the ISO639-2.

#### Punctuation in the Title

Omit any punctuation marks at the end of the title, but retain terminal question marks “?” and exclamation marks “!”, terminal brackets “]” and parentheses “)”. Retain the full stop “.” if the last word of the title is an abbreviation.

Use a space before continuing the text after any punctuation marks, e.g. full stops, commas.

On many title pages spacing is used in the title (e.g. new line) instead of punctuation. Supply punctuation whenever required.

e.g.

Title in original	Title for input
AGROVOC Multilingual Agricultural Thesaurus	AGROVOC: Multilingual agricultural thesaurus



### Sub-Titles and Other secondary elements

Use a full stop and a space to separate main title and sub title and other secondary elements.

### Additional Titles

Provide any other titles that may be useful for locating the resource.

### Title Enrichment

When titles are meaningless, incomplete, ambiguous, misleading, or too general, title enrichment is highly recommended. Words (enrichment) should be added which will correct the deficiencies and will reflect the content of the document. All additional words should be enclosed in square brackets and either placed at the end of the original title or be interpolated in the title where most suitable, but generally not before the third word in the title.

e.g.

Examples of Title enrichment
On the state of man [world agricultural situation]
Technology and manpower policies [agricultural manpower, Mexico]
Effect of cultural practices [in vineyards] on soil moisture management
Conclusions and recommendation of the first Argentine Congress on Wool [sheep production, wood marketing]
Cost of animal feed [pigs, substitution of maize by cassava]
Core literature in human nutrition [a review article]
Forestry and forest products [an automated bibliography]
Model of soil salinity effects on crop growth [irrigation, drainage]
The predator-control scene as of 1995 [coyote populations and sheep losses]

### Chemical Terms

Titles containing chemical terms should be enriched by an approved common name, if one exists or by an appropriate qualifying term.

e.g.

Title in original	Title for input
Control of Spinach leaf miners with Bayer 170715	Control of Spinach leaf miners with Bayer 170715 [organophosphate]

### Biographical articles

Titles of **biographical articles lacking the name of the profession** of the biographer and his country should be enriched.

e.g.

Title in original	Title for input
Albert Pilat (1903-1974)	Albert Pilat (1903-1974) [mycologist, Czechoslovakia, obituary]
Paulo da Cunha Nobrega: posthumous homage	Paulo da Cunha Nobrega: posthumous homage [biologist, Brazil]

### Abbreviated names

Abbreviated **names of states or provinces, acronyms of institutions or chemicals** should preferably be written out to make them meaningful for data retrieval. If some elements are repeated in the title, it is sufficient to introduce them in extended form just once. Chemical notations that could require characters not available in the AGRIS character set should be rewritten according to the IUPAC rules<sup>2</sup>, avoid subscripts and superscripts.

e.g.

Title in original	Title for input
Rabies occurrence in Tracotapa, Guer.	Rabies occurrence in Tracotapa, Guerrero [Mexico]
Research activities at IRRI	Research activities at IRRI [International]

<sup>2</sup> International Union of Pure and Applied Chemistry. Nomenclature of Organic Chemistry. London (UK), Butterworths Scientific Publications, 1971. 338 p.

[http://www.iupac.org/dhtml\\_home.html](http://www.iupac.org/dhtml_home.html)

	Rice Research Institute, Philippines]
The effect of soil Ca level in four soil pH-Mg combinations on the Ca and Mg level in sweet corn	The effect of soil Ca level in four soil pH-Mg [hydrogen-ion concentration-magnesium] combinations on the Ca and Mg level in sweet corn
Some hazards in the application of TCNB to horticultural crops	Some hazards in the application of TCNB [tecnazene, 1, 2, 4, 5-tetrachloro-3-nitrobenzene] to horticultural crops [potatoes, peas, squash]
Giberellin A <sub>3</sub> -3 <sub>H</sub>	Giberellin A3-3H

**No Title**

In the **rare cases where no title appears** on the resource, for example, in certain editorial articles, supply a title and enclose it in square brackets “[ ]”. If the title is supplied by the cataloguer, place a note in Description Notes element “Title supplied by cataloguer”.

---

**4.2.2 Alternative Title**

---

**Definition**

Translation of the title supplied by the cataloguer.

**Purpose**

This element is used to indicate translated titles not borne on the resource.

**Rules for encoding Alternative Title**

If the original title of the resource is translated by the cataloguer enter the information in this field. This field must be supplemented with the language of the translation.

---

## **4.3 Creator: Personal, Corporate and Conference**

---

### **Summary**

#### **4.3.1 Personal Creator**

Definition

Purpose

Rules for encoding Personal Creator

- Selecting the Personal Creator

- Order of Names

- Form of Name

- Special Languages

- Compound Surnames

- Variant Forms

- Lack of Surname

- Pseudonyms/Former Names

- Additions to Names

- Roles

- Affiliations

#### **4.3.2 Corporate Creator**

Definition

Purpose

Rules for Encoding Corporate Creator

- Selecting Corporate Creator

- Form of name

- Abbreviations

- Firm Names

#### **4.3.3 Conference as Creator**

Definition

Purpose

Selecting conferences

Rules for Encoding Creator Conference

- Rules for encoding Conference

- Selecting the Name

- Named and Unnamed conferences

- Rules for encoding Conference Number

- Rules for encoding Conference Place

- No Place

- Rules for encoding Conference Date

### 4.3.1 Personal Creator

---

#### Definition

Person responsible for creating the intellectual content of the resource. There may be more than one.

#### Purpose

This field is used to enter the names of all the persons responsible for the intellectual content of a work and occasionally, the relationship of each creator to the work. It allows for locating resources based on the creator of those resources, for example, all resources by "Thien Kim".

Enter in these fields the Creators associated with the resource. It may include a person, an organization, a service or an agency. This element describes all entities (Agents) that handle the resource i.e. creating or contributing.

#### Rules for encoding Personal Creator

##### Selecting the Personal Creator

All persons responsible for the intellectual content of a resource are treated as personal creators and their names should be entered in this field.

##### Order of Names

When multiple names appear on the resource, they should all be listed in the sequence shown on the resource. When there are principle creators and other creators who contributed to a resource, enter all the creators as they appear.

e.g.

Examples
Brown, D.
Holland, M.
Coulter, J.
Hindmarsh, P.
Markin, J.

##### Form of Name

In general, data in the personal creator field are entered in the following sequence:

***surname, forename initial(s), prefixes, particles, role, affiliation.***

For entry of creators in specific languages, see guidelines below.

Creator's names usually consist of a first name (forename) and a surname (family name). The surname is entered first, followed by a comma and a space. Then the first name(s) or, in general, the initial(s) is (are) entered, each initial followed by a full stop without space,

e.g.

Examples
Brown, A.
Brown, A.F.

Some names contain **name fragments or particles** like

e.g.

Example
van, van der, vander, von, le, lo, la, da, de, del, de la, della, des, do, du, Jr, Sr, II, III.

If these prefixes are transposed to the end of the name according to the rules below, they are separated from the preceding information by a space and are not followed by punctuation mark,

e.g.

Example
Beethoven, L. van

#### Special Languages

Transliteration is used for names from **Arabic, Cyrillic and Greek** alphabets. If the form of the creator's name is already a transliteration, use it. You may wish to identify the original spelling and give it in the Description/Notes Field (See 4.7.1) as a variant form.

In transliterations, initials may consist of more than one character, e.g.

Example
Sviridov, Ya. V.

Language	Entry Element	Exceptions
Afrikaans	Prefix	
Arabic	See remarks below	
Czech	Part following prefix	If the surname is a z and a place name, enter under the place name
Danish	See: Scandinavian Languages	
Dutch	Part following prefix	ver: enter under prefix
English	Prefix	
French	Part following prefix	Article or contraction of an article and a preposition, enter under prefix
German	Part following prefix	Article or contraction of an article and a preposition, enter under prefix
Italian	Prefix	
Norwegian	See: Scandinavian Languages	
Portuguese	See remarks below	
Romanian	Prefix	de: enter under name following prefix
Scandinavian Languages	Following the prefix	Name of Dutch or German origin, enter under part following prefix de: enter under prefix
Slovak	See: Czech	
Spanish	Part following prefix and see <b>Compound surnames</b> below	If an article only, under article

Adapted from: *Anglo-American Cataloging Rules, 2<sup>nd</sup> ed.*

**Arabic family names** with prefixes such as El, Ben, Hadj, Ould, Beni are written preferably with a hyphen, e.g.

Examples
El-Midani
Ben-Salem
Hadj-Milan
El-Hadj-Amor
Oud-Brahim
Beni-Hani

**Portuguese** terms denoting family relationships (e.g. Neto, Junior, Filho, and Sobrinho) form an integral part of the name, and are entered.

Example
Coimbra Filho, A. F

### Compound Surnames

Compound Surnames, as in the case of **Spanish** surnames, may be written either in full or the second part of the name (matronymic) may be abbreviated. The initial(s) representing the matronymic is/are entered with no full stop before the comma.

Examples
Morales A, A. or Morales Alvares, A.
Lopez M del O, A. or Lopez Murano del Ortega, A.

### Variant Forms

In cases of issue involving rendering of names, provide additional information in the notes field.

Example
Chzhan, P. W. Creator variant: Chang, P. W. (Provided in the notes field)

**Romanization** of Chinese or Japanese names is obtained in one of the following ways:

- Copying any version in Latin script provided in the resource itself.
- Romanizing according to local (AGRIS Resource Centre) rules (AGRIS has not adopted specific rules for the transcription of names from ideographic scripts)

### Lack of Surname

However, in the case of e.g. some **Asiatic or African** names, the full name without comma and/or full stop is also accepted provided it is used consistently.

Example
Chumpei He

### Pseudonyms/Former Names

Pseudonyms or former names may be entered in the Notes Field (Description/Notes).

### Additions to Names

**Honorary titles** are given immediately after the creator's surname and before the initials with their first letter upper case followed by a space.

Example
Huxley, Sir T.

**Academic titles** (Dr., Ing., Lic. etc. ) are **not** entered.

### Roles

For those creators who contributed to the intellectual content, if possible, specify their role in as shortest form possible. For editors and compilers, use ed. or comp. respectively. For all other roles, do not abbreviate.

Enter this information at the end of the name with any prefixes or particles and put the role in parentheses.

Examples
Brown, A. (ed.)
Smith, T. M. R. III (comp.)
Mukuri, P. (Web Coordinator)

### Affiliations

Affiliations are defined as the name of the organization where the creators were employed or where they carried out their work, and should not be confused with the creator's current addresses.

Affiliations are preferably entered in a standardized form according to rules for corporate creator, as shown in the following section on rules for entry of Corporate Creator.

Affiliations, if any, are separated from the creator's name by a space and are enclosed between parentheses.

Affiliation Examples
Coimbra Filho, A. F. (Instituto de Conservação da Natureza, Rio de Janeiro (Brazil). Div. de Pesquisas)
Smith, T. M. R. III (comp.) (FAO, Rome (Italy))

### 4.3.2 Corporate Creator

#### Definition

Organization or agency responsible for creating the intellectual content of the resource.

#### Purpose

This field is used to enter the names of all the corporate bodies responsible for the intellectual content of a work and occasionally, the relationship of each corporate body to the work. It allows for locating resources based on the creator of those resources, for example, all resource from "Div. de Pesquisas".

#### Rules for Encoding Corporate Creator

##### Selecting Corporate Creator

Enter in this field the name and location of the corporate body identified on the resource as responsible for its content. The corporate body may be identified as:

- the body responsible for the intellectual content in the absence of a personal creator.
- the issuing body in conjunction with a personal creator.
- the assignee of a patent.
- the academic institution granting degrees.
- the country issuing legislative literature.

#### Form of name

Enclose the name of the country between parentheses and enter it as it appears in **AGROVOC**.

If no place is given, add at least the country name between parentheses.

Example
Asian Inst. of Journalism (Philippines)

In general, when the corporate creator field consists of only the main institution, it is entered in the following sequence:

**Name of institution, Place (Country)**

Examples
Instituto Nacional de Investigaciones Agrarias, Madrid (Spain)
Forest Service, Berkley, Calif. (USA)
Lembaga Oseanologi Nasional, Jakarta (Indonesia)
Faculte des sciences agronomiques de l'etat, Gembloux (Belgium)

If it consists of subordinate bodies, it is entered in the following sequence:

**Main Institution, Place of the subordinate body (Country). Smallest subordinate body**

Examples
Instituto Nacional de Tecnologia Agropecuaria, Buenos Aires (Argentina). Inst. de. Patologia
University of the West Indies, St. Augustine (Trinidad and Tobago). Dept. of Agricultural Extension

Smallest subordinate bodies which are departments of universities should be written in the form "Dept. of ..." and not "... Dept."

Example
University of the Philippines at Los Banos, College, Laguna (Philippines). Dept. of Soil Science

**Exception:** If an institution consists of “subordinate bodies” with identical names, an intermediate body may be added to avoid ambiguity.

Example
Princeton University (USA). <b>Library.</b> Human Resources
Princeton University (USA). <b>Dept. of Biology.</b> Human Resources

In the above example, when the intermediate body (highlighted in bold) drops out, the corporate creator is the same. **Do not predict a conflict.**

In some cases, state names can be provided in abbreviated forms.

Example
Subsecretaria de Planejamento e Orcamento, Brasilia, DF (Brazil)

City names which repeat as part of the name of the main element are, in general, omitted.

Example
University of Kabul (Afghanistan)

Enter the names of the city in its English form.

e.g.

Original	Correct Entry
Muenchen	Munich
Roma	Rome
Moskva	Moscow

**Always indicate the location**, place and country, at the end of the names of the corporate body or its main institution.

Enter the corporate creator in the **language** of the **corporate body**. In the case of an **international organization** where **no country is easily identified**, enter its official acronym instead of its location, preferring the English, French or Spanish form in this order of preference.

Capitalize all letters of the **acronym**. Do not leave spaces between the letters of an acronym and do not separate those letters with full stops.

Examples	
ASEAN	Association of South-East Asian Nations
BENELUX	Benelux Economic Union
CAB	Commonwealth Agricultural Bureau
CENTO	Central Treaty Organization
ECA	Economic Commission for Africa
ECAFE	Economic Commission for Asia and the Far East
ECE	Economic Commission for Europe
ECLAC	Economic Commission for Latin America and the Caribbean
ECOSOC	Economic and Social Council
ESCAP	Economic and Social Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia
FAO	Food and Agriculture Organization of the United Nations
GATT	General Agreement on Tariffs and Trade
IAEA	International Atomic Energy Agency
IBRD	International Bank for Reconstruction and Development
ICAO	International Civil Aviation Organization



ICJ	International Court of Justice
ICSC	International Civil Service Commission
IEA	International Energy Agency
IFAD	International Fund for Agricultural Development
ILO	International Labour Organization; International Labour Office
IMF	International Monetary Fund
IMO	Intergovernmental Maritime Organization
IMO	International Maritime Organization
ITU	International Telecommunication Union
NATO	North Atlantic Treaty Organization
OAS	Organization of American States
OAU	Organization of African Unity
OECD	Organization for Economic Co-operation and Development
ONU	United Nations University
UN	United Nations
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNDRO	Office of the United Nations Disaster Relief Co-ordinator
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFPA	United Nations Fund for Population Activities
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICER	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNITAR	United Nations Institute for Training and Research
UNRISD	United Nations Research Institute for Social Development
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
WHO	World Health Organization

### Abbreviations

Examples of words and names which may be abbreviated within the corporate headings, but never when they constitute the first word of the name. Retain these words.

Examples	Abbreviation
Akademia Nauk	AN
Aktiebolaget	A.B.
Aktiengesellschaft	A.G.
Brothers	Bros.
College	Coll.
Company	Co.
Corporation	Corp.
Department	Dept.
Division	Div.
Incorporated	Inc.
Institute	Inst.
Laboratories	Labs.
Laboratory	Lab.
Limited	Ltd.
University	Univ.

Use upper and lower case characters according to the language in which the corporate creator is entered. For example, for English and Spanish, capitalize the initial letter of the first and of all significant words, for French capitalize the initial letter of the first word and of proper nouns.

When **multiple corporate creators** are indicated in your resource, **all** of these names should be entered in your record.

**Note:** All the above rules hold for entering affiliations. Affiliations are always given between parentheses.

<b>Example</b>
Brown A. (Bogor Agricultural Univ. (Indonesia). Centre for Developing Studies)

**Firm Names**

If the name of a **corporate body**, such as a laboratory, research centre, hospital, foundation or university, begins with a personal forename and/or the initials of a forename, enter the name in the normal order of wording.

<b>Example</b>
Arthur D. Little Inc.
James Ewing Hospital, New York (USA)

---

**4.3.3 Conference as Creator**

---

**Definition**

Conferences are named meetings of individuals or representatives of various bodies for the purpose of discussing and acting on topics of common interest, or meetings of representatives of a corporate body that constitute its legislative or governing body.

**Purpose**

It allows for locating resources based on conference, for example, all resources from “International Symposium on Animal, Plant, and Microbial Toxins”.

**Selecting conferences**

This is required filed when the resource type is:

- Conference proceedings or proceedings of any type of meeting, symposium, seminar, etc.
- Papers given at conferences published in a monograph or in a journal
- Abstracts of papers given at conferences (in this case if an electronic format of the abstract is available, it should be provided in Description/Abstract)

**Selecting the Name**

Enter in this field the name of the **conference, symposium, workshop, seminar** or any kind of **meeting** of which your resource constitutes the proceedings, a paper, a series of papers, or summaries.

<b>Example</b>
International Symposium on Animal, Plant, and Microbial Toxins

Transcribe the name of the conference in full in its official and most complete form. Sometimes, names of the conferences are shortened when given in titles.

e.g.

Original Entry	Correct Entry
ISAPM	International Symposium on Animal, Plant, and Microbial Toxins

Provide the Conference name in the language it is available. Follow the rules for capitalization of corporate creators.

**Named and Unnamed conferences**

The name of the conference should be formally presented in the resource and not created by the cataloguer.

e.g.

Named Conference : On Title Page	Unnamed Conference : In text
International Conference on Food Security and International Cooperation. May 3-7, 2000, Bogota, Colombia.	“Late last year there was a national conference on food security and international cooperation...”

### Rules for encoding Conference Number

The conference number is mandatory when available. Use **Arabic numerals** followed by a period.  
e.g.

Correct	Incorrect
1.	1 <sup>st</sup>
2.	Second
12.	12eme
20.	XX

### Rules for encoding Conference Place

The conference place and country is mandatory when available. Enter the name of the place in which the conference was held. The place should include the name of the locality (city or town or institution) followed by the element required to identify that locality unequivocally. The place must always be followed by the name of the country in which the meeting was held.

#### No Place

If no other place is available include at least the name of the country. The names of the country should come from the AGROVOC Thesaurus.

**Separate place elements** with a comma and a space. Enclose the name of the country between parentheses.

Example
Washington, D. C. (USA)

If the conference was held in more than one place, all places are recorded and are separated by a semicolon and a space.

Example
Vienna (Austria); Rome (Italy)

### Rules for encoding Conference Date

The conference date is mandatory when available.

Enter in this field the date(s) on which the conference was held. The date consists of day-month-year.

If a range of dates is indicated show both the beginning and the end date. Dates within the same month are connected by a hyphen without spaces; dates which are in successive months are connected by a hyphen between spaces.

Convert all numbers to **Arabic numerals**.

Examples
25 Aug 2000
19 Jun-4 Jul 1976
29 Dec 1979-2 Jan 1980

---

## **4.4 Publisher: Publisher Name, Place of Publication**

---

### **Summary**

#### **4.4.1 Publisher Name**

Definition

Purpose

Rules for encoding Publisher Name

- Selecting the Publisher Name

- Multiple Publishers

- Form of Name

- Items Published by One Institution for Another

- Lack of Publisher

#### **4.4.2 Place of Publication**

Definition

Purpose

Rules for encoding Publisher Place

- Selecting the Publisher Place

- Additional Addresses

- Form of Place of Publication

- Lack of Place of Publication

#### **4.4.3 Special Rules for parts of a whole**

#### 4.4.1 Publisher Name

---

##### Definition

A publisher is the individual, group, or organization named in the document as being responsible for that document's publication, distribution, issuing, or release.

##### Purpose

This element provides the name of the individual, group, or organization which controls or publishes the item. It allows for identification of a resource.

##### Rules for encoding Publisher Name

##### Selecting the Publisher Name

Enter the name of the publisher in the form found on the item, except in the cases outlined below. [See: [Special Rules in 4.4.3](#)]

##### Multiple Publishers

Enter the **names** of the **publishers** in separate fields. The publisher name must coincide with the place of publication given in the Publication/Place, which again should be situated in the country of the resource centre.

e.g.

Examples
Publisher Name: Oxford University Press Publisher Place: Oxford (United Kingdom)
Publisher Name: Lang Publisher Place: Berlin (Germany)

##### Form of Name

Copy the name of the publisher as given on the resource, but omit such words as "Incorporated, Sons, Limited" etc. Also omit such phrases as "Published by".

Use an acronym or an abridged form of the name of the publisher in this field if the publisher's name is identical with the name entered in Corporate Creators ([See 4.3.2](#)).

##### Items Published by one Institution for Another

When an item has been published by an institution on behalf of another, enter this information.

Example
CAB for FAO

##### Lack of Publisher

When there is no publisher, enter (np) or (s.n.) in parentheses.

**Note:** Do not substitute the name of the publisher with that of a printer when no publisher is given.

#### 4.4.2 Place of Publication

---

##### Definition

The place of publication of an item is the city, town, or other locality associated with the name of the publisher entered in the Publisher field.

##### Purpose

To more accurately distinguish the entity given in the Publisher field and to give an idea of the origins of the document.

##### Rules for encoding Publisher Place

### Selecting the Publisher Place

Enter in this field the place and country of the publisher indicated in the Publisher field.

#### Additional Addresses

If a publisher has several addresses or if several publishers in two or more countries are given, the place and country of publication will be either

- that of the publishers given typographic pre-eminence or
- that of the publishers listed first.

e.g.

Original Publisher Information on the resource	Correct Entry
New York, London, McGraw-Hill	Publisher Name: McGraw-Hill Publisher Place: New York N.Y.(USA) Publisher Place: London (United Kingdom)

#### Form of Place of Publication

The place must include the name of the locality (city or town) followed by any element required to identify that locality unequivocally (state, county, etc.).

Copy the name of the locality as it appears on the publication, transliterated, if required. Abbreviate names of states, counties, etc. according to local use.

Add to the name of the locality the name of the country and enclose it between parentheses.

#### Lack of Place of Publication

When **no place** is mentioned on the item, supply one (e.g. by consulting a reference work) and enter it in parentheses.

Example
(Manila) (Philippines)

Also, if there is nothing else, use the **place of the institution associated with the creator**.

Example	Correct Entry
For example, there is no publisher or place of publication, but the author is associated with an institute in Portugal.	Portugal

If no place is given, supply one, if it can be easily identified, or add "[sl]" or "[np]".

Examples
[sl] (Australia)
[sl] (USA)

---

### 4.4.3 Special Rules for parts of a whole

---

#### Analytcs of Monographs – related using Relation element

When cataloguing individual parts from a monograph, add the publication information at the Monograph Level. Publication information is only entered at the monograph level.

**Note:** Edition statements expressed as dates for all monographically described materials are entered in the Description edition element ([See 4.7.2](#)).

---

## **4.5 Date: Date of Publication**

---

### **4.5.1 Date**

Definition

Purpose

Rules

### **4.5.2 Date of Publication**

Definition

Purpose

Rules for encoding Publisher Date

- Selecting the Date

- Form of Date

- Arabic numbers

- Range of Dates

- Patent Documents

---

#### 4.5.1 Date

---

##### Definition

A date of an event in the lifecycle of the resource.

##### Purpose

It allows for discovery and distinction between resources.

##### Rules for encoding Publisher Date

###### Selecting the Date

Typically, Date will be associated with the creation or availability of the resource. Recommended best practice for encoding the date value in XML is defined in a profile of ISO 8601 [W3CDTF] and includes (among others) dates of the form YYYY-MM-DD

---

#### 4.5.2 Date of Publication

---

##### Definition

Date when the resource was made available to the public.

##### Purpose

It allows for discovery and distinction between resources.

##### Rules for encoding Publication Date

###### Selecting the Date

If the date of issue is different from stated date of publication, and if it is of great importance, e.g. for taxonomic publications, it can be repeated. If it is unclear, based on your judgement, place it in the Notes filed.

##### Form of Date

The date is standardized, abbreviated and entered in one of the following formats:

- day month year
- season year
- month year
- year

The year is expressed by a four digit numeral. Express the name of the month or season in abbreviated form.

##### Arabic numbers

Use **Arabic numerals** only, and convert any **non-Gregorian** date to the corresponding **Gregorian date**.

##### Range of Dates

If a range of dates is given, as may be the case with journals or with multi-volume monographs, show both the beginning and the end date. Spaces are omitted if days, months or years are standing next to each other,

Examples
1-5 Feb 1997
Jan-Feb 1997
1996-1997

First quarter, second quarter, etc. is expressed as,

Examples
Jan-Mar
Apr-Jun



If the date has been estimated by the cataloguer, enclose it between square brackets,

Example
[1997]

A question mark may be used after the year if the date is estimated but uncertain,

Example
[1997?]

Here are some more examples of encoding the date of publication.

e.g.

Original Date	Entered Date
8 Janvier 1997	8 Jan 1997
I-XXIII cervna 1996	1-23 Jun 1996
1-15 February 1997	1-15 Feb 1997
April/June 1996	Apr-Jun 1996
From 20th March to 15th April 1995	20 Mar - 15 Apr 1995
Diciembre 1996- Enero 1997	Dic 1996 - Ene 1997 or Dec 1996 - Jan 1997
1985 to 1995	1985-1995
Spring 1997	Spr 1997
Winter 1996	Win 1996
Estimated date	[1996] or [1996?]

### Patent Documents

For patent documents the date may refer to the date of publication or to the date of the filing application. If both are given on the resource enter the date of publication as Date Issued and the filing date in the note field.

For patents published in journals, the **chronological designator (date)** must be entered in the Citation chronology element (See 4.15.4). If also a **filing application date** of the patent is given, enter it in the Description notes element (See 4.7.1).

The date of the issue of the journal must be given in the **date issued** field.

### Analytics of Serials

For the dates associated with serials, see Citation chronology (See 4.15.4). In the date issued field, provide the date of publication.

---

## **4.6 Subject: Classification and Thesaurus**

---

### **Summary**

#### **4.6.1 Subject**

Definition

Purpose

Rules for encoding Subject

#### **4.6.2 Subject Classification**

Definition

Purpose

Subject schemes

#### **4.6.3 Subject Thesaurus**

Definition

Purpose

Rules for encoding subject Thesaurus

Indexing resources

Possible Thesauri

#### 4.6.1 Subject

---

##### Definition

The topic of the content of the resource.

##### Purpose

This field is used to provide free-text keywords, which are not taken from a controlled vocabulary or classification scheme.

Enter in this field the subject information about the resource. It can be free-text, come from a controlled vocabulary or a classification scheme. However, it is recommended to use controlled vocabulary or lists.

Select values from ISO639-2 or the ISO639-1 list

#### 4.6.2 Subject Classification

---

##### Definition

A system of classifying information resources whereby main classes and sub-classes are designated by codes.

##### Purpose

The field is used to provide the subject category which describes the content of the resource. It allows for systematic arrangement and browsing of resources.

##### Subject schemes

The subject categories can be selected, preferably, from AGRIS/CARIS Categorisation Scheme.

Other possible classifications schemes are:

Name	Label	URI
AGRIS Subject Categories	ASC	<a href="http://www.fao.org/agris/">http://www.fao.org/agris/</a>
CABI Codes	CABC	<a href="http://www.cabi-publishing.org/">http://www.cabi-publishing.org/</a>
Dewey Decimal Classification	DDC	<a href="http://www.oclc.org/dewey/index.htm">http://www.oclc.org/dewey/index.htm</a>
Library of Congress Classification	LCC	<a href="http://lcweb.loc.gov/catdir/cpso/lcco/lcco.html">http://lcweb.loc.gov/catdir/cpso/lcco/lcco.html</a>
Universal Decimal Classification	UDC	<a href="http://www.udcc.org/">http://www.udcc.org/</a>

#### 4.6.3 Subject Thesaurus

---

##### Definition

A classified list of terms or keywords for use in indexing and information retrieval.

##### Purpose

The field is used to provide keywords which describe the content of the resource. It allows for consistent access to information resources regardless of the language of the resource.

##### Rules for encoding subject Thesaurus

This field is used to provide descriptors from a controlled vocabulary.

##### Indexing resources

AGRIS Guidelines for indexing are available at:

Language	URI
English	<a href="ftp://ext-ftp.fao.org/GI/agris/pdf/indguide/indguide.pdf">ftp://ext-ftp.fao.org/GI/agris/pdf/indguide/indguide.pdf</a>
Spanish	<a href="ftp://ext-ftp.fao.org/GI/agris/pdf/indguide/indguids.pdf">ftp://ext-ftp.fao.org/GI/agris/pdf/indguide/indguids.pdf</a>
Russian	<a href="ftp://ext-ftp.fao.org/GI/agris/pdf/indguide/indguidr.pdf">ftp://ext-ftp.fao.org/GI/agris/pdf/indguide/indguidr.pdf</a>

However, each institution can use its own guidelines.

### Possible Thesauri

The AGRIS AP recommends the following choices of schemes.

Name	Label	URI
AGROVOC	AGROVOC	<a href="http://www.fao.org/agrovoc/">http://www.fao.org/agrovoc/</a>
CABI Thesaurus	CABT	<a href="http://www.cabi-publishing.org/">http://www.cabi-publishing.org/</a>
Aquatic Sciences and Fisheries Abstracts Thesaurus	ASFAT	<a href="http://www.csa.com/helpV3/ab.html">http://www.csa.com/helpV3/ab.html</a>
National Agricultural Library of United States	NALT	<a href="http://agclass.nal.usda.gov/agt/agt.htm">http://agclass.nal.usda.gov/agt/agt.htm</a>
Medical Subject Headings	MeSH	<a href="http://www.nlm.nih.gov/mesh/meshhome.html">http://www.nlm.nih.gov/mesh/meshhome.html</a>
Library of Congress Subject Headings	LCSH	<a href="http://lcweb.loc.gov/cds/lcsh.html#lcsh20">http://lcweb.loc.gov/cds/lcsh.html#lcsh20</a>

Other schemes, not listed above can also be used.

---

## **4.7 Description: Notes, Edition, Abstract**

---

### **Summary**

#### **4.7.1 Description Notes**

Definition

Purpose

Rules for Encoding Notes

- Standard Notes

- Special Notes

  - Summaries (Item Has a Summary)

  - Summaries (Item Is a Summary)

  - Theses (Academic Degree)

#### **4.7.2 Description Edition**

Definition

Purpose

Rules for encoding Edition

#### **4.7.3 Description Abstract**

Definition

Purpose

Rules for encoding Abstract

- Guidelines for Formulating the Abstract

### 4.7.1 Description Notes

---

#### Definition

A brief statement, annotation, comment, or elucidation concerning any aspect of the resource. Information in a general note is information about the item that the cataloguer has deemed important to add to the record.

#### Purpose

This field is used for the following notes, and any additional notes that, in the cataloguer’s opinion, are needed to draw attention to significant information about the item that was not brought out in the remainder of the record.

Description information is entered into three fields: **Notes**, **Edition**, and **Abstract**. Use description and its refinements to indicate different descriptive aspects of the resource.

#### Rules for Encoding Notes

Enter as a note any information deemed **necessary for the identification of the item**. Certain notes may be entered in prescribed ways (see below). If a specific note is not mentioned, use cataloguer’s judgment in formulating the note.

#### Standard Notes

Some notes are expressed in standard format to allow searching of this field by computer. Other notes may be entered in any preferred style but they should be concise. Repeat the note field for each note. The most frequent annotation of notes is listed in the following table.

English
Academic Degree (see below)
also issued as
also issued in
Author variant
bibliography
chiefly tables
colour
dictionary
glossary, glossaries
graph, graphs
min.
ref.
scale, scales
sound, sd.
Summary only/Summaries only (see below)
Summary/Summaries (see below)
translation
ill., fig.
translation
map, maps

#### Special Notes

##### Summaries (Item Has a Summary)

Enter summary statements into this field in the form:

- the word **Summary** or **Summaries** (or its equivalent in any other language) and the **code(s) of the respective language(s)** between parentheses. Use the List of language codes given in ISO639-2 [8]. If there is no appropriate language code is available enter the name of the language in full.

Examples
Summaries (Es)
Resumé (Fr, Fi, Da)

- Include the language of the summary even if it is in the **same language** as the item.

**Summaries (Item Is a Summary)**

If the **text consists only of a summary**, an abstract, a short communication, a corresponding statement should be entered in this field in the form **Summary only** or **Summaries only** or their equivalent in any other language. In this case, the language of the summary should be in the language element, e.g. item is a summary in English

Examples	
Item is in English and the note is in French.	<b>Note:</b> Resumés seulement <b>Language:</b> Fr
Item is in Vietnamese and the note is in French.	<b>Note:</b> Resumés seulement <b>Language:</b> Vi

Do not confuse **Summary notes** with **Abstracts**.

**Theses (Academic Degree)**

Enter the indication of the type of document (thesis, dissertation, etc.) and the academic degree granted for it. The degree is typed in full or abridged, according to local convention and is enclosed between parentheses.

Make sure that you enter the institution which awarded the academic degree (usually a university) in Corporate creator.

Examples	
Thesis submitted to the Graduate College of the University of Illinois in partial fulfilment of the requirements for the degree of Doctor of Philosophy in Horticulture.	<b>Corporate Creator:</b> University of Illinois, Urbana (USA). Graduate College <b>Description/Note:</b> Thesis (PhD in Hort.)
Thèse présentée à la Faculté des Sciences de l'Université de Grenoble pour obtenir le grade de Docteurs-sciences physiques	<b>Corporate Creator:</b> Université de Grenoble (France). Faculté des sciences <b>Description/Note:</b> These (Docteur es-sciences phys.)
Inaugural Dissertation zur Erlangung des Doktorgrades im Fachbereich der Veterinaermedizin der Johann Wolfgang Goethe Universitaet zu Frankfurt am Main	<b>Corporate Creator:</b> Johann Wolfgang Goethe Univ., Frankfurt am Main (Germany) <b>Description/Note:</b> Inaugural-Diss. (Dr. Vet.)

---

**4.7.2 Description Edition**

---

**Definition**

Edition is the formally designated version of the data set or information resource being described. An edition is known by a word or phrase appearing in the item that normally indicates a difference in either content or form, and it denotes the existence of other versions of the work.

**Purpose**

This allows distinction between two resources with similar metadata.

**Rules for encoding Edition**

This field should be completed **only when an edition statement appears on the resource**. This may include dates. The edition statement has a standard format and may **only include Arabic numerals**,

e.g.

Statement on resource	Correct Entry
2 éme édition complètement revue et augmentée	2. ed.
II völlig erweiterte und neubearbeitete Ausgabe	2. ed.
7 <sup>th</sup> edition	7. ed.
tercera edición	3. ed.
2001 edition	2001 ed.

Do not provide an edition statement for the **first edition** of a publication.

**Drafts** are not edition statements. If it is considered necessary to record this information, put it into Description/Note.

### 4.7.3 Description Abstract

#### Definition

An abstract is a summary of a document designed to give the user a clearer idea about the document's contents. It should be intelligible in itself, without reference to the paper, but it is not intended to substitute for the resource itself.

#### Purpose

An abstract should be a non-critical, informative digest of the significant contents and conclusions of the resource. A well-prepared abstract helps readers to decide whether a publication covers subjects that are of interest to them.

#### Rules for encoding Abstract

Enter in this field the abstract of the resource. An abstract is not mandatory but should be supplied whenever possible. You may either copy abstracts which are available in the resource or you may compose your own.

The abstract field must come with a language attribute which indicates the language or languages in which the abstract is. Enter the language code from the ISO639-2 language code.

#### Guidelines for Formulating the Abstract

Whenever possible, an abstract should state the purpose, methodology, results and conclusions presented in the original document. Unfamiliar terms, trade names, acronyms, abbreviations or symbols should be defined when used in an abstract.

Apply the following criteria in preparing abstracts:

- **Do not begin** the abstract by repeating the title.
- Abstracts are written as one single paragraph **without columns, tables, or graphs**.
- For practical purposes, the maximum length of a single abstract should generally not exceed 2000 characters. An average length of 200 to 250 words is recommended. If longer abstracts are available within the original document they may be edited or compressed.
- Here are some suggestions on how to encode special symbols, e.g. chemical formulas, mathematical expressions.
  - Ignore subscripts in chemical formulas, (see IUPAC rules [11])

Example	Suggested Encoding
H <sub>2</sub> SO <sub>4</sub>	H2SO4

- Use computer nomenclature for mathematical formulas

Example	Suggested Encoding
10 <sup>-3</sup>	10E-3
a <sup>b</sup>	a**b
∑a <sub>i</sub>	sum(ai)
∫ x dx	int(x dx)
a <sub>i+1</sub> <sup>j-2</sup>	a sub(i+1)sup(j-2)



- Use full text if appropriate  
e.g.

Example	Suggested Encoding
25 ° C	25 deg C
m <sup>2</sup>	square m

Several versions in different languages may be provided in repeated abstract fields.

---

## 4.8 Identifier

---

### Summary

#### **4.8.1 Identifiers (Standard Numbers)**

Definition

Purpose

International Patent Classification (IPC)

Patent Number (PN)

ISBN

ISSN

Job Number

Report Number

Report Numbers in multiple parts

URI

Other Numbers on the Item

#### 4.8.1 Identifiers (Standard Numbers)

##### Definition

Identifiers (Standard numbers) are numbers taken from the item with exceptions mentioned below. They can be ISSN, ISBN, Patent numbers and other numbers **not** assigned by the cataloguing agency.

##### Purpose

This field is used to enter numbers which can give unambiguous access to the document. There often will be two or more Identifiers and they should be all entered whenever available. Each Identifier **must** be accompanied by the scheme it uses for value formatting. Some of the commonly used schemes may be:

Scheme	Applicability Conditions
IPC	International Patent Classification
ISBN	Book
ISSN	International Standard Serial Number
JN	Job Number
PN	Patent Number
RN	Report Number
URI	when a resources is also electronically available.

**Note:** MA is *Mandatory if Available*

There can be many numbers assigned to a document. This field is reserved for standard numbers taken from the item. Some of the numbers may be input in authorized form. For web resources, the URI (electronic address starting with: for ex. http:// or ftp://) is also placed in this field.

Numbers assigned by cataloguing institutions for internal purposes such as Call Number are **not** entered here, but placed into the Availability element. ( See 4.13.)

##### International Patent Classification (IPC)

The International Patent Classification is the code assigned to a patent or patent-like document by many national industrial property offices and is identified by WIPO/INID Code 51<sup>3</sup>.

If cited, the IPC code is recorded as given on the patent document and is preceded by the abbreviation "Int. Cl." and a space.

Examples
Int. Cl. G21d3/02
Int. Cl. G21d3/05

Enter multiple codes in separate fields.

**Note:** In the absence of an International Patent code, a domestic code maybe entered in this filed. A national code is preceded by the abbreviation "Nat. Cl. "

##### Patent Number (PN)

The format of this field consists of the following parts:

***name of the country in which the document is issued, phrase 'patent document', patent number, /WIPO letter code/***

First enter the standardized adjective of the country name in which the patent document is issued followed by a space. Next enter the phrase **patent document** followed by a space. Then enter the patent number as it appears on the resource. Finally enter a slash, the appropriate WIPO letter code [see footnote], and

<sup>3</sup> World Intellectual Property Organization (WIPO), Geneva (Switzerland). WIPO Handbook on Patent Information and Documentation. 4 vols. July 1982-October 1986.

<http://www.iso.ch/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=4084>

another slash as shown in the following examples. If the letter code is followed by a number, such as 1 or 2, the number should also be entered. If the code is not given in the resource, omit the WIPO letter code input,

Examples	
German patent document	28223/C/
Czech patent document	235407/B1/
Ukrainian patent document	341267

### ISBN

The International Standard Book Number is recorded in this field as a ten-digit code. The code is recorded as given on the unit, preferably retaining the hyphens.

Examples	
ISBN	0-571-0898-9
ISBN	90-7000-234-5

**Note:** National standard book numbers are not entered.

### ISSN

The International Standard Serial Number is recorded in this field as an eight-digit code (retain the hyphen).

Example	
ISSN	0029-0254

### Job Number

The Document Job Number is used to enter numbers assigned to FAO documents and publications. The document job number is usually found either on the front or on the back of the item,

Example	
W/P4495/E/9.81/1/500	

**Note:** Enter only the second element of the number. In this example: P4495.

### Report Number

This number is an alphanumeric identification assigned to a report by the organization which issued it.

Enter in this field any report numbers given on the resource. Report numbers may be standardized. If more than one report number is assigned, they may be entered in repeating Identifier fields.

### Report Numbers in multiple parts

Occasionally a report is issued in several parts or in several editions. The relevant statement is then made in parentheses immediately after the report number using the following list of abbreviations, e.g.

Examples	
TID--2236	(pt.1)
TID--11295	(ed.4)
ORNL--3904	(rev.)

Term	Abbreviation
Addendum	add.
Amendment	amend.
Appendix	app.
Book	bk.
Chapter	ch.
Edition	ed.
Number	no.
Part	pt.
Revised, Revision	rev.

Section	sect.
Series	ser.
Summary	summ.
Supplement	suppl.
Volume	v.

### URI

Enter the Uniform Resource Identifier, when available. Include the protocol prefix e.g http:// and ftp://

<b>Examples</b>
<a href="http://www.fao.org/agris/IP/code.asp?InfoT=Subject&amp;Language=EN">http://www.fao.org/agris/IP/code.asp?InfoT=Subject&amp;Language=EN</a>
<a href="ftp://ext-ftp.fao.org/GI/agris/pdf/indguide/indguids.pdf">ftp://ext-ftp.fao.org/GI/agris/pdf/indguide/indguids.pdf</a>

### Other Numbers on the Item

Normally, ignore other numbers on the item. If the cataloguer decides that a particular number may be important for identification purposes and it is not mentioned here, enter it in Description Notes ([See 4.7.1](#)).

---

## 4.9 Type

---

### 4.9.1 Type

Definition

Purpose

Selecting Value for Type

---

## 4.9.1 Type

---

### **Definition**

The nature or genre of the content of the resource.

### **Purpose**

Type helps describe the general categories, functions, genres, or aggregation levels for content of the resource.

### **Selecting Value for Type**

Recommended best practice is to select a value from a controlled vocabulary (for example, the Dublin Core Types<sup>4</sup>). To describe the physical or digital manifestation of the resource, use the dc:format element (See 4.10).

Other locally used “types” can also be included in this field.

---

<sup>4</sup> The Dublin Core Type Vocabulary  
<http://www.dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/>

---

## **4.10 Format : Extent, Medium**

---

### **4.10.1 Extent**

Definition

Purpose

Rules for Encoding Extent

Print resources

Digital resources

### **4.10.2 Medium**

Definition

Purpose

Rules for encoding Medium



### 4.10.1 Format Extent

**Definition**

The size or duration of the resource.

**Purpose**

Use this field to describe the physical extent of the documentary unit expressed in pages, volumes, numbers, parts, supplements used independently or in combination.

Extent may include the duration or the dimensions of the resource.

**Rules for Encoding Extent**

**Print resources**

The extent information should relate to the resource at hand.

Collation elements are abbreviated and standardized and may be entered in the designated language.

Examples	Eng	Fre	Spa
volume	v.	t.	t.
supplement	suppl.	suppl.	suppl.
part	pt.	pt.	entr. or pt.
no.	no.	no.	no.
page	p.	p.	p.
leaves	l.	f.	h.

Examples of Extent	
no. 9	
p. 36-39	
p. 785-792	
(suppl.) p. 1-36	
p. B16-B25, C30-C39	
xxii, 200 p.	leave the original pagination
21 p.	Roman numbers to Arabic numerals e.g. xxi pages
to suppl. 1	Ordinal numbers to cardinal numbers e.g. premier supplément

You may convert grouped paginations of monographic material to a single statement. Complicated pagings are expressed as "vp." or "pv.". Unnumbered sequences of pages or leaves are recorded only when they constitute the whole or a substantial part of the document. In this case the number of pages is counted, or estimated, and recorded in Arabic numerals.

Examples	
xxii p., 200 p. of text, 11 p. of appendices 233 p	may be expressed as 233 p.
xiv p., 25 p., [1] leaf, 380 p., 3 charts, 6 p., 16 fold. tables	may be expressed as vp.

**Examples of collation elements**

Examples	
Monographs	
a book	56 p.

a book with preface	xxii, 500 p. or 522 p.
a chapter in a book	p. 78-97
a chapter in volume 3 of a monograph	v. 3, p. 7-20
a Volume of multivolume monograph	v. 7
a series of volumes	9 v.
a supplement to a volume	v. 1 (suppl. 1)
a monograph in two volumes	2 v. or v. 1:65 p.; v. 2: 70 p.
several issues of a series	vp.
<b>Serials</b>	
an article in a serial	p. 26-34
a journal article on pages 20 to 35 and continued on pages 60 to 62	p. 20-35, 60-62
a journal article issued in two separate language editions with same issue numbering but different pagination	En.ed.: p 2-9; Ar.ed.: p. 3-11

For Serial numbering please use Citation Number ([See 4.15.3](#)).

### Digital resources

It is important to realize that the volatility of remotely accessed electronic resources will cause the extent statements to change, for example when a word file is changed to XML.

### Examples of digital resources

Type of resource	Correct entry for Extent	Description/Notes
<b>Films</b>	19 min. 35mm	sound colour
<b>sound recordings</b>	28 min.	
<b>CD-ROM</b>	2 CDs	
<b>Online resources</b>	1 Web Site	
<b>Online resources</b>	1 Web Page	
<b>Word File</b>	345 KB	
<b>MPEG</b>	2 MB	
<b>PDF</b>	20 KB	

---

## 4.10.2 Format Medium

---

### Definition

The material or physical carrier of the resource.

### Purpose

Format may be used to determine the software, hardware or other equipment needed to display or operate the resource.

### Rules for encoding Medium

For **printed** resources, **do not** use medium.

For non-print resources, **use** medium to indicate the physical carrier.

Example of resource	Format/Medium	Format/Extent	Description/Notes
4 Videocassettes in PAL, 35 min. long	Videocassettes	4 Videocassettes 35 min.	PAL

Some examples for medium are shown below:

Examples of resource
Microfilm
Microfiche
VCD
DVD
Audiotape
Reel
Film
Tape
CD-ROM
Videocassette
Videodisc
Videotape

The internet media types [IMT]<sup>5</sup> can also be used to indicate the hardware or software required to access the resource.

---

<sup>5</sup> The Internet media type of the resource.  
<http://www.isi.edu/in-notes/iana/assignments/media-types/media-types>

---

## **4.11 Language**

---

### **4.11.1 Language**

Definition

Purpose

Selecting the Language

    Computer Language

    Parts of a whole

## 4.11.1 Language

---

### Definition

A language of the intellectual content of the resource.

### Purpose

This is used to indicate the language(s) in which the resource is available.

### Selecting the Language

Language is a mandatory element for all types of resources, including those in which the text is only a summary.

Enter in this field a three-letter code (ISO639-2) or the two letter code (ISO639-1) to indicate the language in which the text of the item appears. If the resource contains more than one language, repeat the language element.

e.g.

ISO639-2	ISO639-1
fin	fi
swe	sv
nor	no

If a language does not have a code in the selected scheme, enter the full form of the language without indicating the scheme.

### Computer Language

For computer languages (ex. C++, Java, Basic), indicate them in Format/Medium.

### Parts of a whole

Record describing a whole resource containing separate articles, some in English, others in French.

e.g.

ISO639-2	ISO639-1
eng	en
fre	fr

Single part from the above resource

e.g.

ISO639-2	ISO639-1
fre	fr

---

## **4.12 Relation**

---

### **4.12.1 Relation**

Definition

Purpose

Rules for encoding Relation

Parts of a Whole

### **4.12.2 Relation Refinements**

### 4.12.1 Relation

---

**Definition**

A reference to a related resource.

**Purpose**

This allows the establishment of various relationships between resources and for users to locate related resources. This field **is used** to link one resource to another

**Rules for encoding Relation**

Recommended best practice is to reference the resource by means of standard identifier. Usually a URI conforming to a formal identification system. Other identifiers include, *ags:IPC*, *ags:PN*, *ags:ISBN*, *ags:JN*, *dcterms:URI*, *ags:RN*, *ags:DOI*. Please Identifier ([See 4.8](#))

**Parts of a Whole**

When the resource is a part of a whole, the information of the **whole should be made available either** by providing a URI if it is online or another standard Identification such as ISSN or ISBN. If you have more information about the whole, put this information in the source field.

### 4.12.2 Relation Refinements

---

When using any of the following refinements, it is important to establish the type of relationship by choosing a value from one side of any of the following pairs of relation refinement types, shown in the following list:

Relation refinement	Description
(DC) isPartOf	The described resource is a physical or logical part of the referenced resource.
(DC) hasPart	The described resource includes the referenced resource either physically or logically.
(DC) isVersionOf	The described resource is a version, edition, or adaptation of the referenced resource. Changes in version imply substantive changes in content rather than differences in format
(DC) hasVersion	The described resource has a version, edition, or adaptation, namely, the referenced resource.
(DC) isFormatOf	The described resource is the same intellectual content of the referenced resource, but presented in another format.
(DC) hasFormat	The described resource pre-existed the referenced resource, which is essentially the same intellectual content presented in another format.
(DC) references	The described resource references, cites, or otherwise points to the referenced resource.
(DC) isReferencedBy	The described resource is referenced, cited, or otherwise pointed to by the referenced resource.
(DC) isRequiredBy	The described resource is required by the referenced resource, either physically or logically.
(DC) requires	The described resource requires the referenced resource to support its function, delivery, or coherence of content.
(DC) isReplacedBy	The described resource is supplanted, displaced, or superseded by the referenced resource.
(DC) replaces	The described resource supplants, displaces, or supersedes the referenced resource.
(AGS) hasTranslation	The described resource has a translation, namely, the referenced resource.
(AGS) isTranslationOf	The described resource is a translation of the referenced resource.

---

## **4.13 Availability : Location, Number**

---

### **4.13.1 Availability**

Definition

Purpose

### **4.13.2 Location of availability**

Definition

Purpose

Rules for Encoding availabilityLocation

### **4.13.3 Availability Number**

Definition

Purpose

Rules for Encoding availabilityNumber

### **4.13.4 Special Rules for parts of a whole**



### 4.13.1 Availability

---

#### Definition

Availability provides users with the address and a number or code that is uniquely associated with an item, and serves to identify that item within an organization. This number is normally assigned by the organization that holds the item. Since this is local information, availability must include the name or code identifying the institution or repository in which the item is housed.

#### Purpose

To allow users and collection managers to locate a particular item within a collection.

Availability is reserved for non conventional resources that are not readily available through commercial distribution and hence would be difficult to locate. [Don't agree with this. Availability (is it mandatory?) is there for people to be able to get an item.]This field has two refinements: the Location and the Number.

The Availability Location element is mandatory for every resource. The Availability Number field **must** have the accompanying location information. If resources are available online, the URI should be provided.

Availability information is provided in Availability Location and Availability Number elements.

- For *Online Availability*, provide the URI, use Identifier ([See 4.8](#)).
- For standard numbers printed on the item, use Identifier ([See 4.8](#)).
- For classification numbers, use Subject Classification ([See 4.6.2](#)).

### 4.13.2 Location of availability

---

#### Definition

An unambiguous reference to the location of the resource.

#### Purpose

It is used to locate resources at the centre level. Especially for grey literature that is not readily available through any other commercial channels.

#### Rules for encoding

Enter the address of the AGRIS Resource Centre, or the address of the institute where the resource is available. An *authorized form* of the name is preferred, e.g.

<b>Example</b>
University of Vienna, Peter Jordanstr. 52, A-1190 Vienna, Austria

Recommended best practice is to identify location with a stable address.

If address is not available, enter the Country code of the contributing AGRIS Resource Centre. This is also indicated as part of the Resource number (ARN)

This is a **mandatory** entry for all resources kept at the resource centres.

### 4.13.3 Availability Number

---

#### Definition

An unambiguous reference to the resource within a given context.

#### Purpose

It is used to identify resources within the organisation.

### Rules for encoding

This field is used to give the **accession number or other locally created number** of a resource,

Example
Availability Location: University of Vienna, Peter Jordanstr. 52, A-1190 Vienna, Austria Availability Number: Boku 2456.23

**Note:** All local numbers must include the corresponding institution.

Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system.

Examples	
availabilityNumber	Definition and Examples
<b>Accession number (AN)</b>	A number assigned to a bibliographic record in a computer file accession Number is Ex. a1648363
<b>Microfiche number (MN)</b>	Microfiche Number is a unique number identifying a microfiche, i.e. document photographed in reduced size for viewing on projector.
<b>Call number (CN)</b>	Call Number is a combination of numbers and letters which is used to identify a particular book or item in the library's collection. Items are arranged on the shelves by call number. Ex. RNE. 613 F735(F)

**Note:** If the subject classification number is used to organize resources at your centre, place that number in Subject Classification element ([See 4.6.2](#)) leaving this field empty.

---

#### 4.13.4 Special Rules for parts of a whole

---

##### Analytical in a Whole

When describing individual part(s) of a whole e.g. an article in a book, do not add Availability information at the parts level. Availability is entered only at the whole level.

##### Journal Articles

When describing individual articles from a journal, add the Availability information.

---

## 4.14 Source

---

### **4.14.1 Source <dc:source />**

Definition

Purpose

Rules for encoding Source

#### 4.14.1 Source

---

##### Definition

A reference to a resource of which the current resource is a part.

##### Purpose

It provides additional information about the source of the resource. When cataloguing the analytic, this field is used to provide information for identification of the Monograph.

##### Rules for encoding Source

Information that can go into this field includes the following:

- Title and subtitle (See [4.2.1](#))
- Author (See [4.3](#))
- Edition statement (See [4.7.2](#))
- Place of publication (See [4.4.2](#))
- Publisher (See [4.4.1](#))
- Date of publication (See [4.5.2](#))
- Standard number (See [4.8](#))
- Collation (if an analytic) (See [4.10.1](#))

Examples of citation information in the source element:

Examples
Progrès de la recherche en démographie juive / Roberto Bachi. (Études démographiques récentes sur le judaïsme ; 2). // Démographie et identité juives dans l'Europe contemporaine. Bruxelles, Belgique : Éditions de l'Université de Bruxelles, c1972. p. [37]-47
Trekka round the world / John Guzzwell. // Great voyages in small boats. Clinton Corners, N.Y. : John de Graff, 1976. ISBN 0-8286-0079-1. p. 1-195
Defeathering the Indian / Emma La Rogue. xiii, 82 p. : ill. ; 23 cm. ISBN 0-7725-5028-X. // Tawow / D. Bruce Sealy. [Agincourt, Ont.] : Book Society of Canada, c1975. ISBN 0-7725-5250-9.

---

## **4.15 Coverage: Spatial, Temporal**

---

### **4.15.1 Coverage**

Definition

Purpose

Rules for encoding Coverage

### **4.15.1 Spatial**

Definition

Purpose

Rules for encoding Spatial

### **4.15.1 Temporal**

Definition

Purpose

Rules for encoding Temporal

### 4.15.1 Coverage

---

**Definition**

The extent or scope of the content of the resource.

**Purpose**

This is used to provide information on coverage that includes spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity).

**Rules for encoding coverage**

Recommended best practice is to select a value from a controlled vocabulary (for example, the Thesaurus of Geographic Names [TGN]) and to use, where appropriate, named places or time periods in preference to numeric identifiers such as sets of coordinates or date ranges.

---

### 4.15.2 Coverage Temporal

---

**Definition**

Temporal characteristics of the intellectual content of the resource.

**Purpose**

This is used to provide temporal periods (a period label, date, or date range)

**Rules for encoding coverage**

Recommended best practice is to select a value from recommended schemes.

**Examples**

**DCMI PERIOD:** A specification of the limits of a time interval

Example
name=The Great Depression; start=1929; end=1939; Period name: The Great Depression start: 1929 end: 1939

**W3C-DTF:** W3C Encoding rules for dates and times - a profile based on ISO 8601

Example
start=1999-09-25T14:20+10:00; end=1999-09-25T16:40+10:00; scheme=W3C-DTF; Period name: 1999 AFL Grand Final start: 1999-09-25T14:20+10:00 end: 999-09-25T16:40+10:00

---

### 4.15.3 Coverage Spatial

---

**Definition**

Spatial characteristics of the intellectual content of the resource.

**Purpose**

This is used to provide information on coverage that includes spatial locations (a place name or geographic coordinates) or jurisdiction (such as a named administrative entity).

**Rules for encoding coverage**

Recommended best practice is to select a value from a controlled vocabulary (for example, the Thesaurus of Geographic Names [TGN]) and to use, where appropriate, named places or time periods in preference to numeric identifiers such as sets of coordinates.

### Encoding schemes

**(DCTERMS) POINT:** The DCMI Point identifies a point in space using its geographic coordinates

**Example: Perth, Western Australia**

name=Perth, W.A.; east=115.85717; north=-31.95301  
Point name: Perth, W.A.  
east: 115.85717  
north: -31.95301

**(DCTERMS) DCMIBOX:** The DCMI Box identifies a region of space using its geographic limits

**Example: Western Australia**

name=Western Australia; northlimit=-13.5; southlimit=-35.5;  
westlimit=112.5; eastlimit=129  
  
Box name: Western Australia  
northlimit: -13.5  
eastlimit: 129  
southlimit -35.5  
westlimit:112.5

**(DCTERMS) ISO3166:** ISO 3166 Codes for the representation of names of countries.

**Example**

spatial scheme: ISO3166  
Ex. KE

**(DCTERMS) TGN:** The Getty Thesaurus of Geographic Names

**Example**

spatial scheme: TGN  
Ex. Malaysia

---

## **4.16 Rights: Statement, Terms of Use**

---

### **4.16.1 Rights**

Definition

Purpose

Rules for encoding Rights

### **4.16.2 Rights Statement**

Definition

Purpose

Rules for encoding Rights Statement

### **4.16.3 Rights Terms of Use**

Definition

Purpose

Rules for encoding Source



---

### 4.16.1 Rights

---

#### Definition

Information about rights held in and over the resource.

#### Purpose

To give information over owner of the rights terms of use of the information resource.

#### Rules for encoding Rights

Typically, *Rights* will contain a *rights management statement* for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. This provides information on the copyright as well as access rights of the users to the resource.

If the Rights element is absent, no assumptions may be made about any rights held in or over the resource.

---

### 4.16.2 Rights Statement

---

#### Definition

Written assertion of ownership rights relating to resource

#### Purpose

This is used to provide information on the ownership of the resource

#### Rules for encoding Rights Statement

Enter either a textual statement or a URL pointing to a rights statement, or a combination, when a brief statement and a lengthier one are available.

Examples
Rights Statement: Rights="http://cs-tr.cs.cornell.edu/Dienst/Repository/2.0/Terms" or/and Rights Statement: FAO Copyright

---

### 4.16.3 Rights Terms Of Use

---

#### Definition

Extent and manner of use permitted to, and restrictions covering use of resource by the public

#### Purpose

This is used to provide information of the accessibility of any resource. It offers Information on whether a resource is freely accessibility or restricted and the level of restriction.

#### Rules for encoding Rights Terms of Use

Enter a statement that indicates the level of access to the resource.

Example
Terms of Use: Access limited to members

---

## **4.17 Citation: Title, Identifier, Number, Chronology**

---

### **4.17.1 Citation Title**

Definition

Purpose

Rules for selecting Serial Title

Creating Serial title

- Distinctive title

- Title containing the name of the Issuing body

- Title with generic word

- Articles

- Acronyms and Initials

- Acronym is not part of the full title

- Acronym is the only title present

- Numbers

- Punctuation

- Identical titles

- Editions in different languages

- Supplements

- Serial published within another serial

- Parallel titles

### **4.17.2 Citation Identifier**

Definition

Purpose

Rules for encoding citation Identifier

- ISSN

### **4.17.3 Citation Number**

Definition

Rules for encoding citation Number

### **4.17.4 Citation Chronology**

Definition

Purpose

Rules for encoding citation Chronology

#### 4.17.1 Citation Title

---

##### Definition

The serial title, also known as the key-title, is a name ascribed to a serial publication and is inseparably associated with its ISSN.

##### Purpose

The purpose of serial title is to ensure that users can find all issues of a serial under one form of the serial title.

This is a mandatory entry when the resource is part of a serial. A serial is defined as a publication, usually having numerical or chronological label, and intended to be continued indefinitely. It may be made available on any medium and is issued in successive parts. Citation information is provided in *Citation Title*, *Citation Identifier*, *Citation Number* and *Citation Chronology* Elements.

##### Rules for selecting Serial Title

The serial title is a name ascribed to a serial publication and is inseparably associated with its ISSN. It is derived from the title information appearing in the publication, and it will be entered in the original language, transliterated if necessary.

When a serial has two or more different titles appearing on different parts of the publication (cover, title-page, masthead), put them in the repeating fields. The sub-title is not part of the serial title.

##### Creating Serial title

Enter in this field the serial title of the serial selected for input from a journal article, or a single volume in a monographic series.

##### Distinctive title

eg.

Example
Scientific American
Fortschritte der Physik

##### Title containing the name of the Issuing body

The title containing the name of the issuing body, which in turn is grammatically inseparable from the rest of the time

Example
Journal of the American Chemical Society
Society of Petroleum Engineers Journal

The name of the issuing body if this is the only title present (transcribed in the sequence and form given).

Example
Association des Diplomes Universitaires Scientifiques, Juridiques et Economiques

##### Title with generic word

A title containing a generic word (a generic word in a serial title is one which indicates the kind and/or periodicity of a publication such as: Abhandlungen, Annals, Berichte, Bulletin, Cahiers, Comptes rendus, Yearbook etc.), which is not grammatically linked to the name of the issuing body. In this case the serial title is to begin with the generic word, followed by the name of the issuing body (transcribed in the sequence and form given) linked by a dash which is preceded and followed by a space (space dash space).

e.g.

Examples
Bulletin - American Physical Society
Transactions - American Society for Metals

Note that a comma or other punctuation marks are not considered to constitute grammatical links.

### Articles

Articles occurring as the first word of a serial title are omitted, except when an article forms part of a place or other name.

<b>Example</b>
Los Angeles Medical Society Bulletin

### Acronyms and Initials

If the title contains an acronym or set of initials, it should be constructed as follows:

If the acronym is inseparable from the rest of the title it should be retained as part of the serial title.

<b>Example</b>
IEEE Transactions
ALA Bulletin

The title containing the expanded form of the acronym or initials may be entered in repeating citation title field.

### Acronym is not part of the full title

If the title consists of a set of initials prominently displayed, and the expanded form is also present, the serial title will begin with the acronym, followed by the expanded form in parenthesis.

<b>Example</b>
BLM (Bonniers Literary Magazine)

If the acronym and the expanded form do not match, the same procedure should be followed.

<b>Example</b>
BPR (American Book Publishing Record)

### Acronym is the only title present

If the acronym is the only title present, it should be considered a distinctive title.

<b>Example</b>
GP
QTC

The expanded form should be entered as a variant title whenever possible.

### Numbers

If numbers appear in a title they will be entered in Arabic numerals.

<b>Example</b>
4 Corners Power Review

If the number appearing in the title is the number of a conference in a series of conferences, it will be omitted in the serial title.

Title on the serial	Correct Entry
2. Tagungsbericht der Oesterreichischen Gesellschaft fuer Veterinaermedizin	Tagungsbericht der Oesterreichischen Gesellschaft fuer Veterinaermedizin

Any numbers or other information relating to chronological series designation must be excluded from the serial title, while numbers relating to subject series must be included:

Title on the serial	Correct Entry
Nuovo Archivio Veneto. Ser. 2 (1891-1900) Nuovo Archivio Veneto. Ser. 3 (1901-)	Nuovo Archivio Veneto

Title on the serial	Correct Entry
Bulletin Signaletique. Section 101. Information Scientifique et Technique	Bulletin Signaletique. Section 101. Information Scientifique et Technique

### Punctuation

Punctuation should be added, if necessary. The full stop should be used as internal divider.

Examples
Bibliographie. Dokumentation. Terminologie
Journal of Polymer Science. Part A. General Papers

The dash will be used to link generic words and issuing body.

Parenthesis will be used to enclose words added to the title to make it distinctive.

### Identical titles

If a serial title, derived as so far defined, is identical with the serial title of another serial, it shall be further distinguished by giving the place of publication (town); and, if necessary, the starting date or any other information needed to make the title distinctive.

This information will appear in parentheses immediately after the main part.

Example
Transactions of the Illuminating Engineering Society (London)
Transactions of the Illuminating Engineering Society (New York)

### Editions in different languages

When a serial has editions in different languages, and the titles of these editions are identical, each edition will have its own ISSN, provided that a separate serial title is devised.

Example
Nouvelles de Paris
Nouvelles de Paris. English version
Nouvelles de Paris. Deutsche Uebersetzung

If this information does not appear on the publication it will be entered in parenthesis.

Example
Realites
Realites (English edition)

### Supplements

A continuing supplement of a serial will have its own serial title and ISSN.

Example
<b>Parent publication:</b> Journal of Mammalogy <b>Supplement:</b> Recent Literature on Mammalogy
<b>Parent publication:</b> Main Economic Indicators <b>Supplement:</b> Industrial Production

If the title of the supplement is identical with the title of the parent publication, it must be made distinctive by adding the word supplement.

Example	
Solid State Physics. Supplement	
Canadian Statistical Review. Weekly Supplement	

If this information does not appear on the publication, it will be entered in parenthesis.

### Serial published within another serial

When there is a serial published within another serial, or a sub-series other than a continuing supplement, a separate serial title and ISSN will be assigned to it, provided the title is distinctive.

Example	
<b>Serial title of serial:</b> Libri	
<b>Serial title of inset:</b> IFLA Communications (also issued as bound volumes)	
<b>Serial title of main-series:</b> Actualites scientifiques et industrielles	
<b>Serial title of sub-series:</b> Chimie des substances naturelles	

### Parallel titles

If the serial has two or more titles in different languages, the one given prominence (e.g. printed in large type) is to be used as the basis for the serial title.

The other titles should be placed in additional serial title fields.

**Note:** When a sequence of appearance is difficult to determine (e.g. separate title-pages, English at front - Arabic at rear), preference should be given to the title that is most related to the place of publication (town).

---

## 4.17.2 Citation Identifier

---

### Definition

A global standard identifier of a journal. This would usually be an ISSN, but may follow some other standards such as CODEN.

### Purpose

This is a unique identifier of the serial.

### Rules for encoding citation Identifier

#### ISSN

The International Standard Serial Number is recorded in this field as an eight-digit code (retain the hyphen).

Example	
ISSN	0029-0254

---

## 4.17.3 Citation Number

---

### Definition

The issue, part or number which denotes a particular issue of a journal, as it appears on the cover. In many cases this indicates a part of a journal volume.

### Rules for encoding citation Number

Issue Numbers are denoted differently in different journals, eg. `part', while some journals are arranged by year, eg. 12/1999 in which case the year is effectively the volume. Any page numbers go into Format extent element

Other examples include:

Examples of Citation number
v. 9
v.3 (2)
v.1 (suppl. 1)
v. 17 (4, pt.1)
v. 13-16

---

#### 4.17.4 Citation Chronology

---

##### **Definition**

Chronology is the formal date of a particular issue of a journal, as it appears on the cover in conjunction with the serial title.

##### **Purpose**

This date provides additional details about the resource.

##### **Rules for encoding citation Chronology**

This may be different from the actual **date of publication** of the issue, which should be encoded in Date Issued (date of publication) ([See 4.5.3](#)).

## References:

- [1] Food and Agriculture Organization of the United Nations  
<http://www.fao.org/>
- [2] Dublin Core Metadata Initiative  
<http://www.dublincore.org/>
- [3] Agricultural Metadata Element Set  
<http://www.fao.org/agris/agmes/>
- [4] The Australian Government Locator Service  
[http://www.naa.gov.au/recordkeeping/gov\\_online/agls/cim/cim\\_manual.html](http://www.naa.gov.au/recordkeeping/gov_online/agls/cim/cim_manual.html)
- [5] Namespaces in XML  
<http://www.w3.org/TR/REC-xml-names/>
- [6] Baker, Dekkers, Heery, Patel and Salokhe (2001) "What Terms Does Your Metadata Use? Application Profiles as Machine-Understandable Narratives". JoDI, Vol 2., Issue 2.  
<http://jodi.ecs.soton.ac.uk/Articles/v02/i02/Baker/>
- [7] Heery, Rachel and Manjula Patel (2000) "Application profiles: mixing and matching metadata schemas". *Ariadne*, No. 25, September.  
<http://www.ariadne.ac.uk/issue25/app-profiles/intro.html>
- [8] Codes for the Representation of Names of Languages  
<http://www.loc.gov/standards/iso639-2/langcodes.html>
- [9] Codes for the Representation of Countries  
<http://www.iso.ch/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html>



## Appendix A: Issues concerning AGRIS

### A.1 Bibliographic levels

The bibliographic levels were introduced to allow the identification, within a single reference, all bibliographic entries of which the reference itself is composed and which are required to make the description of a documentary unit complete.

This therefore brings about the issues of relationships between a reference and another that would make it complete for ease of management and discovery. Three levels can be distinguished namely,

#### A.1.a *Analytical level*

Commonly referred to as A level, is used to classify documentary units that are not issued separately but as parts of a larger bibliographic entity. Analytical can therefore be part of, a monograph (AM), a series (AS) and a monographic series (AMS).

Note: The A level can never stand alone.

#### A.1.b *Monographic level*

Commonly referred to as M level, is used to classify documentary units that are complete at the time of issue or are to be issued in a predetermined number of parts for example (Nursing in Africa. Part. 1 and Nursing in Africa Part. 2) This are complete units but are related to each other by the fact that they are on they are dealing with the same topic.

Note: Possible combinations are M, AM, AMS.

#### A.1.c *Serial level*

Commonly referred to as S level, is used for publications issued in successive parts, usually having numerical or chronological designations and intended to be continued indefinitely. These include Serials, Periodicals, Newspapers, Journals and Monographic Serials.

Note: The S can never stand alone. Possible combinations are AS, AMS and MS.

### A.2 The old system (Legacy data, AGRIN formats)

The previous AGRIS system is based on a flat file where by, metadata information of a resource that is part of another resource could not stand alone, and had the metadata information of the larger part included as part of the record. This was to enable a user to discover and locate the analytic resource through finding the larger whole. This therefore gave the current structure whereby a metadata record consists of information of the parent (larger whole).

### A.3 The new system (AGRIS Application Profile)

With the advent of new technologies and new emerging standards, it is recommended that a metadata record consists of information of that is only pertinent to a particular resource but and any other information deemed important for discovery and access to the resource.

This therefore brings in the concept of linking of resources that are part of or have parts through a specific metadata record element, e.g. by the use of the Relation element of the DC Element Set. The DC element, Relation has been elaborated to give different forms of relationships that can possibly exist between two resources.

Examples: Is Part Of, Has Parts, Is Version Of, Has Version, Is referenced by, Reference, Is format Of, Has Formats, It Translation Of, Has Translation.

However, It is noted that the Relation element is not able to cater to the previous AGRIS system because the current proposed value for this element is limited to an Identifier, where as, there is abundant metadata information of the larger whole part (M and S) which is considered necessary and should be retained. This therefore led to the introduction of the elements Source and Citation.

*A.3.a Element: (DC) Source*

The Source element will be a container element for metadata information of the “Monographic level” or the larger whole resource that is conceived necessary for discovery of an “analytic” resource (See 4.14).

*A.3.b Element: (AGS) Citation*

The Citation element is proposed to contain the information of the Serial (See 4.15).

*A.4 Diacritics*

Diacritical marks are the use of accent marks within certain languages. The old guidelines prohibited the use of diacritical marks because the system could not handle them. The AGRIS AP allows for use of diacritical marks because it will use the Unicode Standard. The advent of Unicode provides a way for all the necessary diacritic characters to be contained in a single font.

*A.5 Transliterations*

Transliteration is the conversion to the Roman alphabet of other alphabets such as Greek, Cyrillic, Arabic, Chinese etc. The AGRIS AP allows transliterations if available.

## Appendix B: AGRIS to AGRIS AP mapping

The following table provides mapping guide from the AGRIS fields to the AP. It should be noted here that the recommendations in the table does not reflect some the Attribute constraints recommended in the AP because the current AGRIS system does not allow for all the possibilities. This, however, will be changed in the near future.

Bibl. Level	Inp. sheet No.	Field no.	AGRIS Field name	DTD element and qualifier	Attributes	Schemes
	1	1	TRN	Is described as part of metadata record information agrisResource	arn	
		2	RN (not applicable on input)	n.a.		
	3	3	Record status	n.a.		
	4	4	Affected RN	n.a.		
	5	5	Relator	n.a.		
	6	6	Related RN (TRN)	dc:relation/dcterms:IsVersionOf dc:relation/dcterms:HasVersion dc:relation/dcterms:IsReplacedBy dc:relation/dcterms:Replaces dc:relation/dcterms:IsRequiredBy c:relation/dcterms:Requires dc:relation/dcterms:IsPartOf dc:relation/dcterms:HasPart dc:relation/dcterms:IsReferencedBy dc:relation/dcterms:References dc:relation/dcterms:IsFormatOf dc:relation/dcterms:HasFormatOf dc:relation/ags:IsTranslationOf dc:relation/ags:HasTranslation		URI or ARN (The Temporary Record Number has been renamed to AGRIS Resource Number)
	7	7	Primary subject category	dc:subject ags:subjectClassification		ASC CABC DDC LCC UDC
	7	8	Secondary subject category (first)	dc:subject ags:subjectClassification		
	7	9	Secondary subject category (second)	dc:subject ags:subjectClassification		
	8	10	Type of publication	dc:type		
	8	11	Bibliographic levels	Is described as part of metadata record information		
	8	12	Literary indicators	dc:type		AGRIS Contr. list
		13	Extension material (not used for AGRIS)	n.a.		
A	100	100	Personal author(s) (Affil.)	dc:creator ags:creatorPersonal	xml:lang (O)	
A	110	110	Corporate author(s)	dc:creator ags:creatorCorporate	xml:lang (O)	
A	111	111	Academic degree	dc:description ags:descriptionNotes	xml:lang (O)	
A	200	120	English title	dc:title	xml:lang (M)	

A	202	122	French title	dc:title	xml:lang (M)	
A	204	124	Spanish title	dc:title	xml:lang (M)	
A	206	126	Other title(non-English, French or Spanish)	dc:title dcterms:alternative	xml:lang (O)	
A	210	130	Conference name	dc:creator ags:creatorConference	xml:lang (O)	
A	211	131	Conference place			
A	213	133	Conference date			
A	300	150	Report/Patent number	dc:identifier		RN - PN
A	310	151	Secondary numbers	dc:identifier		IPC ISBN ISSN JN PN RN URI
A	320	152	ISBN/IPC	dc:identifier		ISBN - IPC
A	500	170	Collation	dc:format dcterms:extent		
A	600	180	Language of text	dc:language		ISO639-1 ISO639-2 noscheme
A	601	181	Summary statement	dc:description ags:descriptionNotes	xml:lang (O)	
A	610	182	Notes	dc:description ags:descriptionNotes	xml:lang (O)	
M	100	200	Personal author(s) (Affil.)	dc:creator ags:creatorPersonal	xml:lang (O)	
M	110	210	Corporate author(s)	dc:creator ags:creatorCorporate	xml:lang (O)	
M	111	211	Academic degree	dc:description ags:descriptionNotes	xml:lang (O)	
M	200	220	English title	dc:title	xml:lang (M)	
M	202	222	French title	dc:title	xml:lang (M)	
M	204	224	Spanish title	dc:title	xml:lang (M)	
M	206	226	Other title (non-English, French or Spanish)	dc:title dcterms:alternative	xml:lang (O)	
M	210	230	Conference name	dc:creator ags:creatorConference	xml:lang (O)	
M	211	231	Conference place			

M	213	233	Conference date			
M	250	240	Edition	dc:description ags:descriptionEdition		
M	300	250	Report/Patent number	dc:identifier		RN - PN
M	310	251	Secondary number(s)	dc:identifier		IPC ISBN ISSN JN PN RN URI
M	320	252	ISBN/IPC	dc:identifier		ISBN IPC
M	401	261	Imprint: Place of publication	dc:publisher ags:publisherPlace		
M	402	262	Imprint: Publisher	dc:publisher ags:publisherName		
M	403	263	Imprint: Date of publication	dc:publisher dcterms:issued		
M	500	270	Collation	dc:format dcterms:extent		
M	600	280	Language of text	dc:language		ISO639-1 ISO639-2 noscheme
M	601	281	Summary statement	dc:description ags:descriptionNotes	xml:lang (O)	
M	610	282	Notes	dc:description ags:descriptionNotes	xml:lang (O)	
M	611	283	Availability	agls:availability ags:availabilityLocation ags:availabilityNumber		
S	230	420	Serial main title	ags:citation ags:citationTitle	xml:lang	
S	231	421	Serial title: sec. elements	ags:citation ags:citationTitle		
S	320	450	ISSN	ags:citationIdentifier		ISSN
S	403	463	Date of Publication	dc:date dcterms:dateIssued		
S	500	470	Collation	dc:format dcterms:extent		
S	610	482	Notes	dc:description ags:descriptionNotes	xml:lang (O)	
S	611	483	Availability	agls:availability ags:availabilityLocation ags:availabilityNumber	xml:lang	
X	9		Language code of AGROVOC descriptors	xml:Lang		
X/EN	800	501	English AGROVOC descriptors	dc:subject ags:subjectThesaurus	xml:lang (M)	AGROVO C CABT ASFAT NALT MeSH LCSH

X/EN	810	502	English Comments/Proposed terms	dc:subject	xml:lang (M)	
X/EN	830	503	English upposted AGROVOC descriptors	n.a.		
X/FR	800	521	French AGROVOC descriptors	dc:subject ags:subjectThesaurus	xml:lang (M)	AGROVO C CABT ASFAT NALT MeSH LCSH
X/FR	810	522	French Comments/Proposed terms	dc:subject	xml:lang (M)	
X/FR	830	523	French upposted AGROVOC descriptors	n.a.		
X/ES	800	541	Spanish AGROVOC descriptors	dc:subject ags:subjectThesaurus	xml:lang (M)	AGROVO C CABT ASFAT NALT MeSH LCSH
X/ES	810	542	Spanish Comments/Proposed terms	dc:subject	xml:lang (M)	
X/ES	830	543	Spanish upposted AGROVOC descriptor	n.a.		
X	-840	591	AGROVOC descriptor codes	n.a.		
X	-840	592	Reserved for AGROVOC descriptor codes	n.a.		
X	9	6xx	Reserved for local AGROVOC translations	n.a.		
X	9	700	Language code of local terms	xml:lang		
X	820	701	Local terms (non- AGROVOC)	dc:subject	xml:lang	
X	9	710	Language code of first abstract	xml:lang		
X	860	714	First abstract	dc:description dcterms:abstract	xml:lang (M)	
X	9	720	Language code of second abstract	xml:lang		
X	860	724	Second abstract	dc:description dcterms:abstract	xml:lang (M)	

## Appendix C: AGRIS Country and Centre Codes

### C.1 Country Codes

Country Codes					
AL	ALBANIA	GR	GREECE	MD	REPUBLIC OF MOLDOVA
DZ	ALGERIA	GD	GRENADA	OM	OMAN
AO	ANGOLA	GT	GUATEMALA	PK	PAKISTAN
AG	ANTIGUA AND BARBUDA	GN	GUINEA	PA	PANAMA
AR	ARGENTINA	GW	GUINEA-BISSAU	PG	PAPUA NEW GUINEA
AU	AUSTRALIA	GY	GUYANA	PY	PARAGUAY
AT	AUSTRIA	HT	HAITI	PH	PHILIPPINES
BS	BAHAMAS	HN	HONDURAS	PL	POLAND
BD	BANGLADESH	HK	HONG KONG	PT	PORTUGAL
BB	BARBADOS	HU	HUNGARY	QA	QATAR
BY	BELARUS	IS	ICELAND	RO	ROMANIA
BE	BELGIUM	IN	INDIA	RU	RUSSIAN FEDERATION
BZ	BELIZE	ID	INDONESIA	RW	RWANDA
BJ	BENIN	IR	IRAN ISLAMIC REPUBLIC	SA	SAUDIARABIA
BO	BOLIVIA	IQ	IRAQ	SN	SENEGAL
BW	BOTSWANA	IE	IRELAND	SC	SEYCHELLES
BR	BRAZIL	IL	ISRAEL	SL	SIERRA LEONE
VG	BRITISH VIRGIN ISLANDS	IT	ITALY	SG	SINGAPORE
BG	BULGARIA	JM	JAMAICA	SK	SLOVAK REPUBLIC
BF	BURKINA FASO	JP	JAPAN	SI	SLOVENIA
BI	BURUNDI	JO	JORDAN	SB	SOLOMON ISLANDS
KH	CAMBODIA	KE	KENYA	SO	SOMALIA
CM	CAMEROON	KI	KIRIBATI	ZA	SOUTH AFRICA
CA	CANADA	KP	KOREA DEMOCRATIC PEOPLE'S REPUBLIC	ES	SPAIN
CV	CAPE VERDE	KR	KOREA REPUBLIC	LK	SRI LANKA
CF	CENTRAL AFRICAN REPUBLIC	KW	KUWAIT	KN	ST CHRISTOPHER AND NEVIS
TD	CHAD	LV	LATVIA	LC	ST LUCIA
CL	CHILE	LB	LEBANON	VC	ST VINCENT AND THE GRENADINES
CN	CHINA	LS	LESOTHO	SD	SUDAN
CO	COLOMBIA	LR	LIBERIA	SR	SURINAME
CG	CONGO	LY	LIBYAN ARAB JAMAHIRIYA	SZ	SWAZILAND
CK	COOK ISLANDS	LT	LITHUANIA	SE	SWEDEN
CR	COSTA RICA	LU	LUXEMBOURG	CH	SWITZERLAND
CI	COTE D'IVOIRE	MG	MADAGASCAR	SY	SYRIA
HR	CROATIA	MW	MALAWI	TZ	TANZANIA
CU	CUBA	MY	MALAYSIA	TH	THAILAND
CY	CYPRUS	ML	MALI	TG	TOGO
CZ	CZECH REPUBLIC	MT	MALTA	TO	TONGA
DK	DENMARK	MU	MAURITIUS	TT	TRINIDAD AND TOBAGO
DJ	DJIBOUTI	MX	MEXICO	TN	TUNISIA
DM	DOMINICA	MN	MONGOLIA	TR	TURKEY
DO	DOMINICAN REPUBLIC	MA	MOROCCO	UG	UGANDA
EC	ECUADOR	MZ	MOZAMBIQUE	UA	UKRAINE
EG	EGYPT	MM	MYANMAR	GB	UNITED KINGDOM
SV	EL SALVADOR	NA	NAMIBIA	UY	URUGUAY
EE	ESTONIA	NP	NEPAL	US	USA
ET	ETHIOPIA	NL	NETHERLANDS	VE	VENEZUELA
FJ	FIJI	NZ	NEW ZEALAND	VN	VIETNAM
FI	FINLAND	NI	NICARAGUA	YE	YEMEN
FR	FRANCE	NE	NIGER	YU	YUGOSLAVIA
GA	GABON	NG	NIGERIA	ZR	ZAIRE
GM	GAMBIA	NO	NORWAY	ZM	ZAMBIA
DE	GERMANY	PE	PERU	ZW	ZIMBABWE
GH	GHANA	MK	REPUBLIC OF MACEDONIA		

**C.2 Centre Codes**

Centre Codes					
QB	ISNAR	QK	AOAD	QV	ICARDA
QC	CIHEAM	QL	IIMI	QX	ICRISAT
QD	IDRC	QM	ILRI	QY	CIMMYT
QE	CARDI	QN	APIMONDIA	QZ	ICIMOD
QF	ICIPE	QO	IUFRO	XB	AIBA
QG	SPC	QP	CIP	XE	European Communities
QH	ACSAD	QR	IRRI	XF	FAO
QI	ICRAF	QT	CIAT	XL	CIDIA
QJ	IPGRI	QU	IITA		



## Appendix D: Glossary of Acronyms

AGLS	Australian Government Locator Service
AgMES	Agricultural Metadata Element Set
AGRIS AP	AGRIS Application Profile
AGROVOC	Multilingual agricultural thesaurus produced by FAO, and used for indexing and cataloguing.
AgStandards	Agricultural Metadata Standards Initiative
AN	Accession Number
ASC	AGRIS Subject Categories
ASFA	Aquatic Sciences and Fisheries Abstracts
ASFAT	Aquatic Sciences and Fisheries Abstracts Thesaurus
CABC	CABI Codes
CABT	CABI Thesaurus
CN	Call Number
COAIM	Consultation on Agricultural Information Management
CODEN	Code Number
DC	Dublin Core
DCMES	Dublin Core Metadata Element Set
DCMI	Dublin Core Metadata Initiative
DDC	Dewey Decimal Classification
DLIOs	Document-like Information Objects
DTD	Document Type Definition
FAO	Food and Agriculture Organization
FGDC	Federal Geographic Data Committee
IEEE	Institute of Electrical and Electronics Engineers
IMT	Internet Media Types
IPC	International Patent Classification
IPR	Intellectual Property Rights
ISBN	International Standard Book Number
ISSN	International Standards Serial Number
JN	Job Number
LCC	Library of Congress Classification
LCSH	Library of Congress Subject Headings
MeSH	Medical Subject Headings
MN	Microfiche Number
NAL	National Agricultural Library of United States
NALT	National Agricultural Library Agricultural Thesaurus
PN	Project Number
RDF	Resource Description Framework
RN	Report Number
TGN	The Getty Thesaurus of Geographic Names
UDC	Universal Decimal Classification
URI	Uniform Resource Identifier
URL	Uniform Resource Locator
W3C	World Wide Web Consortium
WWW	World Wide Web
XML	eXtensible Markup Language